

Classified Senate Minutes 11/2023

In Attendance:

Kyle Wallstrum, Shauna Malvino-Lyman, Tina Rosenberg, Kathy Matthies, Solomon Ghebretensae, Linda Jay, Debbie Weatherly, Dorothy Battenfeld, Jamie Longnecker, Shannon O'Reilly, Marianne Klahre, Jenn Cox, Guy Tillotson, Stephanie Dirks, Ann Mansfield, Traci Elledge, Nicole O'Brien, Chris Larange

Headshots

Meeting Called to Order: Debbie

Recognition of Delashay Carmona Benson passing, moment of silence

Caring Campus Moments

- Shannon O'Reilly; points out to students that pathways were established by students walking around campus on the way to class; a great opener for students.
- Ann Mansfield – recognizing the partnership with students in the Career Hub, collaboration to assist students with hands off, ensuring the student got what was needed.
- Linda Jay, a family try to find a soccer game, confused about parking and needing to determine if they should pay or not.
- Kyle Wallstrum, looking for Busman Hall – delivering cookies to I.T. for a partnership
- Jamie Longnecker – staff walking individuals up to the Career Hub for warm referrals and hand offs more often
- Tina Rosenberg – constantly get students not sure how to get upstairs in Child Development, walk them right to where they need to go where the office is.
- Marianne Klahre – snack distribution at Roseland

Move to approve Minutes from previous meeting

- Approved

Move to approve Agenda

- Approved

Meet our Guest

Dorothy Battenfeld; President; Board of Trustees

- Reached out to us to attend our meeting to keep up with us and what we have going on, Caring Campus, supporting students and more.

Q & A:

Q: Kathy – What does she envision in the future and extended future?

- A: As a board member, bringing on a new President, support Dr. Garcia and establish a good working relationship to support one another and shared goals to work on.

- Complete projects (like Roseland), STEM Building, Housing
- Following up on hiring of new staff, strategic enrollment management plan
 - Retention, not just finding new students
- Long term
 - Fine tune, do things better
 - What are colleges going to be like in 5-10 years?
 - New tech?
 - Be on campus vs. off campus
 - Biggest enrollment growth nationally is short term certificates
 - What structures will be in place to support our students
 - Online Career Certificates, asked Brad and he sent over 20+
 - Getting information out there, people ask, “Do you do this?” When we do.

Q: Debbie - How are colleges moving to no-tuition?

A:

- Without financial aid/hoops
- Basic need colleges that have more money than our funding model
- Working through hiccups with the dorms; issues seem large and unsurmountable – using dorms as an incentive and not a liability

Kathy

- School used to be free, health fee only

Dorothy

- Can advocate at the state level for more options
- State Basic Needs Taskforce, survey results
 - Students still don't know about resources available

Tina

- Information from the district is not being received by students regarding resources
- Unless it comes as a text they're not getting the information

Q: Cost of textbooks?

- Free textbooks being used at other colleges; \$200-300 textbook is a lot
- A textbook taskforce has been created; putting most popular books in the library. Being looked at by Academic Senate. Putting as much online for free. Faculty members choosing the free and online when possible.

Dorothy:

- Simplified FAFSA has been delayed

- Kyle; will come out in Late December; begin looking at it in January. Requiring all students and parents to create an ID; front loading the process. Financial Aid is planning workshops 2024/25 aid year.
- Our local board cannot automatically just fix things; certain things that the Federal Government oversees, State, and local boards.
 - Looking for mandates that come with money to offer support
- Shannon; individuals are leaving and we have a higher workload

Conversation regarding this ensued including loss of institutional knowledge and much more.

Linda:

- Continued support from Dorothy always appreciated.

Dorothy

- Board has asked to post presentations with the agenda a week ahead of time so everyone can see it ahead of time to allow to make questions and comments or review later

Executive Board Reports

President: [Debbie Weatherly](#)

- Guided Pathways is still meeting; Dr. Angelica Garcia sent out email re: accommodating Academic Senate will now move to President's Office
- Sent out email seeking individuals (three people) to participate on the GP

Caring Campus

- Name tags, MARCOM is assisting with them; two bids so far – need one more in order for purchasing to approve
- Retreat, 103 signed up
- Sent out a broad confirmation; bring your own items for sustainability
- Chinese Lunch; continental breakfast
- Veronica Keiffer Lewis; presentation on mental health and trauma & navigating administrators and faculty with love. Make sure everyone knows this is not a work working session and a self-care retreat. A time to enjoy each other and relax a little bit. Connection and bringing people back together.

Vice President: [Linda Jay](#)

Dr. Garcia's investiture, schmoozing event. Good time to see individuals having fun and dancing. A lot of students were in attendance and retirees were there as well.

Debbie - Event in Burbank was remarkable and tender. Family was there and receiving of the blessing was sweet thing to be present at.

Asking for procedures to be documented in Teams.

Communication: Jamie Longnecker

Looking for some information on how to proceed with additions to the website and communication

- What's happening with the classified senate
- Website; looking for update requests from Pillar Leads
- Email has been created – shared inbox
 - Shauna created with the intention of moving forward
 - Everyone with access will get it

Treasurer Report: Tina Rosenberg

- End of September, \$14,000 (a few things pending); Halloween needs to be deposited; secret pals coming through.
- Awaiting approval for election money to be adjusted; Kathy to approve (should be Debbie)
 - Guadalupe overseeing; needs information
- Scholarships about \$15.00 a month and \$7.50 a month
 - Can we put out a communication regarding the scholarships to SRJC Classified Staff
 - Some background on the website
 - Have Kathy do a video on the website explaining these individuals
- Classified Senate Travel Updates
 - Tina updated our form for Classified Senate travel based on the 4CS form that is meant to JUST be in Classified Senate for Tina's use to know it's been okayed.
 - Made a note that you still have to do a travel request for the JC to let the district know you are leaving.
 - Jessica Melvin sent an email asking for specifics and "Why don't we just use the SRJC travel request?"
 - The form is JUST for Classified Senate
 - Stephanie is working on travel forms with the district; there should be a place for the department chair/signature for whomever is overseeing that person as an employee and a piece for the budget. Hopefully a secondary form will no longer be necessary.

Professional Development: Stephanie Dirks

- Met as a committee
 - Professional Development Committee for the District; meet on a weekly basis to connect and work on projects Tuesday @ noon.
 - Open to all; Center for Teaching & Learning. Casual meeting to do the work.
 - Discussed spring PDA which is coming up. Put forth two proposals; one regarding excel – "Excel can do what?" Second regarding best practices for Microsoft Suite in partnership in I.T.
 - Any ideas for presentations for PDA? Email Stephanie to have more Classified Presenters. Will work with individuals closely to discuss.

- Courageous Leaders programs/ideas – mentorship on a district level?
 - Classified Buddies program on a classified level?
 - Interested? Head to CETL on Tuesday. Need people to get the work done.
- Debbie; submitted doing a walking tour explaining the building and who does what and why in each location.

Awards Committee: Maria Banachowicz

Not present

- Can we get an update on the plaques?
- Tina is looking for an invoice from previous purchases.
- Hank is working Heritage Plaza.

Community Outreach: Ann Schott

Not present

Election: Shauna Malvino-Lyman

No report

Fundraising: Linda Jay

- See's Winter Fundraiser, shipping starts on the 10th.
- Giving Tree

Event Lead: Kathy Matthies

- Halloween Party;
 - Needs work with RSVP and how to collect \$\$\$
 - Definitely need a better headcount
 - Debbie; doesn't want to make people pay if not needed.
 - Monday announcement of costume contest will come out
 - Good crowd; 60 people or so
 - Thank you to whomever set up the sustainable cans
- Giving Tree
 - \$4000 raised so far; ¼ of the way so far this time; little behind previous years.
 - Need about \$16,000 – 400 students @ \$40 each is the goal.
 - Announcement at next board meeting as a public comment.
 - Can we have a manager speak to it at Management Team Meeting?
 - Kathy to ask Sarah Laggos.
- Next event: Cookie Sharing and Exchange in December & Secret Pal Reveal

Action Item:

- Adding of a new DEIAAJ Pillar

Vote: Tina motions, Kathy Seconds. Do we want to add a DEIAAJ Pillar to Classified Senate?

Ayes win.

Nominations for Shannon O'Reilly & Kyle Wallstrum to help to lead pillar and to be outreach on this. If approved, these positions are appointments and official voting for Pillar Lead will occur in the next official Classified Senate Election coming in spring of 2024.

- Caring Campus as a subcommittee, will this be under this pillar?
- Diversity Trainings/Membership
- Liaison to the affinity groups.
- Looking to attract more diversity in the Classified Senate and Senate Leadership?
- Do we have anyone who oversees membership?
- Survey should be one of the initial steps of the process.
- Making it a separate pillar to not dilute the importance of DEIAAJ.

Should this fall under the Professional Development Pillar?

Conversation ensued regarding options.

- How we will we determine who will be overseeing this?

Stephanie; wants to partner with Kyle and Shannon to create the survey with Professional Development.