

**In Attendance:** Stephanie Dirks, Shannon O'Reilly, Jamie Longnecker, Ann Mansfield, Linda Jay, Debbie Weatherly, Maria Banachowicz, Greg Drukala, Shauna Malvino-Lyman, Kathy Matthies, Tina Rosenberg, Jenn Cox (liaison with SEIU), Teresa Tope On Zoom: Kris Dalby, Liko Puha

**Guest:** Dr. Robert Holcomb

## Presentation and Update on Accreditation

- Update on Accreditation
  - Student Learning Outcomes (SLOs) are included in course syllabi
    - Now district required
    - A link is NOT the same thing
    - Monitored through the evaluation process
  - Analyzing assessments of SLOs for equity gaps
    - Insights software in conjunction with Tableau as a tool to complete this task
      - Student by student to determine if every student met criteria or not
      - By end of semester
  - Improved systems and infrastructure to support SLOs to ensure completion
- Follow-up visit in November to see if we are in compliance
  - January it will be fully reviewed to determine if we have clean bill of accreditation
- What percentage have we completed?
  - Up from about 40% to 56% at this time
    - Increases has come through old system
    - Aim is 25% each year until 100% compliance in 27/28
- Liko, Greg, Chas and Blair as classified being helpful in this process
  - Will be requested on assisting as needed going forward
- Going to board on 09/12/2023
  - Jeremy Smotherman to present to the board prior to submitting to ACCJC

## Introductions of all present

## Swearing-in of new senators

## Approve Minutes

## Agenda

- Adjust the list at the top to not include all names
  - Sending out a couple of options
- Pillar name / pillar lead / include senators at large

Recorder of Minutes: Jamie

## Board Reports

- President: Debbie
  - Tri-chair for college council, including Dr. Garcia
    - Academic Senate & Classified Senate Presidents
    - Will be presented to college council in September
    - Creates policies and oversees committees who reports back to the board
  
- Working on collaborative retreat, *"First Fall Retreat for Classified"*
  - Mental Health & Caring Campus
    - Shone Farm
    - Friday, November 17, 2023
    - Lunch
    - Continental Breakfast
    - Snack PM
    - Dr. Veronica Keiffer-Lewis
      - Bringing colleagues for break out sessions
      - Discounted Rate
  - Released time to approve
  - Dr. Garcia and Kate Jolley supports
    - Needs to be finalized by cabinet
    - Managers approval
      - Do not know the status yet
  - Reservation ahead of time
  - Marketing to staff with encouragement to attend
  - How to Navigate faculty & Administrators
  - Carpools will be set-up
  - How can we get as many go as possible?
  
- Plaques need to be updated.
  - Last updated 2014 (ish)
    - Updated lists and paying for with Senate \$.
  - Retiree List of Names
    - Heritage Plaza updated as well
    - Debbie checked-in with Kate
  - Maria to take care of name placards, plaques, and nametags

Linda Jay

- Nothing today, just happy to be back in person

Jamie Longnecker

- Website Updated Monthly
- Presenting by next meeting in October a general template
- Sending out minutes of every meeting to all classified

- Establishing a date for sending information from Pillar Leads

Tina Rosenberg

- Nothing major has occurred
- General donations have occurred
- Travel Reimbursement
  - Travel is paid back through foundation account – not district rules
  - Do we want to stick with district funds or do we want to create our own numbers within reason?
    - Current district reimbursement
      - \$10
      - \$15
      - \$20
    - Government rate is higher than district rate
  - Mileage or airfare/rental car
  - To travel we still need to submit Travel Request to the district
    - Approval process
  - Discussion on which process to follow
    - 4 CS
    - Teresa Tope, Classified Staff
      - Travels often:
      - Having to pay for taxi, tips, Uber Drivers out of same \$.
      - Adding “Other” category to the reimbursement forms
        - Non-allowable expense (per district policy for audit purposes)
    - Where can staff go to change policies and request polices change?
      - \$45 per day vs. individuals amounts broken down
      - No receipts required
      - If meal is part of the conference fee – then that amount will be backed out.
  - Maria calls for a vote and motion:
    - 1. Do we use JC form?
    - 2. Reimbursement vs. Request for Disbursement
      - Use District Money limits vs. Foundation limits

**Votes after lively discussions for pro and cons:**

1. Continue using district form or use other form for reimbursable expenses?
  - a. Ayes win. No opposed.
2. Per diem: same as on the form/district or change amounts?
  - a. Ayes win. No opposed.

3. Continue to not allow tipping using Foundation funds for the Classified Senate?
  - a. Aye win. No opposed.
  
4. No more than 20% plus receipt for foundation reimbursement for all tips?
  - a. Aye win. No opposed.

Pillar Reports:

**Stephanie; Professional Development**

- Thursday, September 7 – first district meeting
- Will be putting a call out for September 12 @ 12:00 p.m via Zoom
  - Tuesday following first Professional. Development meeting
  - All Classified Staff interested and are welcome

**Maria; Awards**

- Quiet time, busy time before dinner
- Conversation will ensue next time
- Secret Pals
  - Successful; 25 people, 1 President and 2 Managers

**Ann Schott, Community Outreach**

- Giving Tree
- Friendship Week
- Food Pantry
  - Not interested in volunteers at this time
- Tina needs help with food prep. with her ECE program
- Spirit Day of Anti-Bullying
  - October 19, 2023
  - Wear Purple

**Shawna, Elections**

- Ann needs to be reimbursed for the previous election

**Linda, Fundraising**

- No Report

**Kathy, Events**

- Welcome back lunch went well
- Less donations
- Next event: Halloween party; college wide
  - October 31, 2023

### 9+1 Update; Will review at next meeting in-depth

- Creating necessary language for putting classified staff onto committees across the district in various
- 4Cs – statewide senate approved
- Needs a full vote
- Needs board approval
  - To create a board policy
  - Give opportunity to shop around for a Q & A to ensure everyone is aware of it
- Debbie will share one-sheet to share out with minutes in the future

### Caring Campus Initiative

- Meeting on Wednesday
  - Araceli and Stacey co-chairs
  - Becky Petrow with Marianne as back-up
- Do we want caring campus as a sub-committee?
  - What will we keep doing after the initial changes go into place?
    - Depends on what we want to keep doing as a district – will continue to be a living entity that continues on.
    - i.e. wayward finding tables on the first few days of classes .
    - Changing the culture of the college from transactional to relational
    - Will not be part of quorum – invited as guests being classified senate

Votes: Should this be a sub-committee? Shannon moves we create a sub-committee. Linda second.

- a. Ayes – approved. No opposed.

Changes to PBC will also be changing to a tri-chair.

### Courageous Leaders Academy –

- Extended deadline to September 6, 2023
- Speakers are incredible
- Classified encouraged to attend
  - “Changed their life.”
  - Take on other leadership roles

Succession Plan for Retirees

- Kathy exiting on May 2024, looking for Pillar Lead for Events to shadow and learn how to proceed
- Linda will be shadowing Debbie for Presidential Duties

T-shirts

- Maria will be ordering nameplates

Meeting Adjourned