

Classified Senate Minutes 12/01/2023

In Attendance:

Tina Rosenberg, Kathy Matthies, Linda Jay, Debbie Weatherly, Kyle Wallstrum, Jamie Longnecker, Jenn Cox, Stephanie Dirks, Shauna Malvino-Lyman, Shannon O'Reilly, Guy Tillotson, Nicole O'Brien, Jenn Cox

Call to Order

Caring Campus Moments

Shannon - Walking students from Bailey over to A & R

Stephanie – Overheard a student hearing over a student needed a folder, went and found a folder, and then took it over to the student and handed one over.

Tina – around 5 pm, someone looked lost in the parking lot; individual spoke Spanish, so called the AA who spoke Spanish and was able to assist. Student got the assistance that was needed.

Minutes Approval – Linda Motion, Kathy Approves

Ayes Win.

Agenda Adjustments:

3 Classified to be appointment, Not 4 for Facilities Workgroup Appointment

Meeting with Dr. Garcia Monday to talk with her about appointments for Guided Pathways; with Kate next week re: Facilities appointments.

- Classified Senate is now being looked at more to appoint individuals to committees from a shared governance perspective.

President Report:

- PBC, Guided Pathways presented there – discussion about the whole process of GP and how work groups got formed.
- Dr. Garcia is present and articulate and actively involved in the conversations. Keeps all on toes; helps make her aware of how things have been happening. Addresses issues and items get stopped right then or asks to meet later. Stays involved.
- Voices with Dr. G – last week I.T., Facilities, Accounting and Payroll, purchasing – main concern; as people are aging – what is the college doing to prepare for institutional knowledge especially in areas like I.T. and Payroll.
- Tina; voices was very nice to be in her presence. Been here 22 years, never had a meeting with the President who wanted to know our names, what we said, addressed it right away and stopped things in its tracks.

DEIAAJ appointments; Shannon O'Reilly & Kyle Wallstrum officially appointed as no objections. Congratulations to both!

Vice President -

- Linda and Kathy - Los Positas for Classified Senate; good workshops, amazing facilities; 950 million. Interesting to see how they built.

Communications –

- Photos will be coming out to emails next week.
- Inbox on website coming soon
- Videos with Shannon and Stephanie on the site

Treasurer Report

- Something from July and August was just posted
- \$14,000 (a couple pending items); approximately
- Waiting for approval for the software voting; waiting for approvals to be moved from Kathy to Debbie.

Retreat

- Over 100 people attend, good comments and a very relaxing time.
- Happy that it was more relaxing than intended.
- Connection and de-stress.
- Speakers were sweet and had so much fun. Laid back and casual environment.
- Survey sent out – garner information about what to do next time; what did work and what didn't work.

Shout out to Sandy and Debbie! Next year – get a workgroup to share the load! Big thanks to Shone Farm & Facilities to getting us set-up.

Professional Development – Stephanie

- Tuesday @ noon in CETL; working meetings. Next up – December 5, 2023!
- Will be sending information over to communications to add to the website.
- Two PDA sessions in February
- Four in-service trainings
 - First Wednesday of the month (Feb, Mar, April and May)
 - Brown bag lunch meeting-up with collaboration aspect; small presentation
 - Collaborate as classified – similar to caring campus for students
- Survey – revising and going to sending it out early spring 2024.
- “Lunch with us” – staffing lounge or heritage plaza (weather dependent).
 - Once a month or more
- Website development
- Talking with the new pillar (DEIAJJ) on connections

Guy –

- At retreat; classified professional has a technology goal
- Working sessions over lunch – Tues/Thurs. in Heritage Plaza when possible

- Vision for Lindley – Caring Campus committee this week; four admin. Assistants in Lindley, a lot of stress, inviting the idea of Lindley being a place where intentional culture building – outreach of services to students, warm handoffs, furry dogs, and more. Contact Ann or Guy to get in touch with the culture of Lindley STEM Center

Debbie –

Guy was helpful re: sustainability.

Maria – not present.

Heritage Plaza, Debbie is working with Hank on moving this forward. May need to assist with the plaques to get them updated for the year. Erin Bricker's uncle does the signage on campus.

Community Outreach

- Giving Tree; last couple of weeks coming! Emailed Foundation for an exact total; about \$8800 in there. Need \$16,000. J was copied on the email. J immediately sent an email back saying that they transferred \$7500 into the giving tree.
- Tree has stars on it that has the link; continuing to give will go into next year.
- 13th and 14th in Bailey Hall; things for the kids to color and some treats.
- Next year – putting up information year-round; emails, having information in the lobbies of buildings. That link works all of the time - can put on the website.
 - Donating to Classified Senate.
 - Videos on the website; what's happening in October, reminder in November for Giving Tree

Election

- March – to get back to old timeline, for new appointees at the dinner in April.
- Hand off new Presidency in the summer; retreat at hand off.
- Ann Schott with Tina Rosenberg can assist while Shauna will be out of the office for a life event.
- General login to see the system.
- Only President is up for election, Kathy's Position,
 - Will appoint VP
- Recruitment, need to get to new hire
- Who is responsible for working on membership; Community Outreach Pillar or is it under DEIAAJ pillar. Or both working together! All of the pillars? Recruitment and outreach? Bring a friend!
 - What day? Friday is easier to get here; but with people working from home – would working on another day?
 - Include in the survey – asking for feedback on availability during the week?
 - Zoom /Hybrid will continue to be an option – encourage to attend via zoom.

Fundraising

- \$600 plus change; today is the last day!

- Last push helped; reminder after we sent it orders came out.
- Effortless and easy way to make \$ for Classified Senate; reduced shipping rate. Orders are coming quickly, packaged well.
- Looking forward to next year – encourage someone who would be interested in Fundraising.

Event Lead

- 14th; cookie exchange; will have extra containers; bring lunch to share. Have some time to decompress and share some cookies & eggnog.
- Secret Pal reveal day

DEIAAJ – Kyle and Shannon

- What would it mean to have a pillar?
- What would we want in the survey?
- Agree to be a standalone pillar
 - Scope and role to be determined
 - Shannon and Stephanie checking-in re: professional development tie in
 - Resource Hub of DEIAAJ – not just a list; what do we do in addition to that
 - Book club? Shared reading?
 - Pulling various lists together.
 - Connecting with the affinity group
 - Involve more of our colleagues of color in this work.
 - Ongoing connections.
 - Public comment – Malena; check-in with her about proposal so far. Does this address her concerns and comments and go from there?
- Will we have meetings off-site / on another location?
 - March? Do not know where we will be going yet. Include all of our sites. Opportunity to attend a Classified Senate meeting.
 - Other site to host the meeting and then we zoom in.
 - Set calendar for hosting at different sites – rotate throughout the sites. One site a semester.

Action Items

- None

Caring Campus Initiative Report – subcommittee (add to website)

- Nametags; 3rd quote has been found. Moving forward in ordering nametags. Hoping to have them in spring.
- Welcoming tables again in spring.

Matthew Long – Guided Pathways

- Presentation of Work Plan and Process Review & Next Steps
- New Workgroup & Steering Committee to Dr. Garcia for implementation:
 - 3 Faculty

- 3 Classified
- 3 Administrators
- 3 Students
- Matthew will be involved; awaiting clarification from Dr. Garcia re: appointees.
- Caring Campus is in five times as a solution.
- Townhall information, student equity plan, IERP data, best practices, and previous workplans from previous workgroups came together.
- Feedback form QR is still live; going through all of the groups so everyone knows what is going on and where we are.

Linda – thankful for all of us.

Meeting adjourned.

Not Approved