

Classified Senate Meeting Minutes

Present: CS Officers: Maridel Barr, Vice President; Monica Applegate, Secretary; Valerie Marckwordt, Treasurer. Oksana Pensabene. Via Zoom: Candice Hansen, Janis Olsen.

Absent: Kim Foulger, President; Jenifer Satariano, Paul Wilson, Melanie Palomino.

Key: **R**: Responsible/Follow-Up, **O**: Open, **C**: Closed

Topic	Summary / Follow- Up	R	C	O
1. Call to Order	Meeting called to order at 10:35 a.m.	MB	C	
2. Approval of Agenda	Motion to Approve Agenda with the addition of a Staff Development Day update, College Council update and PRAC update. Agenda approved.	MB, VM, MA	C	
3. Approval of Minutes	Motion to approve the meeting minutes from February's meeting. Minutes Approved.	MB, MA, VM	C	
4. Events and Calendar	Spring Classified Breakfast – March 6th 2019.			O
5. Discussion Items	Who will be doing what for the Welcome Spring Breakfast. Update given by Monica Applegate. Donations of bagels and Nugget Market gift card were secured by Janis Olsen. Donations of coffee as well as a Safeway gift card were secured by Monica Applegate. Maridel Barr coordinated volunteers for event tasks: set up, tear down, and items needed for Breakfast.	MA, MB		O
6. Tasks and Planning	<p>Schedule Participatory Governance Committee updates by Classified members. Ongoing by Kim Foulger.</p> <p>College Council Report. Presented by Maridel Barr on behalf of Kim Foulger.</p> <ul style="list-style-type: none"> Jonathan Eldridge reported that the Strong Workforce Action Committee, overseen by PRAC, will now receive permanent funding. The program is about creating increased employment opportunities and increased earnings for those who earn certificates from this program. The GRC (Governance Review Committee) reported that it's been hard to get students to participate in the Participatory Governance Committees. Starting this semester, participating students will get a skills 	KF MB/ KF	C	O

	<p>certificate which will show on their transcripts. According to Dr. Coon this is a way to thank them for their time and effort.</p> <ul style="list-style-type: none"> • The GRC is thinking about discontinuing some of the Participatory Governance Committees. They will make suggestions to be reviewed by the College Council. • Greg Nelson reported that the trailers which will house the teachers/staff/students who will be displaced during repairs to Fusselman Hall and the demolition of the LRC building in the Summer of 2019, will be placed the middle of the campus and along Circle Drive. • The Board of Trustees will be discussing campus housing at the February 12, 2019 meeting. There will be a Bolinas roundtable discussion on February 12 at 4 p.m. • The Academic Senate reported that minimum qualifications for all disciplines are being discussed. They are reviewing AP/BP 7120 (employment recruitment). • ASCOM reported that their campus report grade went from a “C” to a “B”. And they are working to spread the word about their mentorship program and that they would like to get to know the students here better. • ESCOM reported that they have many events coming up in March including a screening on March 4th in Deedy Lounge for Women in History month as well as a New Members coffee on March 8th. <p>PRAC Report presented by Valerie Marckwordt. PRAC is working on guiding principles of how to save 1.5 million a year for 3 years. Each department has been asked to look at their own budget and make recommendations for ways to save money within their department.</p> <p>Need new CPLC (Classified Professionals Liaison Committee) representative to fill in for Vickie Lamke who has retired. Open to nominees. Maridel will reach out to possible candidates.</p>	<p>VM MB</p>	<p>C O</p>	
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	<p>New Classified Employees Handbook/website updates. Monica Applegate reported. So far, the sub-committee has gone through all of the links in the current handbook and made note of which were current and which were not. There was discussion on re-arranging the order of the content in a way that made more sense for the purpose of the handbook. The committee has been working on identifying which content is accurate information and updating that which is not accurate. The development of the handbook is still in process.</p> <p>CS Website Update – need to set time to discuss what needs to be revised. Sub-committee members have agreed to come up with a deadline goal for completion of the employee handbook to ensure it is done in a timely manner. Sub-committee members will meet again this month. Coordination of an agreed upon deadline and the day and time of next meeting will be done via e-mail as not all sub-committee members were present.</p>			
7. Next Meeting	Friday, April 5, 2019. Academic Center 303, 10:30 am – 11:30 am.		C	
9. Adjourned	Meeting adjourned at 11:10 am.		C	

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