

Classified Senate Retreat

August 4, 2023 9:00 a.m. – 1:00 p.m.

Petaluma Campus Welcome & Connect Conference Room & Zoom

In Attendance: Stephanie Dirks, Shannon O'Reilly, Jamie Longnecker, Kyle Wallstrum, Ann Mansfield, Linda Jay, Debbie Weatherly, Maria Banachowicz, Shauna Malvino-Lyman. On Zoom: Kathy Matthies, Tina Rosenberg, Marianne Klahre

Welcomes and Introductions for All in Attendance

Pillar Reports

Pillars: 2023-2024

Awards

Fundraising

Election

Professional Development

Events

Community Outreach

Awards Pillar – Maria Banachowicz

- Dinner in April 2024 with same categories as previous years
 - Management
 - Faculty
 - Classified Various
- Gem awards – consider revisiting to bring back for 2023
- Email requesting to join committee to screen nominations for selection for awards and scholarships during the spring semester
 - Anyone who wants to participate needs to go through training (scholarships)
 - Encourage as many classified to participate in training so everyone can be ready to go
- Add Longevity Awards
 - BBQ at end of August
 - Linda to create new longevity report for 23-24 and to provide to Maria

Fundraising Pillar – Linda Jay

- See's Candy around holiday season order forms will go out
 - Minimal effort on our end
- Auction – Silent during Classified Dinner
- Graduation Leis
 - Preorder, communication out to managers & supervisors early versus day of tabling
 - Minimal Orders purchased @ event, three hours yielded minimum return

- Classified Dinner

Election Pillar – Shauna Malvino-Lyman

- No Update today as she is brand new to the role
- Will connect with Maria regarding previous years efforts and set a plan to update and rejuvenate the process

Professional Development Pillar – Stephanie Dirks

- Committee should be mirroring efforts in Academic Senate
- Ann, Osiris, Ann, etc. will make up committee along with others interested
- Faculty Senate has been working on professional development portion of their website – which means we will be too.
 - We will be working on our own portion of the site to link all ideas including Caring Campus
- This year is more action and less brainstorming
- Potential monthly trainings for Classified Staff
 - Include Student Services, Human Resources, etc.
 - Teachable to increase moral
 - Soft Skills
 - Microsoft
- Mentorship from Classified Senate for new hires and those new in their roles
- Giant Gap between onboarding and doing job
 - HR vs. How to do job?
 - In-person orientations versus remote/written instructions
 - Department orientations
 - How do we learn about new individuals/new hires? What are district policies and procedures?
- Open up for membership/general ideas
 - Having side meetings
 - Offer to All Classified to give feedback
 - Open up pillar works at the end of designated times
- Create a secondary document to give out as Phase II of onboarding
 - Guide
 - Mentorships we offer
 - Classified Senate Information

Community Outreach Pillar – Ann Schott (not present, other updated on behalf).

- Giving Tree
- Food Pantry (add to calendar)
 - Volunteers from Senate
 - Child Care Center Food Give Away
- Creating Volunteer Link Straight from our Site
 - Commit to 2 or more Senate Members per event when possible
- How do we find out about more?

Event Pillar – Kathy Matthies

- Calendar Notes
 - (see attached calendar draft)
 - Add Longevity Day to August 30
 - Add Picture Day to September 1
 - Thanksgiving Luncheon – Gratitude Day
- Secret Pal (?)
 - This may fall under Community Outreach more than events. TBD.
- Take back staff lounge day
 - Getting people into that space to utilize it

Additional Pillar Notes from Linda Jay:

- Classified Senate Notebooks to be able to pass on post-term:
 - Include procedures, timelines, whom to contact, include all details to be able to pass on to next senator and other members of Classified Senate.
- Courageous Leaders Training Graduates, Reach Out to garner interest in involvement

Communication– Jamie Longnecker

- Schedule PR / Photo time for September meeting
 - Photos will be individual & group
 - Pictures at the start of our next meeting (Shauna putting in request for first meeting in September)
 - Include both headshots and group pictures
 - Stephanie has offered to bring camera for pictures if needed
- Website redesign as we head into 23-24
 - Award for 4CS (California Community Colleges Classified Senate) for Website
- Chas to report back from Enrollment Management System Conference (as sole Classified who attended)
- Monthly / Quarterly Newsletter to DL:Classified:All to keep campus notified of all senate work, events, communications, etc.
- **Monthly newsletter topics:**
 - Pillars spots
 - Contact Information
 - Pictures
 - Etc.
 - How to participate?
 - Clearly line it up and state it clearly
- Send out agenda out to ALL classified staff before each meeting
- **Meetings**
 - 1st Friday of Each month 2:00 – 3:30 p.m. in Senate Chambers
- **Website Update**
 - Revamped
 - Volunteer Button on the website for non-senators to be involved
 - Updating information out to report

- Updating classified list from Linda Jay
- Permission to do DL:STAFF; Zehra (President's Office)
 - **Jamie to reach out to Zehra and will copy**
- Pictures of our events

Vision for the Senate for This Year

- Did not review at this this meeting

Caring Campus

- Subcommittee of Classified Senate – to the first meeting in September for a vote
- Leads for Five Pillars to report back to Classified Senate
 - 10 ft. Rule
 - Directory
 - Welcome Week
 - Warm Referrals
 - Name Tags
- Changing Culture to the Students Being #1 in what we are doing (not an inconvenience)
 - Engage staff with each other & students
 - Creating a “feeling” of welcome & belonging
- Tours of the campus for staff
 - HR to Create a Map to have at the front desk
 - Spring Workshop at PDA
- Evaluations & Implementations
 - Survey of Students
 - Toolkit and Implementation
 - Jordan H. keeping us on course

Budget Report: Tina Rosenberg

- **Per Debbie Weatherly: District Budget in 1994 was \$1000, Budget in 2023 - \$500 (Academic Senate gets \$12,000)**
- PRPP template for 2023-2024
 - Jamie to assist with entering into template
 - Add Jamie to PRPP (Maria to talk to Patty Collis to add to template)
- CS has Seat(s) on PRPP as a liaison
- President and Vice President to speak to PBC and other meetings with President and VPs reminding them the need for funds for CS
- Create budget of realistic need using actual expenses & future opportunity
- **District Funds**
 - Elections, Materials & Meetings only

Misc. Business:

- Ordering New T-Shirts

- Maria ordered previously and will provide information to order new ones
- Include Caring Campus Logo and possible statement, i.e. “You Belong”
- Name Plaques for Senate Chambers
 - Yay or Nay?
 - Pillar Leads & Officers should have them for accessibility during meetings
 - Linda has key to cabinet in Senate Chambers for storage
- Debbie to present to the PDA Audience with Academic Senate prior to Dr. Garcia’s welcome address
- What needs to go Out to ALL Classified Staff for voting:
 - Major Changes (constitution, policy changes, etc.).
- 9+1: creating a system for classified staff to be a part of committees that affect our work (Discuss on Next Senate Meeting in September & Vote in October as a classified)
 - Clarifier: does board need to approve or just an informational item from the President?
 - 4CS 9+1:
 - Student Support & Success
 - Gov. Structures
 - Classified Roles in Accreditation
 - Policies for Professional Development
 - Program Review
 - Institutional Planning
 - Curriculum Systems
 - Awarding Degrees & Certs
 - Program Development & Implementation
 - Plus : Any other (catchall phrase)

SEIU Collaboration

- Professional Day for all Classified
 - Mental Health
 - Speaker
 - Caring Campus

Fall 2023 PDA Workshops – Caring Campus & Senate Workshop

- 1st Session – AM
- Senate is 1st PM Session
 - Go in person to Presidential Address

Reimburse Travel (Add to Agenda for September)

- Foundation Account, not under district limitations
 - “Do not care what we do”
 - Mileage, tips, etc.
- Need to decide on policy
 - Maximum mileage?
 - Tipping?

- Meal Max
- Travel Request Form from 4CS

○ **Next Meeting: September 1, 2023**

- Classified Senate Chambers
- 2:00 pm. – 3:00 p.m.
 - Topics and Items to include:
 - Travel: What is Reimbursable Discussion
 - Photos: Singles and Group
 - Vote on making Caring Campus a sub-committee
 - Update on Classified Senate Scholarship Funding
 - TBD