

Classified Senate Minutes from 03/01/2024

**Caring Campus Moments -**

- Ann - Second chance student was looking for a meeting, was able to track down new location.
- Kathy – a student looking for workforce development in Bailey
- Tina – student came from food distribution out at Child Development, let them know about our food distribution and provided more information re: Redwood Empire Food Bank.
- Marianne – during PDA, was heading to meditation in MESA, and a student came in and asked if it was open and needed help with Canvas, but the student did not understand her homework (she was an English Learner) so Marianne could help!
- Kyle – 180 Middle Schoolers here taking a campus tour, peer coaches helping with a panel. At the end they were walking to the dining commons and one student was reading the Career Education booklet and the student was super interested in the Culinary program. Excited to take classes here during High School

**Approval of Minutes from 02/02/2024 –**

Linda motions. Kyle seconds.

**President's Report:**

- PDA tour including historical piece and Kyle Wallstrum did the current portion of the tour.
  - Was a great tour and a mixture of all constituent groups.
  - Continue it going forward
    - Pick a day for classified to meet together and do a tour.
    - Build a script for the tour so we don't forget things (and a map).
    - Outreach team has a template they use, we can modify it for this including tidbits of trivia!
  - Tina has a request from brand new coworker:
    - Love to have people come over do a little introduction of the Childcare Center.
  - Kathy asked about spring break maybe doing a tour?
- Three Classified Professionals to be sent forward to be reader's at Commencement (volunteer, on a Saturday).
  - Preference of Spanish Speaking
  - Must be in by March 26<sup>th</sup>, 2024
  - Send recommendations to Debbie via email
  - Maria is wondering if anyone here would be interested in doing?
    - Maria is very interested in being sent forward
    - Marianne has offered to be put on the list as well

**Vice President**

- What's new in April

- Sent out classified regular evaluations
  - Everyone pre-2011 is now.
- Sexual Harassment tracking for all at this time
- In June attending CLI conference (Kathy is also going) in Riverside
  - If anyone else would like to go, let Debbie know.
  - Maria let everyone know that she has been there twice and it was lovely and a great opportunity to go network with other Classified individuals.

### **Communications**

Please give me more than 24 hours (two days) if possible before sending

### **Treasurer**

- \$15,000 in main account.
- CLI requests came in from Linda.
- Needs receipt from Ann for the candy purchase (\$400).
- Linda will donate the dollar for the download.
- Tina inquired if Debbie will be speaking to Kate Jolley re: a Classified Senate Cal Card to see if it is something we would like to acquire.
  - Maria shared her experience, it may be time consuming & challenging because a majority of our funds are coming from the Foundation and may add a little bit of time and work for Tina.
  - Reporting to the district and a separate process with the Foundation (an RFD).

### **Pillar Reports**

### **Community Outreach**

- Candy bars to the district staff! Thank you to Linda Jay!
  - Great responses about the Candy Bars
  - If we want to change the type of candy bars.
  - Petaluma does not have Bailey hall type mail boxes, so please be more inclusive of the people who work in other locations (i.e. the email that went out did not state other locations).
- PDA was great
- Classified Recognition Week
  - One event every day
    - Donations for the silent auction
    - Coffee/Tea/Hot Chocolate – Maria can arrange for the staff in Petaluma.
      - Can we make baskets for all of the staff at all locations?
      - Can we bring a carafe of coffee?
        - Kathy offered to deliver to PSTC & Shone Farm
        - Jamie offered to deliver to Petaluma
  - Come up with a saying to indicate when a staff member is at the location so the staff knows to provide the free cup.

- Kathy suggested pearls of wisdom to tie into our dinner event
- Ann will send some ideas out via email

**DEAIAAJ:**

- Kyle; sent draft language over to Jamie & Shannon; looking for discussion about what the needs are in approving it.
  - Debbie asked that we hold off until the new pillar lead can be a part of that discussion to help form that pillar and solidifying it.
- Discussion around the DL:staff email
  - District wide response from Malena
  - Open to discussion re: solidarity statement
  - DL went to faculty; Malena sent out email, many people did not know what she was referencing.
  - Jamie has asked, not just a statement without nothing behind it if we send a statement out with some actual action items.
  - Classified has not been fully included in what happened fully so we can be involved on the same page.
  - Tina attended the Town Hall meeting; people were absolutely looking for training on how to be a better ally:
    - How can we help get these trainings here?
  - Ann – is Dr. Garcia planning on conducting training on this?
    - Dr. Garcia is looking at the whole piece. Not engaging in email type things and should be done in Face to Face.

**Elections**

- Heather Adams shout out – helped Ann with putting emails into the proper format to be able to use election software.
- Will be sending out after this meeting on March 1, 2024 and end of Friday, March 8, 2024 @ 10:00 p.m.
  - Nominees for President (release time is 15 hours a month)
    - Regina Mahiri
    - Linda Jay
    - Write-in
    - Abstain
  - Five Nominees
    - Kyle Wallstrum
    - D'yonna Johnson
    - Regina Mahiri
    - Two declined their nominations
    - Write-in
    - Abstain

When Kathy retires, we will need to appointment someone to Events.

**Fundraising:**

- Spring sales currently happening (in the green)
- Auction Donation email sent out

People already responded with interest!

- Do we want to sell Lei at graduation?
  - A bunch are already made (just the ribbon).
  - Will send district email with announcement (can do custom color if needed, only 15 minutes to produce).

### **Classified Recognition Dinner & WEEK**

- Save the date went out
- Board has been notified
- Kathy has an appointment with Jenny @ fresh and natural, the first week in March to figure out a menu for the dinner.
- Send out another RSVP next week!

Mon: Warm beverage

Tues: Candy/discount at bookstore

Wed: Tour

Thurs: Dinner

### **Awards:**

- Looking for award subcommittee members, everything is set-up on Teams.
- Send the call for nominations – Maria collects all of the forms.
- Nominate your colleagues!
  - The more the merrier
- Debbie to look at the plaques to get them worked on before our dinner
- Secret Pal – 22 people this semester (week 3 right now).

### **Professional Development**

- Relaunch a 7 series session for the spring (was supposed to be March 13).
  - March 27<sup>th</sup> will be new launch (language will be coming out soon).
  - Run for 7 weeks (with 1-week break)
  - End mid-day
  - Professional Development Website has been updated
    - Including the lunch and learns
    - Working on process to what it looks like to receive requests and if release time will become available.

### **Caring Campus Report**

- **Attended the Caring Campus roundtable via Zoom**
  - Araceli and Debbie attended
  - Spreading the word and balancing the workload

- Debbie asked “How do we get Caring Campus noticed against competing initiatives?”
  - What Other schools are doing:
    - 14 organizations in the community, all staff go out and help them for a day with “Care Day”.
    - All staff day to focus on the different behaviors. 15 hours of professional training specific to Caring Campus.
  - Include it in the Job Descriptions.
  - Included in Annual Performances.
  - “Caught in the Act of Caring” – award / recognition goes out to the receiver. Human Resources spotlight. Pick one person out of that group.
  - Missed Caring Campus moments
    - Reflecting on missing these chances
  - Share the care event over the summer –
    - Clothing/food for everyone
    - Similar to a swap meet
  - Continue to add in multiple goals (two) every year to continue to expand.
- Guy asked Araceli to come into the Chem/Physics staff meeting
  - Instructors were very engaging
  - Suggest making a video produced during orientation (on the website).
    - Caring Campus should contact HR re: orientation inclusion
- Tina:
  - Can we tie “Caught in the Act of Caring” into our recognition such as rather than GEMS, can we highlight stories for some receivers on our website?
- Debbie
  - Can we connect with faculty to include them more?
- Kyle
  - Reminder that nametag ordering will be coming out

**Community Responses:**

- Guy would like to ask that we promote the idea that the district has an annual evacuation drill.
  - Advocate to sidestep the bigger issues and look to do an annual drill for 15-30 minutes.
  - If we handed out a blank piece of paper and asked the difference between Shelter in Place and a Lockdown drill? True or false: Are there designated areas on campus? True or False: All CCure will lock during an emergency?
  - Setting the same date annually (same week for five year’s in a row).
  - We do have an employee health and safety department.
  - Do we have something in place that they are not doing?
  - Recommends Guy speaks to Robin McHale and Dawn. Guy believe Dawn needs a movement to get the initiative going.
  - Debbie mentions we are constantly in the “current initiative” until something tragic happens and then people say “We should have done this.” We used to do this. Person assigned to every department as a Safety Leader.
  - Appreciation to Guy for bringing it up and following through on it.

- Active shooter, earthquake, power outage, etc.
- We should be better prepared knowing that they come.
- What would Guy like Classified Senate to advocate?
  - Letter from our President?
  - Debbie can definitely mention it at the next college council meeting.
- Does this come under SEIU as workplace safety?
  - Jenn will bring it to the next SEIU meeting
- Tina is on the facility advisory committee
  - Can bring this up at her next meeting as well.
- Debbie recommends that any meeting we go to bring it up.
- Kathy recommends a yellow card presentation at the board meeting stating we have not had one in a long time.
- Would AFA be interested in bringing it up as well? Ann offers to discuss in her department.
- Tina – practice does help. Child Care Center does it twice a year.

Adjournment.