

Public Comment -Vice President of Student Health, Mark Shen

- [Resolution Putting Narcan in Classroom](#)
- First Aid Kits are not always maintained, old and supplies are expired
- Unsure of last audit and we are unprepared should something happen
- Resolution proposed for requiring first aid kits per department that are regularly maintained to ensure that everyone in the classroom can respond properly.

Q: Will more trainings be provided?

- A: Training is very minimal, a video.
 - Q: Can we make it available at all time?
 - A: Will check in to see if we can utilize it at every PDA.

Q: Hoping to make it available in every classroom?

- A: Yes.

Caring Campus:

Marianne assisted a parent get priority registration #1! She didn't know she got it by being a parent.

- Change tracking to training on the minutes on page 2.

Approval:

Kathy Matthies. Second Marianne Khlare.

President's Report:

- Courageous Leaders are attempting to revamp the staff lounge to make it inviting for staff lounge.
 - Currently unions and senates are the decision makers for these spaces.
 - Some pushback has occurred due to it perhaps not being done in the proper order.
 - Shannon is in this group and states that at this time, it is unclear who has the oversight of this project (district or unions/senate).
 - Debbie reiterated it should be taken to the union and the senates.
 - Some people are using it for events and not just as a staff lounge.
 - Linda is disappointed that there is pushback and that it is misdirected.
 - Who advised Courageous Leaders on how to proceed to make changes?
 - Survey sent out from Jamie Cook.
 - Debbie will forward it out to everyone in Senate.
 - Previously, anyone that wants to use the room for non-break purposes, could not use it prior to 3 pm.
 - Kathy would like to see that come back to all groups to establish these rules.
 - Stephanie asks if this is somewhere in writing?
 - Debbie said that Sandy stated this is a negotiated item.

- Not a new concept, but has fallen by the wayside.
 - For Classified Senate, just looking for a courtesy run by.
 - Sarah Hopkins was made aware of the ask at the graduation of the previous Courageous Leaders class.
- ISSC
 - Dr. Garcia came to clarify where the DEIAAJ efforts are in the district.
 - Has followed-up with individuals in the ethnic studies department specifically, but is not going to share that in a public fashion.
 - Hoping to update the committee specifically.
- College Council
 - Going over survey results from the committees.
 - Results to every committee chair, asking all to respond to:
 1. Committee Roster
 2. When do they meet?
 3. What is their charge?
 4. Who do they make recommendations to?
 - DEIAA workgroup will be created, not just constituent group (one will be by appointment per group), but people of expertise from different areas of the college will be appointed.
 - Meeting on Fridays (or every other Friday).
 - Taking place of PCC.
- SEIU is in the middle of negotiations.
 - Encouraging SEIU to negotiate on Classified Senate's behalf for committee assignments.
 - The board recognized us 30 years ago as the shared governance piece of the college.
 - The committee assignments should belong to the shared governance piece and not the working conditions piece.
 - 9+1 put into the shared governance guide
 - Purview should lie with Classified Senate

What's the best way to reach out to SEIU?

- Sandy, Liko, Jenn - email anyone on the ECE
- Jenn will pass it onto the ECE

How do we want to move forward with appointing a Vice President?

- Linda will be taking over at the summer retreat.
- Appoint someone at that time as Vice President
 - Email Executive Senate that you have an interest.
 - Will be an appointed position until elections happen for the following year.
- Kathy recommends:

- Sending a DL.Staff.Classified All
 - Debbie would like to have it be someone who has already served in the Senate already to take the position.
 - Maria would like to keep it in the group first
 - If no one, sent out to Classified All
 - We could not put Vice President on the ballot for 2024-2025 because the position was still filled.
 - Tina would like to open it up to DL.Classified.All or would like to reach out to the other individual who ran for president.
 - Debbie again reiterated that the individual will always need to be present at meetings.
 - Ann
 - Suggested adding a caveat stating exactly what the requirements would be for attendance for these positions.
 - The bylaws state the executive board can appoint between elections.
 - We will revisit in May.

Vice President

- PBC -
 - Attending on Monday
 - Board meeting on Tuesday
- Shadowing as much as possible
- Determining what we will be doing at retreat
 - Maria recommends Petaluma as location

Communication:

- General update regarding district announcements

Treasurer:

- \$14,500 in the bank.
- Linda did the Easter fundraiser, Tina to check the mail looking for the check (\$200 and change)
- Dr. Garcia did donate the \$500.00 for scholarship account
 - Not in the account yet (per Tina, will need to ask Foundation about it)

Awards:

- Hard Deadline for submissions is today, April 5, 2024.
- Monday the committee will meet remotely for scoring and ranking.
- Goal is for awardees to be released on 04/10/2024
- Waiting to hear from Sarah Hopkins re: The Manager Award & Nancy P. re: The Faculty Award

Scholarships -

- Shannon reached out and getting classified staff members that are taking the training to rank the scholarships, should have a preliminary Awardee or two before the dinner.
- Program deadline on April 15th, try to get names by then
 - Like to get them invited with their families
 - Will still list in the program
 - Offer a speech if they're interested
- Ann – Debbie read the statement that the candidates filled out.
 - Shannon will ask Lauren and Rachel if they can provide the application packet (and ask their permission first).

Community Outreach

- Art Exhibit ceremony
- QR code to scan about the pieces & the artists
- Delivering goodies for all locations for Classified Appreciation Week
 - Coffee, tea, cookies & hot chocolate
 - An instructor will take it to Petaluma to hand off to Maria on behalf of Ann
- Tina would like to add that the Children's Center artwork is on the first floor of the Library

DEIAAJ

- Thanks for allowing the pillar & election
- Mentioned that we could make it more of a public statement for the voting rights
- Next Friday 9 to 10:30 DEIAAJ workgroup to engage in this work
- Kyle signed up to present with a PDA session in the fall to discuss DEI conference he is attending in May on Race & Ethnicity
- Excited to see how we can grow this work more broadly

Elections

- Number of ballots:
 - 159 for both
- Some people wrote-in the same names that they would have chosen – not double counted
- Proposal that we have a video or written statement so people know who they are voting for and what they stand for in running for open positions.
- Foundation staff that are classified employees were not able to vote in this election, looking for clarity for next election.
 - Discussion if we want to include them going forward (two employees that are not considered district employees, but encourage them to work with us):
 - Not allowed to join the union as a foundation member, but are able to involved in the senate and could vote (Shannon).
 - Maria recalls Tina Laws being a senator and involved while working in the Senate

- Was a previous practice that we did include them - so we do not have to vote, as they were senators prior. Next year's election will include Foundation Staff.

Classified Appreciation Week

- Deadline is the Sunday before to purchase tickets for the dinner.
- Encourage all staff to buy a ticket and attend.
 - Biggest fundraiser for Classified Senate
- Bea Griffith is coming along with other past presidents to honor 30 years of Classified Senate.
- Award Winners are comped (but not their guests)
 - Will send an email immediately upon announcement.
- Eventbrite will cost us some \$ for fees.
 - Foundation doesn't currently have a set-up to accept ticket fees this year.
- End of year barbecue – 16th of May this year on the Graduation Lawn
 - Provide us with the EZ Ups
 - Career Ed can supply more if needed.
 - KAD will let us use their BBQs (thanks Matt & department).
 - Linda to provide Longevity
 - Will the list go out publicly (Tina)?
 - Yes! (Kathy)
- Petaluma BBQ is on May 10th, 2024 – end of year
 - Pins in Petaluma for Petaluma Staff

Fundraising

- \$200 + from Sees Spring Fundraiser
- Can we get a link on the graduation leis on the page?
 - Yes, send Jamie the link.

Professional Development

- Completed two lunch & learn series, next up is Requisitions & Purchase Orders in Doyle 141 and on Zoom.
- Currently under HR/Professional Development/Classified Trainings
- Take a break on April 17th for Town Hall
- Three sessions 4/24 and first two Wednesday's in May
- Today was the last day to submit a workshop for fall PDA
 - Even if it's not flushed out yet, put in for a slot and if you change your mind later, that's fine.
- Additional information on training opportunities through the website
 - Canvas Module that one can take for mental health resources
 - Meet as a full team on Tuesdays on Doyle 141 and zoom if interested in joining / professional development opportunities
- Six lunch and learns were approved for release time for the spring semester only
 - It is a negotiated item; the process would come through SEIU.
 - Future is unknown, but the sessions have been very well attended.

- Showing need for the future
- A thank you from Debbie for capturing them on video to be able to watch it later

Caring Campus Initiative

- In the process of ordering the nametags
- Met with Teresa about new employee orientation
 - Linda has it ready to go, awaiting next steps to get the in-person orientation going once again.

Old Business

- Plaques in Heritage – Debbie has heard they're working on them.
- Establishing a survey to determine why people are not joining or participating in Classified Senate.
 - DEIAAJ pillar will be owning this along with creating the new language to go to vote during the 2024-2025 Academic Year.

Questions:

- Discussed starting fundraising for giving tree early this year?
 - Begin in June or July and consider rolling funding
- Shared mailbox management

Next meeting is Friday, May 3, 2024 – last meeting of the year!

Adjourned