

Classified Senate Minutes from 02/02/2024

**In Attendance:**

Kyle Wallstrum, Shauna Malvino-Lyman, Tina Rosenberg, Ann Schott, Kathy Matthies, Linda Jay, Debbie Weatherly, Jamie Longnecker, Jenn Cox, Shannon, Maria, Marianna Klahre, Joan Barrie, Chris Lorange, Keilani Fronda, Donna Prak, Araceli Vazquez, Nicki Soto

**Call to order**

**Caring Campus Moments**

Linda – Welcome Day at the table, student was looking for indoor soccer. 10 minutes pass and the student returns unable to find it. Dr. Garcia walks up and takes the student over to Haehl Pavilion for indoor soccer, student was going to drop the class. Matt Markovich came out to help because they couldn't find the class. Now the student knows Dr. Garcia, Matt Markovich.

Tina – saw a lost student and helped determined the building was inaccessible. Was able to help her find her way with assistance.

Debbie – saw a student that was wanting to pay for parking after accounting had closed, only had cash to pay for it. Student came from Mendocino. She decided to open the office and assist him. Student was incredibly grateful.

**Minutes from 12/02/2024.**

- Motion to approve by Linda Jay. Second by Kathy Matthies. Approved.

**Agenda Approved**

**Guest**

- Dr. Garcia – she will have the floor when she arrives.

**President's Report**

- College Council; currently drafting shared governance guide. Using Cuesta College as a guide. A workgroup has been formed and working with Dr. Garcia to create the governance and will be shopping around to all constituent groups once it has a structure.
- Guided Pathways Workgroups appointed today 02/02/2024:
  - Ann Mansfield
  - Andrew Gratto-Bachman
- Appointments to District Education Plan Work Group
  - Guy Tillotson
  - Chas Crocker

**Vice President's Report**

Attended President's Consultation Council today to build trust and cohesion.

**Communication:**

Updates to the Website continue, including collaboration with Classified Professional Development.

**Treasurer:**

See's Fundraiser in: \$702.50 collected.

\$15,000 + in, nothing pending. Awaiting Ann's reimbursal still from purchasing election software. Some confusion on the approval process has delayed this payment (went to Kathy – should have gone to Debbie).

**Pillar Reports:**

**Professional Development:**

Lunch and learn; JLMC committee are developing in-service trainings. Once the process is established, the hope is to receive in-service release time. First lunch and learn on February 7<sup>th</sup>. First Wednesday of every month in Doyle 141. All and any are welcome! Questions? Please reach out to Stephanie Dirks directly.

**Awards:**

Are we interested in giving out GEM Awards or something like that again?

- Feedback:
  - People who were submitted did not receive their GEM. Can we post up on the website? Anyone that received recognition. Promote them on the website as they come in. Celebrate ALL that are submitted. "Extra gum" for going the extra mile. Re-Launching in March. Test for the rest of this semester and go from there.

Scholarships, trainings were beneficial (required) to ensure fairness and to understand the process. Encourage everyone to take a look. Global reviewing. All digital, everyone uses the same rubric. Training is good for two years. Applications close on March 2, 2024. Once the scholarship closes review to see if others are needed.

Senate Chamber Plaques; need to be updated. Maria is unable to complete this because she is in Petaluma. Can someone in Santa Rosa take over?

Heritage plaza recognition, 15 years are longer or passed away while the worked here.

**Dr. Garcia has arrived. Pause to check-in with her!**

- Anything significant or appreciation to discuss with Dr. Garcia?
- Introductions for everyone in the space
  - Name and where we work / role in Senate.

*A lively Question, Answer and Commentary period followed the above introductions (below are notes from the various discussions added, this is not a 100% word for word account, but wanted to include as much as possible for all classified staff to be able to read).*

**From Dr. Garcia:**

- PDA session is going to be an initial sharing of “What I heard” during listening sessions, sharing back to the community. Will be sharing out with the district, don’t need to have FOMO if not able to attend.
- Grateful for Classified Professionals contributed during the sessions, via emails and walking around campus. The level of participation was incredibly high.
- Do not necessarily proclaim to have answers to solve it, but the themes are far reaching and broader than what people tend to think.
  - A teacher at heart, so looking how to share and foster learning. Hope we feel heard and a sense of validation.
  - Share what many of us have know and our daily experience. Not necessarily a solution, but a recognition and a call to own. Willing to put it out there.
- Debbie – first time a new president has done that particular exercise and included classified. Department and smaller groups; more intimate way to do it allowing people to feel brave to speak up and start the conversations. Great thing to start with and made people feel very hopeful.
- Linda- showing interest in what we have to say.
- Maria – in the past, many surveys completed through various VP components. Nothing was presented re: the results. Face to face felt like Dr. Garcia listened to us.
- Tina – her department, did a lot for the morale for self and coworkers. Classified often feels not heard by anybody. Having a chance to have conversation did a lot for that.
- Kathy – office is constantly prepping for banner. Worried about the concerns and need to be listened to (especially in scheduling). Missing parts and we are the first ones using this particular Banner. Hoping that after she (Kathy) leaves everything will be okay. Not adding tracking and evaluations into Banner (no HR systems). One of the reasons she is retiring. We have never really come back from Covid, it is taking 3-4 communications to get an answer and cannot just walk to an office for an answer.
  - Debbie recognized that being remote is an option as a negotiated item and watched people become disconnected. Caring Campus is a perfect example of caring for each other and reaching out to each other.
- Shauna – HR consultant is wrapping up. What is the timeline? And how to tackle project?
  - Dr. Garcia – wrote in the scope of deliverables by end of February is the report. Not able to answer the second question without the report. Not supposed to be a personal piece. Asking what our district needs in HR processes so everyone has information and access to how things get done. When processes work, the inequities happen.
  - Hope is to get some understanding of the processes and policies that have made it more challenging and barriers to be able to do our work as a district. Are we appropriately resourced? What is the work we have to do on institutional culture? Only person that is

going to get the report is Dr. Garcia initially. Aggregated data will be arriving to the District.

- Dr. Garcia references the story Linda mentioned earlier during Caring Campus. Faculty moved the students for an assessment. One student because of the welcome booth ended up getting where she needed to be. "If I don't get it this time, I am not meant to be here."
- Dr. Garcia pledged to donate \$500 to the scholarship fund via the Foundation to make it so we can give to three people.
- Debbie – this morning it was noticed that there was a change in the energy in the district towards positive. Lindley Center helping students feeling like a "real college."
- Tina – Caring Campus, having someone in the parking lot to help someone find their way. Panicked student couldn't find her way back to the Children's Center and needed someone to navigate her. New modalities of teaching have helped as well. Having one in person and one online is helpful.
- Jenn – Started in May of 2022; noticed a difference in people being here and being in person for classes, noticed a huge difference from spring to spring. Welcome Table in the fall (bummed we couldn't participate in the spring). In-person and having people to greet them and guide them. Super important!
- Kyle – Read in a past, The Equity Avengers. Can you share your experience with this?
  - Dr. Garcia – Angle was trying to address what kind of leadership do we need in community colleges to promote equity inclusion and racial justice? Didn't understand it was going to be a comic book illustration. Interviewing included questions around motivation and experiences in supporting issues of equity. Give people space to come as full selves. Recognize in service and support to students as support, then working in service and support to each other. Look at the data. Listen to student experiences. Lead to a think tank; assigned to rethinking Human Resources. How do we want colleagues to be recruited, onboarded and supported? Function of Human Resources as one that can become the blood flow of the workforce. Lead to the understanding that we can do something different.

**Discussion ended. Back to Pillar Reports.**

### **Community Outreach**

Candy Bars for Friendship week:

- Laurie Bacci, associate faculty can do it, about \$325 for labor and \$30 for the paper and the candy on top of it. This ends up being a more expensive option than if we can do it ourselves.
- Can do the download on Etsy; then we can take them home to work on if needed.
- Bars are \$1.10 a piece at Costco. Linda will be checking-in on distributors.
- Just do a tag; Linda will send an email with some ideas.

Secret Pal is closed for spring 2024.

### **DEIAAJ:**

- Kyle will work with Shannon to get some language shortly and send over to Jamie.

**Elections:**

- Built in election information (President & DEIAAJ only this round) on the official election website.
- Ann Schott will be updating on Shauna's behalf.
- March 2024 – voting period March 1 to March 8, 2024.
- Calling for nominations starting on 02/09/2024 by the end of 02/23/2024.
  - Send out email next week.
  - Shauna will be sending information to Jamie live.
- Regarding Jessica Melvin's email regarding cost of election software:
  - \$50.00 spent on election software
  - The election pillar will be looking into Microsoft Forms (to potentially save money) before next year.
- Ann will pay for the ballot again this year, will be submitting payment for reimbursal.

**Fundraising –**

- Spring Chocolate Fundraiser coming soon!
- Next Fundraiser is the Dinner Silent Auction.
- Donations for the auction items (Linda will send Jamie some language).

**Action Item:**

\$200 proposed to donate to the art exhibit, are we willing to donate to this? Classified Art Exhibit (30 pieces between the 2<sup>nd</sup> and 3<sup>rd</sup> Floor) is happening in the Library. Just a one-time thing – not an annual donation. VOTE during the March meeting.

Ann encourages ALL people to go see the art exhibit.

**Events:**

- Classified Senate is on the agenda for February Board meeting. Initial was rejected because Dr. Garcia wants to do ONE resolution going forward versus needing to do it once a week.
  - ABC License needs to be pulled.
  - Anyone service alcohol has to take a 4-hour course. Do the Shone Farm Winery wine individuals have it? SERVE SAFE licensing for alcohol distribution.
  - Everyone will get a pearl necklace, 30<sup>th</sup> anniversary.

**Caring Campus report:**

- Access to nametags, general, SRJC logo and our name.
- Purchasing and MARCOM working together to make sure this ends up happening.
- Designing logo to distribute across the campuses.
- Website is live on the Classified Senate Site.
- Establishing moving from transactional to relationship building.
- Linda suggests getting a group together to help with Stacey to get some help for hands on for the fall.
- Tables during Finals with coffee & hot chocolate.

PDA Tour–

- A tour during PDA to show people around the campus to show new buildings or where things have moved to. i.e. – HR moved and not known where they are now. For new hires and new employees to get familiar with the campus.
- In front of Burbank @ 2:40 p.m. on PDA.
- Different people from various departments will be helping direct/guide people.
  - Kyle will be assisting with this as well.
- At the children’s center – relaxation space, free coffee and more during the week.

Adjournment!

Not Approved