



Classified Senate Meeting Minutes

Thursday, January 19, 2017

10:00am to 12:00pm

College Center, 4th floor conference room

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

Attendees: Sylvia Amito'elau; Leonora Castillo; Paula Coker (online); Marie Hulett; Kathy McKindley; Araba Mensah (online); Jason Montgomery (online); Paolo Varquez; Marie Vaughan (online); Meg Yanalunas (online). Guests: Tom Boscamp (CCC Veterans Resource Ctr. Specialist); Elizabeth Horan (CCC Librarian); Kevin Erdkamp (VITA)

1. CALL TO ORDER

- 1.1. Roll Call
- 1.2. Welcome: (K. Donahue): Added to agenda: Sharepoint demonstration (K.Jones); Free Tax Preparation presentation (K. Erdkamp)
- 1.3. Agenda adopted with two abstentions (M.Worden , K. McKindley)

2. SPECIAL REPORTS/UPDATES

- 2.1. T.Boscamp – Kognito: Demonstration of a suite of online training simulations procured through a California CC grant that assists faculty, staff and students to better identify, support and refer stressed students, student veterans and LGBTQ students. Three training modules may be accessed under Coastline College Professional Development: [Kognito Training Modules](#).
- 2.2. E. Horan – CCC Librarian. Presentation encouraging classified employees to use the library and online resources. Any employee may receive help with personal and work related research and has access to electronic databases. Visit: [Coastline Library](#) for more information or email E. Horan at: library@coastline.edu ; 714-696-1573
- 2.3. K. Jones – Access to Classified Senate: [Sharepoint site](#)
- 2.4. Visit to see classified news, events, committee reports, meeting agendas and minutes, calendar and other documents. Email Kerry with suggestions or comments at: classifiedsenate@coastline.edu.
- 2.5. Adoption of C.S. meeting minutes (Nov. 17, 2017): Adopted (one abstention - K. O'Steen)

To find out more about this committee, please visit [Coastline Committee Site](#)

College Mission Statement: *Coastline Community College promotes academic excellence and student success for today's global students through accessible, flexible, innovative education that leads to the attainment of associate degrees, transfers, certificates, basic skills readiness for college, and career and technical education.*

- 2.6. Classified Scholarship update – K. O’Steen and A. Russell: Application will close at 11:59 pm, Feb.21.
- 2.7. Holiday Boutique update – K. O’Steen and A. Russell: Profit of approximately \$460.
- 2.8. CCC Committees update – E. Castorena and A. Russell: 13 vacancies remain for C.S. seats.
- 2.9. Classified Senate meeting – All-College, Friday, Feb. 24 (K. Donahue): General consensus is have one 1 hour meeting during All College meeting instead of two separate meetings in February. Classified professionals will have meeting with Dr. Adrian from 4 to 5 pm.
- 2.10. District Consultation Council (DCC) sub-committee report: M. Hulett reported that the Technology Subcommittee Strategic Plan was approved and K. Donahue asked that it be posted on our [Sharepoint site](#).
- 2.11. Budget update FY 2016 – 2017 (E. Castorena): As of 01/13/2017 ending balance is \$4, 151.93 (not including approximately \$460 in additional funds from the Holiday Boutique).

3. DISCUSSION ITEMS

- 3.1. Classified Survey (December, 2017): Thank you to the 51 participants who took the survey. A drawing for ten gift cards (one gift card for @ every ten responses) will be held during the All College Classified Senate meeting. A majority of respondents indicated they know more about classified senate and college events from attending meetings and receiving the newsletter. We need to work on the online meeting experience (Zoom).
- 3.2. K. Erdkamp (VITA): Encouraged qualifying Coast College District employees who make less than \$64,000 to use: [myfreetaxes.com](#) . Phone and online assistance is free. Employees using this service who need assistance in person may attend one of the weekly site events held most Fridays at the Garden Grove Center from 1:00 to 3:00 p.m. CCC is partnered with the Orange County United Way and the IRS in the VITA (Volunteer Income Tax Assistance) program.

4. ANNOUNCEMENTS

- 4.1. Kathy McKindley reported that a new boiler is to be installed at the College Center to solve heating problems experienced this winter at CC. Solar panels were installed at the Garden Grove Center carports and are expected to cover 80% of the energy costs at G.G. The District will look at Newport Center as a possible next solar panel installation site. Le Jao construction should be finished in May with the building usable by Fall semester. The warehouse in the annex at College Center has been leased. District asked CCC to provide office space for the part-time faculty union president in the annex building.
- 4.2. All College Meeting is Feb. 24, 2017 (Time and room to be announced)

5. ADJOURNMENT

- 5.1. 11: 45 a.m.

6. Documents Distributed

- 6.1. Coastline Library brochure
- 6.2. Veteran Services at Coastline Community College

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