

In Attendance:

Linda Jay, Jenne Arden, Ann Schott, Marianne Khlare, Jenn Cox, Jamie Longnecker, Tina Rosenberg, Kyle Wallstrum, Stephanie Dirks, Chris Lorange, Shannon O'Reilly, Solomon Ghebretensae., Cody Smith, Glen Salazar

Swearing in of Jenne Arden as Events Pillar Lead

Caring Campus Moment

Linda

- Welcome Tables! Welcoming students, snacks, drinks, water, maps, etc.
 - Lots of amazing receptions
 - Students appreciated being walked to class

Jenn

- Second to the tables with Jamie outside of Bertolini, appreciative students and staff. Ran out of coffee and people were still super friendly.

Shannon

- On a break, saw a student looking at the directory outside of Bailey Hall and could not find the dorms.
- Walked the student to the STEM building and showed her where the dorms were.
- Wanted to do more, so will be bringing business cards with her in the future to be able to offer additional support and encourages us all to do the same, put in ID card pouch (Linda to put into board report)
- Told story about how to get across campus during her first time as an employee and how challenging it was.

Tina

- Dr. Garcia does walk the walk, she walked students all the way over to the Child Development Center

Minutes Approval from August Senate meeting

- Motion to approve: Marianne Khlare, second Ann Schott

President's Report - Linda

- PDA speech went well for the Senate
- Shared Governance seats are all set, sent off to Zehra
 - Still looking for one for Arts and Lectures to represent Classified
 - Collaboration with Sandy Sigala & SEIU
- Email into Kate for name tags
 - All new employees should get name tags

- How can we do this as an ongoing thing?
- College Council (Tri-Chair)
 - Shared Governance Work group
 - Working on Manual
 - Getting to know the group and Members
 - 60+ policies and procedures to review for the coming year
 - John Stover & Dr. Garcia
- IDEAA Taskforce
 - First meeting, very large group
 - Getting to know each other
 - Who is on the group
 - What is the charge
 - DEI institute in September as part of the task force (with 7 total delegates from SRJC)
- Plaques
 - Email into Kathy inquiring on where they are
- Heritage Plaza
 - Plaques are incorrect, people are missing, some are listed twice
 - Brenda Dixon pointed out it was incorrect, no historical records within the district that are accurate (being kept in a word or excel sheet)
 - She is taking on the project to try to correct

Vice President - Kyle

- Nothing official to report
- Presented at PDA as part of the DEI work and attending the NCORE conference with Molly, Jerry, Beatriz also presented
- Committee assignments, ISSC committee
 - Everyone is just getting to know them for the year
 - Specific focus on student equity
 - Presentation about equity gaps (Jeremy Smotherman)
 - 1st Generation Students

Communication - Jamie

- Website updates as time allows
- Monthly updates will continue

Treasurer - Tina

- Last fiscal year closed out
- Down \$141 for the entire year, fundraising brought us fairly even!

Pillar Reports

- Awards
 - Mint Gum/GEMS
 - Anniversary Cards

- Designing & Distributing
- Decided to print at the computer to save money, creating on Canva and to personalize them
- **Community Outreach**
 - Secret PALs started for fall semester
 - Food Distribution
 - Giving Tree
 - Should we keep this here or should we move it under its own pillar
 - Kathy will continue to guide it
 - Ann has agreed to keep it under Community Outreach
- **DEIAAJ**
 - No additional reports aside from above reports
 - For the website, take some of the language from the PDA presentation and place it into our pillar site.
 - Reached out to others interested the pillar lead to see if they would be interested in joining us!
- **Election**
 - No updates
- **Events**
 - Successfully held welcome back lunch!
 - Well attended
 - Made \$636
 - Pacific dining was easy to use, well received

Halloween October 31, 2024 12:00 p.m. to 2:00 p.m.

- Contest – costume
 - Awkward timing
 - Can we take photos of people?
 - Vote on them!
 - Can they send in photos?
 - Stop by a certain time to be considered
- Heritage Plaza or the SAC (due to weather)
 - SAC is not available, will use Thrivance Hub
 - Need to reserve spaces ahead of time
- Gift Card for “winner”
- Decorations
- Snacks
- All are welcome
- Suggestions for what we like to see – let Jenne know!
 - Trick or treat (come by and get a snack)

Fundraising

- See’s candy, getting ready to start the process with this for winter 2024
- Linda will help as needed

- Banners/marketing material to use

Professional Development

- Launching next week
 - Video on what's new at SRJC
- MMMM (Monday Midday Munch and Mingle) starts next week! Standing Monday.
- Additional trainings coming up
 - Lunch & Learn (2nd Tuesday of the Month @ 1 pm, starting 09/10/2024) (Recorded and on zoom)
 - Escape Basics
 - Five most asked questions
 - Theme of this year – FAQ for departments
 - Teams is not on the radar for lunch and learns
- Ask it hour (getting people who have similar tasks together to collaborate to not have to recreate the wheel) 3rd Tues. of the month (on zoom)
 - I.e. – PAF people, excel people
 - Professional Resources Technology (in lab only)
 - Excel, Word, Adobe, Teams

PDA was a success, offered a lot of great feedback

Meeting 09/19/2024 for the first time officially in the fall

- Anyone can join! If interested, reach out to Stephanie Dirks via email sdirks@santarosa.edu

Action Items

- Striking giving tree – keeping it as is for this year
- Anniversary cards – discussion ensued.
 - How much would we like to spend?
 - Created at desk for minimal cost, personalized for those we send them to
 - How many employees?
 - About 400 Classified, 10 – 20 per month
 - A specific milestone or each year?
 - Once a year, or something else for 5, 10, 15 years?
 - Annually would be great, as individuals already get their pins at the longevity years
 - If we go bulk – can we save more money?
 - i.e. a pack of gum in bulk
 - How much are LifeSavers?
 - 20 packages - \$23.50 (Candy Supply store)
 - 10 count is .70 per roll (on Amazon)
 - Suckers?
 - Stickers on water bottles?
 - \$10 for 300
 - Anniversary Stickers

- Classified Stickers
- Proposal
 - Small gift under \$1.00

Vote on “Yes the Card”

- Up for motion: WE do anniversary cards, created by Maria, personalized with a small gift at or under a 1.00
- Marianne Approved, Tina Second

Calendar – add into Teams page

- Each pillar would be taking it on themselves and entering in important dates

Old Business –

Poll the entire classified staff to see if a different time would get more people to attend

- What times are available?
- Include in the survey when we get to it

Updating Website Pics

- Can Tom come to the October or November Meeting for updated Pics?

Mission, Vision, Values

- Looking at other sites missions earlier
 - Just mission and goals
- Focus on Mission to get us going
- On TEAMS page
 - Make suggestions on Teams, share examples, etc.
- 9+1
 - Rules we have over the classified senate body
 - We get input regarding these specific matters as the effect us in our jobs i.e. policies, procedures, etc.
 - Faculty (10+1, involves curriculum)
 - Ed Code

Meeting Adjourned @ 2:56 p.m.