



**Classified Senate Meeting Minutes via Zoom**  
**October 7, 2021**  
**2:15pm – 3:30pm**

**Board Members: Belinda Chan, Jeremy Evangelista-Ramos, Golda Margate, Martin Marquez, Sherrie Prasad, Kenya Ruiz**

**Attendance:** Maria Norris, Joseph Jaballa, Marisa Thigpen, Angelica Mendoza, Brittney Sneed, Alexa Moore, Monique Hernandez, Karmann Robbins, Zahra Mojtahedi, Michelle Amaral, Thommy Reyes, Conor Fitzpatrick, Eric Torres, Chris Woo, Chris Weidman

**Part 1: Professional Development Opportunities**

Guest Speakers:

- Jonathan Bissell, Executive Director, Community, Continuing & Corporate
- Ricardo Flores, Instructional Technologist, CTTL
- Christopher Smith, Director of Web Services

Education – Professional Development Academy

- **Professional Development Academy**
  - Series of Professional Development workshops – ***Tell us more on how Classified can take advantage of the opportunity***
    - Helps classified professionals think of their careers and personal growth
  - Professional Development Academy started 5 years ago
    - Main opportunities for Staff
    - Created year in, year out – opportunities for staff and expanded professionally
      - Development and Growth
      - Connect with one another through virtually
    - There has been 80 certificates (digital) across the district
    - Each certificate is about 4 workshops
      - Idea of classified professionals owning their own growing / learning journeys
        - ***“What do I need in my journey”***
          - “Not only for my current job, but for the job I want to hold and serve in the future”
          - “What does the pathway look like for me to grow and hope to be intentional with that”
  - Fall 2021 Online Series (4 categories)

- Working Success, Office Technology, Health/Mindfulness, Leadership
    - Classified have the option to take 2 in Fall, 2 in Spring (receive a certificate)
    - Leadership has a lot of options, basic series but opportunities to grow
  - ***“How do we have time to do this?”***
    - If we don’t invest time in ourselves, who will?
    - Supervisors to advocate and support classified to complete Academy
  - ‘How leadership series is beneficial for classified staff?’
    - Designed for staff, even if it is opened to other leaders (district opportunity)
  - How do we have time to complete professional development?
    - I MAKE TIME
    - Method: look at series and input in personal calendar
    - If we don’t engage, democracy/shared governance fizzles out
    - Help yourself first before helping others
    - ***Suggestion: Building Professional Development in classified Senate meetings?***
    - Hard to get us all together in one room/one space
    - Building in 30 mins of PD into classified meetings
    - Every meeting has a new topic, rotates based on current needs
- **Suggestions:**
  - Trainings on programs: Smartsheets and Formstack
  - 4 models to get what you need
    - Outcomes/Results
    - Behaviors that will get us there
    - Learning experiences for behavior changes
    - how do people feel /how will we measure about the learning experiences
- Here is an example of LA Pierce CC and how they have a Flex Day Track focused entirely on the needs of classified <https://sites.google.com/view/big-fall-launch-2020/home>
  - One thing to learn tool vs. knowing how to use it in a sufficient way
  - Having real life examples during a training session
  - Use it in way we can communicate in our day to day work: Emails, CTTL, Flex
- *Centralized place to access information: JUST for Skyline*
  - Reminders that PD is happening
  - Website/Portal/Monthly Newsletter

- **WHAT Professional Development is available?**
  - Webpage to go to / show campus specific training opportunities
  - Scheduling ahead of time
    - A page where classified can still access with no opportunity lost
- Building in PD in Classified Meetings
  - Building it into meetings because people are SHOWING up to the meetings
  - Brown Bag sessions: multi subject, informal

## **Part II: Senate Business**

1. Review and Approval of May and September 2021 Minutes
  - Approval of May 2021 Minutes  
(M/S Michelle Amaral/Barbara Lamson)
  - Approval of September 2021 Minutes  
(M/S Maria Norris/Barbara Lamson)
  
2. **Announcements**
  - Anti-Asian Hate Resolution Task Group
    - The resolution was adopted by CGC at the September 22<sup>nd</sup>, 2021 meeting. A call for representatives to join the task group will be sent out to the campus community.
  - Class Cancellation Task Group
    - A Class Cancellation Task Group has been formed to focus on a collaborative solution across the College to create guidelines to prepare us for Spring enrollment. The task group will consist of administrators, faculty, classified professionals and students. An email will be sent to the Classified Senate to seek classified representatives for this task group. If anyone is interested in joining the task group, please contact Sherrie Prasad.
  - Facilities Master Plan Survey
    - Sherrie reminded the senate that the Facilities Master Plan Survey has been sent to everyone and asked everyone to complete the survey before Friday, October 8<sup>th</sup>.
  - IEPI Visit (October 8, 2021)

- Sherrie reminded the senate that on Friday, October 8<sup>th</sup>, the IEPI Partnership Resource Team (PRT) will conduct interviews with various constituent groups including classified professionals to help us develop an “innovation and effectiveness plan” to implement the People’s College Initiative (PCI).
- Classified Senate Student Scholarship 2021
  - Belinda reminded everyone that the Classified Senate Student Scholarship Drive has been launched and shared the link to the website to donate with everyone. She also shared that the minimum to donate is \$10.

### **3. Department Check-ins**

- Chris Weidman shared a quick update on the Health & Safety Committee and said that the District will continue with the mask mandate until the end of December 2021.