I. CALL TO ORDER – The meeting was called to order at 10:00 A.M.

II. PUBLIC COMMENT – None.

III. CONSENT AGENDA – Senator Ramirez motioned for approval and Senator Mercante seconded the motion to approve the consent agenda. Approval was 10-0 as amended.
   a. Meeting Minutes: January 28, 2016 minutes were approved.
   b. Committees:
      Shared Governance Committees
      Classified Representatives have been requested to serve as follows:
      • Cultural Affairs
        o Ruth Collins – EOPS
      • Journalism Publication
        o Hannah Diaz – Instructional Support
      Classified Representatives who can no longer serve:
      District Hiring Committees
      • Faculty, Communications Studies
        o Yvonne Vitt – Language Arts
      • Faculty, English
        o Mary Thomas – Language Arts
      • FMA .475, Maintenance & Operations
        o Rachel Galindo – Marketing
        o Kenneth Shane – Maintenance & Operations
      Committees Approved via Email
      • Administrative Assistant II – Accounting & Budgeting Services
        o Roni Osifeso – Admissions & Records
   c. Policy/Procedures: None discussed
   d. Funding: None discussed

IV. REPORTS
   a. President – No report
   b. Vice President – No report
   c. Treasurer – Treasurer Murphy reported the Classified Senate Foundation account balances as follows: Regular Account balance is $12,258.27, and the Scholarship Account balance is $1,493.57. She also stated she had a small discrepancy with the district account balance and will discuss it further with President Albertsen.
   d. Recording Officer – No report
e. Committees
   i. **Surveys:** President Albertsen stated that the survey regarding the changes to the holiday luncheon should be sent out in the spring.
   ii. **Constitution & By-Laws:** President Albertsen reported that the committee has not met yet. However, Senator Walker stated she has begun working on the Constitution and By-Laws.
   iii. **Website:** Treasurer Murphy reported she was given access to make website edits and will be available to assist Senator Ramirez with updates. Senator Ramirez stated a picture of Joseph Casicos was needed for the website.
   iv. **Newsletter:** The next newsletter will need to be distributed at the beginning of March and should include additional information about Classified Appreciation Week.
   v. **Accreditation: Self Study Draft Review** – President Albertsen asked the attending members to review the Accreditation Self Study draft and to submit any comments or suggestions through JotForm.

V. **OLD BUSINESS**
   a. **Classified Appreciation Week:** President Albertsen opened discussion by reviewing the schedule of events for the week. She shared that a Purple Easel Workshop, which will focus on stress relief through art therapy, is currently being planned. A flyer promoting guest speaker Thomas Brown’s workshop on Monday, March 14 at 1:00PM will be sent out by the end of February. President Albertsen also reported that Sherm Taylor provided Classified Senate with four tickets to the Xfinity Race held on Saturday, March 19. The tickets will be awarded during an opportunity drawing fundraiser during the week. President Albertsen stated the quote she received from Angelina’s for the Breakfast Elections was $400, $4 per person for 100 people. President Albertsen asked Classified Senate if it might be cheaper to order and pick up the items physically. It was agreed that the cost benefit did not outweigh the added time and effort to purchase and setup the food manually.
   b. **Meritorious Service Awards:** This year Classified Senate received one Meritorious Award nominee. President Albertsen asked the senators to review the nomination of Sharon Schroeder for approval.
   c. **Community Outreach:** President Albertsen reported it was being worked on.
   d. **4CS South Retreat Follow-up:** President Albertsen stated that approximately 35 individuals from all over the south attended. Due to the requests at the retreat, Misty Burruel, Theresa Rees, Dr. Sherrie Guerrero, and Hope Ell will be attending the CLI conference to present on how important classified professional involvement is to Accreditation.
   e. **Classified Leadership Institute:** President Albertsen asked for the support of the senators to donate to the CLI sponsorship. Any donations made are tax deductible.
   f. **Scholarship Applications:** President Albertsen stated only one application was received. Treasurer Murphy suggested that the scholarship deadline be extended until February 19, 2016, to which Classified Senate agreed.

VI. **NEW BUSINESS**
   a. **Program Services & Review 2016/2017 – 2018/2019:** President Albertsen stated the committee was discussing a “Going Green” Visionary Improvement Plan (VIP). Part of the VIP would be to transition from tracking committees using pen and paper to a more ecological friendly access database. She explained that this VIP would also serve the college’s sustainability goal. She shared that the previous VIPs were accomplished
successfully and she has been receiving excellent responses. President Albertsen asked Classified Senate to share any other VIP ideas they may have before the next meeting.

b. **Measure L Projects**: Shade Structure & CCE Projects: Details and a composite drawing regarding the solar structure were requested; however, President Albertsen stated that the project is still in the early planning stages. She requested that any questions, ideas, or responses to the Measure L Project be e-mailed to her before the Measure L meeting on Wednesday, February 17, 2016.

c. **Quakes Game**: Senator Ramirez stated she received inquiries regarding the Quakes game event. Recording Office Napoli indicated that there was still time to plan the event and that the best option for a Quakes vs 66ers Saturday game was June 4, 2016. President Albertsen stated that the cheaper hotdog and hamburger deal would be a better option this year. Senator Ramirez shared that The Chaffeyans would like to be included in the invitation and planning.

VII. SPECIAL GUEST - None

VIII. FLOOR ITEMS - None

IX. ADJOURNMENT - Meeting adjourned at 11:00 A.M.