CHAFFEY COLLEGE CLASSIFIED SENATE
MEETING MINUTES
JANUARY 28, 2016
10:00 A.M. – 11:00 A.M.

I. CALL TO ORDER- The meeting was called to order at 10:04 A.M.

II. PUBLIC COMMENT- None.

III. CONSENT AGENDA – Senator Kroll motioned for approval and Senator Mercante seconded the motion to approve the consent agenda. Approval was 13-0 as amended.
   a. Meeting Minutes: 11/19/15 & 12/3/15 were approved.
   b. A correction to the 9/24/15 meeting minutes was also approved to include the following: Theresa Rees (Tri-Chair) Accreditation Oversight Committee updated the Classified Senate on the proposed revised college Mission Statement and asked for any input we may have. Classified Senate discussed and gave good input.
   c. Committees:
      
      Shared Governance Committees
      
      Classified Representatives have been requested to serve as follows:
      
      i. Community Education Advisory
         • Debbie Christensen – Admissions & Records
      ii. Distance Education
         • Melissa Moreno – Instructional Support
      iii. Journalism Publications
         • Roman Stollenwerk – Museum
      iv. Student Success & Support Program Advisory
         • Kendra Woods – Admissions & Records
         • Lauren Ensberg – Marketing
         • Yubel Svensson – Counseling & SSSP
      v. Trees, Plants and Grounds
         • Christopher Franco – Campus Police

      Classified Representatives who can no longer serve:
      
      i. Resigned—Unable to serve—Curriculum
         • Candice Brock – Instructional Support
      ii. Resigned—Unable to serve—Outcomes & Assessment
         • Candice Brock – Instructional Support
      iii. Resigned—Unable to serve—Senior Accounting Technician Hiring
         • Tina Altis – Budgeting & Fiscal Services

      Hiring Committees
      
      District Hiring Committees
      
      i. Administrative Assistant II – Accounting, Budgeting & Fiscal Services
         • Ashira Murphy – Administrative Affairs
         • Trisha Albertsen – Budgeting & Fiscal Services
      ii. Senior Accounting Technician - Budgeting & Fiscal Services
         • Trisha Albertsen – Budgeting & Fiscal Services

      Committees Approved via Email
      
      i. Director of Grant Development & Management
         • Danielle Pearson – Institutional Research
         • Judy Garcia – Accounting Services
      ii. Educational Services Generalist
         • Ann Perez – Admissions & Records
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- Brian Stone – Admissions & Records
- Rachel Galindo – Marketing

iii. Instructional Assistant IV – Language Success Center
- Skyler King – Instructional Support
- Susanna Lazarra – Instructional Support
- Felicia Xa – Library
- Monica Contreras – DPS

iv. Educational Program Assistant, Counseling
- Margaret Gonzalez – Counseling
- Yvonne Vitt – Language Arts

v. Grounds Maintenance Attendant
- Zach Batista – M & O
- Rob Hatfield – M & O
- German Paez - KNA

vi. Program Assistant – DPS
- Bryan Franco – EOPS
- Morgan Huskey – Counseling
- Laura Myers – Business & Applied Technology

vii. Director of Special Populations & Equity Program
- Graciela Arriaga – EOPS

d. Policy/Procedures:
   Educational Vision & Integrated Planning Model

e. Funding: None discussed

IV. REPORTS
a. President- President Albertsen reported that Classified Senate sent Senator Melissa Moreno an additional thank you gift card for her help during the Holiday Luncheon. She also sent a sympathy card to Dale Ann Davidson for the passing of her mother. President Albertsen then briefly mentioned the summary notes from the first dialog with the Board, Administration and the union and senate presidents, and asked for any comments or input; none were provided. It was announced that Chaffey College is one of 150 colleges eligible for the Aspen Prize for Community College Excellence. President Albertsen stated that the top 10 colleges will be announced in late fall. At the President’s Cabinet meeting there was discussion about the Board approving the Equity Plan and that the Board will be having a session at a later date to discuss the Strategic Technology Plan that will go for approval the following month. President Albertsen shared Lisa Bailey’s report that Chaffey College is on target for its growth at 7.94%, and that many schools in the north are not hitting their goal and some are having declines. This leaves Chaffey with an opportunity to possibly receive extra funds for exceeding the target goal.

Discussion regarding summer hours was brought up during the report. It was announced at President’s Cabinet that the 4-10 schedule will not be in place this summer. This will allow the campus to remain open on Fridays to provide additional service to students. Alternative work schedules can be requested.

b. Vice President- No report

c. Treasurer- No report.

d. Recording Officer- No report
e. Committees-
   i. Surveys:
      - Holiday Luncheon Survey – Results will be used for future planning.
      - New Employee Orientation Survey – President Albertsen reported that most of the
        attendees liked the information presented and that she will use the information from
        the surveys to adjust for upcoming orientations. President Albertsen also mentioned
        that managers may contact Danni Gilley in Human Resources to request their
        employees to attend a future New Employee Orientation session. A notice will be sent
        to all managers that New Employee Orientations are mandatory for newly-hired
        employees.
   ii. Mentorship Program: Joseph Cascio reported that we have received six mentor applications.
       He will also follow up with the employees from the New Employee Orientation on Monday,
       February 1, 2016 regarding their mentee applications.
   iii. Constitution & By-Laws: President Albertsen, Senator Walker, and Senator Verhagen will
       meet to review and discuss updating the constitution and By-Laws.
   iv. Program Services & Review (PSR): President Albertsen reported that Classified Senate’s new
       three-year term is starting once again. Senator Ell clarified this is due to the college’s change
       to now write PSRs in spring. Previously, PSR was written in fall; writing is now being moved to
       spring, starting this spring 2016. President Albertsen stated that Classified Senate will need to
       write at least one Visionary Improvement Plan (VIP). Senator Ell added that PSRs are due to
       her by April 4, 2016.
   v. Website: Senator Ramirez reported that the college is reluctant to add any new website
       editors until a new process is in place. As such, Joseph Cascio cannot be added to make
       website edits.
   vi. Newsletter: President Albertsen reported that the January newsletter was sent out on
       January 21, 2016 and has been receiving good feedback.
   vii. Accreditation: President Albertsen reported that we are on track and Classified Senate’s
       information was being reviewed. Senator Walker suggested that everyone take a few
       minutes to look at the Soft Chalk Tutorial that went out with the Accreditation Newsletter.
       She stated it was a very informative tutorial that provided a very good overview of Chaffey’s
       processes. Interested parties can click on the following link to access the tutorial:
       https://softchalkcloud.com/lesson/serve/nJcEUm81dPb6LR/html.
       Users should then enter the password “CCbipicture” and then enter their first and last name
       in the “User Identifier” text box. Once they click “submit,” they should be able to engage by
       clicking the “View Content” button.
   viii. Scholarship: Senator Ell reported that the Scholarship Committee is seeking approval for a
       $50 increase to the scholarship budget. She proposed that the Student Worker Scholarships
       (2) be decreased to $200 each, previously $300 each. The remaining funds from the
       decrease, as well as the $50 increase would be to increase the two Classified Professional
       Scholarships to $250 each. Senator Walker motioned to approve the additional $50 for the
       scholarship and Senator Ramirez seconded that motion. The motion was approved 14-0.

V. OLD BUSINESS-
   a. Holiday Luncheon—It was mentioned that there were issues with the setup and Papachino’s was not
      prepared when guests arrived. President Albertsen stated that Classified Senate can always explore
      other catering options. A survey will be sent out to obtain feedback regarding interest for an evening
      luncheon or dinner dance.
   b. Community Outreach – Senator Caudill stated that Wednesday, February 3, 2016, is the second
      annual Staff & Faculty Appreciation Night. On Wednesday, February 10, Athletics will be honoring
their scholar athletes that have achieved a GPA of 3.0 or above. Senator Caudill also stated that an e-mail went out on Tuesday, January 26, regarding his Coaches vs Cancer fundraiser. He was praised by his dean, Corrie Schwartz, at multiple meetings and requested he participate again this year. Chaffey College is the number two community college in cancer fundraising. Senator Caudill shared his partnership with Trader Joes for the Coaches vs Cancer fundraiser. Trader Joes is donating 20 bunches of sunflowers for free. Bundles are on pre-order for $15 each ($10 tax deductible). Interested persons can contact justin.caudill@chaffey.edu for details and pickup options. There will also be a wall of honor dedicated to one-time donors. Various plaques will be available. Senator Moreno and Senator Caudill agreed to co-chair the Community Outreach sub-committee.

c. Interim – Classified Senate Vice President – Senator Moreno was appointed as Interim Classified Senate Vice President and will serve the remainder of Jill Cummings term until June 2017.

d. 4CS South Retreat – President Albertsen announced that she, Senator Ell, and Senator Verhagen will be attending the 4CS South Retreat on January 29, 2016, in Crafton Hills.

VI. NEW BUSINESS-

a. Classified Appreciation Week (CAW) – President Albertsen, Recording Officer Napoli, Senator Murphy, Senator Walker, and Joseph Cascio met on Monday, January 25, 2016 to review and discuss the CAW schedule. President Albertsen announced the tagline “A week long race to classified growth.” She stated the focus should be about the growth of the campus with the students, and asked for suggestions to be e-mailed by Monday, February 1, 2016. Sherm Taylor agreed to provide two cars for the luncheon. The layout of the week is roughly the same as previous years; however, there is a menu change for breakfast: bagels with cream cheese, seasonal fruits, hard-boiled eggs, coffee, water, and, due to a donation of $300 from CSEA, pancakes and bacon. The quote from Angelina’s will be reduced to 100 servings due to the increase in hot food prepared by Chaffey staff. Paper goods will not be requested for the breakfast, instead using remaining supplies in the Classified Senate storage. Softball will be hosted on Friday from 2:30-4pm on the field. President Albertsen also requested ideas from Classified Senate for the appreciation gift. The Wednesday luncheon menu will be barbeque: hamburgers, cheeseburgers, veggie burgers, hotdogs, no-meat baked beans, bagged chips and cookies, water and soda. President Albertsen will ask managers for help serving.

b. Graduation Snack Bar – Classified Senate agreed to decline participation in this year’s graduation snack bar fundraiser.

c. Classified Leadership Institute – The deadline for presentations are due to President Albertsen before February 26, 2016. Early bird registration deadline is March 1, 2016. President Albertsen asked all those planning to attend to register before the early bird deadline. President Albertsen announced that Chaffey College is in the sponsorship competition. She stated a $10 minimum donation can help Chaffey College win the competition, which will pay for one person’s registration.

d. Title 5 Grant Retreat – Dr. Bishop asked Classified Senate to be included. Funds will be provided for two members to attend. The retreat is in Lake Arrowhead from February 17 – 19, 2016.

VII. SPECIAL GUEST - None

VIII. FLOOR ITEMS - None

IX. ADJOURNMENT - Meeting adjourned at 11:05 A.M.
Next Meeting:
February 11, 2016
MACC Conference Room
10:00 A.M. – 11:00 A.M.