



Classified Senate Meeting Minutes

Thursday, October 20, 2016

10:00 am to 12:00 pm

College Center, 4th Floor Conference Room

Senate executive board members	Present
Eunice Castorena, Vice President, Finance	x
Kevin Donahue, President	x
Laura Hayes, Recorder	x
Kerry Jones, Co Vice President	x
Kelly O'Steen, Co Vice President Fundraising	x
Cody Pontius, Co Vice President	x
Anita Russell, Co Vice President Fundraising	x
Mark Worden, Past President	x

Attendees: Sylvia Amito'elau, Paula Coker (online), Marie Hulett, Jason Montgomery (online), Debbie Nibeel (online), Wendy Sacket (online), Nicki Salcedo (online), Rosalie Triggs, Paolo Varquez, Meg Yanalunas, Tina Xa.

Guest: Aaron Zentner

1. CALL TO ORDER : 10:06 a.m.

- 1.1 Roll Call
- 1.2 Welcome – A. Zentner and Paolo Varquez added to the agenda MSU
- 1.3 Adoption of Agenda: (Oct. 20, 2016) MSU
- 1.4 Timekeeper : K O'Steen, MSU; Parking Lot: K. Jones, MSU
- 1.5 Approval of Minutes: Sept. 15, 2016 MSU

2. SPECIAL REPORTS/UPDATES

- 2.1 **Speaker Aaron Zentner** : Classified professionals are asked to participate in an important survey. We will each receive an email with an embedded link. Need to allow 30 minutes to answer 56 questions concerning college climate.
- 2.2 **Input/feedback of newsletter** – K. Jones: The classified senate newsletter is a monthly brief news communication that includes lighthearted graphics and shares items of topical interest to CCC classified personnel. There are plans to include a Coastline calendar. A suggestion was made that the executive senate board member names and contact info be included each month. If there are other ideas for the newsletter please email K. Jones at: classifiedsenate@coastline.edu.
- 2.3 **The Great Shake Out:** The earthquake drill paused the meeting at 10:20. The meeting reconvened at 10:35.
- 2.4 **Classified Scholarship update-** K. O'Steen: According to the CCC Foundation, 14 people who met the employee criteria started filling out the scholarship application. Three have submitted it by the date of this meeting. The application will be open until Feb. 21, 2017. Employees who are students at two or four year accredited institutions may apply. M. Hulett noted that a message appears at the close of the scholarship application which shows the past instead of the future date for the upcoming May ceremony. K. O'Steen will report the error to the Foundation office.

To find out more about this committee, please visit <http://www.coastline.edu/about/committees-councils/contituency-groups/?openHideable=classified-senate#anchor>

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- 2.5 **Fall Festival & Fundraiser** – K. O’Steen and A. Russell: Fall fundraiser at Rubio’s on Sept. 30 raised approximately \$300! Success of this fundraiser was attributed to a great turn-out by Coastline staff and friends (thank you!) and the fact that the Fountain Valley location manager kindly allowed meals from 11 am on to be included in the fundraiser, catching the lunch crowd. Classified Senate plans to arrange additional similar events after the holidays. K. O’Steen and A. Russell are visiting the various Coastline sites to sell opportunity drawing and lunch tickets for the Fall Festival on Friday, Oct 28. The decorating contest judging is on Tuesday, Oct. 25.
- 2.6 **Holiday Boutique:** Flier is going out next month to advertise the Dec. 9 Holiday Boutique which is planned to be held on the first floor (location still being discussed). \$15 will purchase a table and anyone is welcome to participate. S. Amito’elau will pass out flyers at the upcoming Academic Senate meeting.
- 2.7 **CCC committees:** E. Castorena and A Russell: Of 36 vacancies reported on August 26, just 13 remain as of this date so thanks to all those who have stepped up to serve or to continue serving on a committee. A Classified College Committee Chart was distributed showing the classified professional positions on college committees and work groups with the vacancies highlighted in yellow. Please email E. Castorena or A. Russell at classifiedsenate@coastline.edu if you note something that needs correction. Updates will be sent to the president’s office for a final list.
- 2.8 **Classified Senate appointments to district-wide committees** – K. Donahue: It was mentioned that the PDF writable form for committee reports needs to provide more space. S. Amito’elau will email Helen Ward and Tran Ha and copy classifiedsenate@coastline.edu with questions about the budget reports from PIEAC distributed at this meeting. Classified Senate has appointments to 3 District subcommittees, including Technology (no representative yet); Policy & Procedures (RosalieTriggs) and Budget (Tran Ha). M. Hulett expressed interest in participating on the Technology committee. R. Triggs said her committee is involved with the document review of board policies. Some of these documents are 10 to 15 years old with revision urgently needed, especially in the area of technology. The committee is headed by Dr. Serban. Please email committee reports to : kdonahue@coastline.edu one week prior to the next Classified Senate meeting if you would like to be on the agenda. It is helpful if you attend the meeting to answer potential questions about the report.
- 2.9 **Career Center Staff Assistant** new hire: Paolo Varquez was introduced. He wants to let students know he will be available for appointments in-person, by phone or email to discuss career and life plans, job and internship search, resume and cover letter critique and interview prep. His contact info is: careercenter@coastline.edu or (714)241-6311. K. Donahue asked HR to inform us when someone is hired so they may be introduced to classified senate. There was discussion about how managers are informing their employees about new hires and how the college as a whole can be informed so as to update their desk guides or directories.
- 2.10 **Budget Update; FY 2016-2017** – E. Castorena: The balance on 10/19/16 is \$2,765 and will be +/- \$3,000 after the Rubio’s fundraiser profit is deposited.
- 2.11 **Classified Senate revised mandate** – K. Donahue: New mandate approved by majority vote at the Aug 26 meeting was reviewed and approved at College Council, Sept. 27, 2016. “To support and reaffirm the college’s mission. Embrace a proactive role in participatory governance. Facilitate communication among students, classified professionals, administration, faculty and the governing board. Participate in the development of policy and practices related to classified professionals.”
- 2.12 **Classified Senate goals:** Ongoing goals discussed at the classified senate retreat on Sept 23 included: develop a code of ethics (for executive board); create an employee of the month award; and plan for the succession of the next board (It is intended that new board members could attend the upcoming California Community Colleges Classified Senate (4CS) June conference in Lake Tahoe if the election of board members occurs earlier during the spring 2017 term.); revise and update bylaws; provide outreach through monthly newsletters; create a calendar of events for the year; increase classified professional growth ; clarify differences between the Senate and the Union.

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- 2.13 **Draft – chart/differences between Classified Senate and CFCE-** outlined in a comparative document between CCC Classified Senate and Classified Union distributed at the meeting.
- 2.14 **Classified Senate meeting attendance:** Attendance at college committee meetings as classified senate representatives keeps us informed about what is happening at the college and District. It lends our voices and minds to group decision making and maintains our negotiated positions in participatory governance. Board members have been attending District Consultation Council, College Council and Manager meetings and report it is an interesting break away from normal work routines, a way to meet others outside of the immediate job area and feel more connected to the college and the District as a whole, and to be tuned in to upcoming news. Managers have been asked by the administration to encourage classified professionals to become more involved with how the college and District is run. The new chancellor and our college president want to see classified professionals involved. There are many college and District meetings to attend so the executive board is asking classified professionals at large to consider attending a meeting. If interested, please contact Kerry Jones at: classifiedsenate@coastline.edu. You will not be obligated to attend additional meetings and you may choose which meeting you would like to attend as a classified senate representative.

ADJOURNMENT: 11:45 am

Documents:

1. Reports to Classified Senate: PIEAC – Sept 21, Sept 27, Oct. 5, 2016 (Tran Ha and Helen Ward)
2. Report to Classified Senate: Academic Senate Meeting, Oct. 18, 2016 (Sylvia Amito'elau)
3. Classified College Committee Chart 2016-2017 (E. Castorena, A. Russell)
4. Classified Senate Mandate
5. Comparative Chart – Coastline Classified Senate and Classified Union (CFCE #4794)
6. Classified Senate Goals
7. Career Center bookmarks (P. Varquez)

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