I. CALL TO ORDER – The meeting was called to order at 10:05 A.M.

II. PUBLIC COMMENT – None

III. CONSENT AGENDA – Senator Walker motioned for approval and Senator Verhagen seconded the motion to approve the consent agenda. Approval was 13-0 as presented.
   a. Meeting Minutes: None
   b. Committees:
      Shared Governance Committees
      Classified Representatives have been requested to serve as follows: None
      Classified Representatives who can no longer serve: None
      District Hiring Committees
      • Faculty – Accounting / Financial Services
        o Tara Johnson, Bookstore
        o Laura Myers, Business & Applied Technology
      • Faculty – Broadcasting
        o Dolores Jenerson-Madden, Visual & Performing Arts
      • Faculty - Career Counselor
        o Chris Gutierrez, Economic Development
        o Linda Olmos, Transfer Center
      • Faculty – Industrial Electrical Technology
        o Corrie Verhagen, Business & Applied Technology
      • Faculty - Instructional Designer, Distance Education
        o Kim Noseworthy, Instructional Support
      • Faculty - Instructional Specialist, Supplemental Instruction
        o Monica Han, Instructional Support
      • Instructional Assistant II – Chino Success Center
        o Luz Alvarado, Instructional Support
        o Candice Brock, Instructional Support
        o Danielle Pearson, Institutional Research
   Committees Approved via Email: None
   c. Policy/Procedures: None
   d. Funding: None

IV. REPORTS
   a. President – No report
   b. Vice President – No report
   c. Treasurer – Treasurer Murphy reported the account balances as follows: District Account balance is $6,609.03, the Foundation Regular Account balance is $11,808.33, and the Foundation Scholarship Account balance is $1,493.57; for a total balance of $19,910.93.
d. Recording Officer – Recording Officer Napoli reported the following Classified Senate birthdays: Patrick Cabildo—January 25, Hope Ell—February 19, Ashira Murphy—February 26, Tina Altis & Denise Gomez—February 27.

e. Committees
   i. **Surveys**: No report
   ii. **Constitution & By-Laws**: Senator Walker reported the Constitution and By-Laws review and revisions were in progress.
   iii. **Program Services and Review (PSR) 2016-2019**: No report
   iv. **Website**: Treasurer Murphy reported that website updates were in progress so that Classified Senate can enter the 4CS website competition by May. She stated the website committee was working on including more graphics and asked for Senators to share their suggestions with Senator Altis, Senator Ramirez, or herself.
   v. **Newsletter**: Administrative Assistant Cascio reported that the newsletter draft was completed but awaiting information pertaining to the CSEA workshop before being sent out campus-wide.
   vi. **Accreditation**: Senator Verhagen reported that the Accreditation Report is current through the January 28, 2016 minutes and that she will send it out to Classified Senate for review and comments before the next meeting.

V. **OLD BUSINESS**

a. **Classified Appreciation Week**: Administrative Assistant Cascio reported that all rooms were booked for the workshops. He also reported the current inventory of eatery supplies in Classified Senate storage and stated more plates, napkins, and cups will need to be purchased. Recording Officer Napoli shared that Purple Easel will be hosting a workshop on campus. The workshop will be open to 30 people and the cost to staff will be $5 to attend.

b. **Community Outreach (Spring)**: Recording Officer Napoli reported that the sub-committee decided to choose a Quakes vs 66ers game and All-You-Can-Eat pre-game picnic on Saturday, June 4, 2016. The picnic will be located in the Fault Zone of the Quakes Stadium. She reported that tickets are $25; however, Classified Senate will cover $10 of the cost for each ticket, bringing the employee purchase price down to $15. Recording Officer Napoli stated they will use $500 from allocated community outreach funding to purchase 50 tickets.

c. **Program Services & Review 2016-2019**: Treasure Murphy stated that President Albertsen has started the PSR and will send it for review shortly.

d. **Measure L Projects Follow-up**: Treasurer Murphy reported that President Albertsen partook in the kickoff meeting on February 17 regarding renovation projects around campus. Summary notes from the meeting are expected to be sent out within the week. She stated the meeting was great and there was a large turnout that provided good input.

e. **Accreditation – Drafts**: Senator Ell reported that hard copies are available in Dr. Guerrero’s office and that an electronic version will be e-mailed out campus-wide at a later date. She will also provide President Albertsen with a few copies for Classified Senate to review. Feedback is due to Dr. Guerrero by Monday, February 29. Senator Walker inquired on the anonymity of feedback. Senator Ell stated feedback is usually reported directly from an individual and is not typically anonymous. The dates of the accreditation visit are October 3-6. Senator Collins shared that staff should be mindful around the accreditation team and should not have worries or be tense. She stated that Chaffey College does good work and staff should be proud of the work they put forward.
f. **Classified Leadership Institute:** Treasurer Murphy reported that Linda Olmos was awarded the second CLI Scholarship. Senator Ell reported that herself, Dr. Sherrie Guerrero, Misty Burruel, and Theresa Rees will be attending the conference to present on Accreditation.

**VI. NEW BUSINESS**

a. **Donation to CalWorks:** Treasurer Murphy shared Michelle Newsome's request for donations to buy graduation caps and gowns for CalWorks students. She stated that Classified Senate has $200 of unused funds from the Night with Santa event. Senator Collins motioned for approval and Senator Ell seconded the motion to donate $200 to CalWorks for caps and gowns. Approval was 14-0.

b. **Multicultural Visions Training:** Treasurer Murphy shared that she participated in a four day Multicultural Training with a few other selected individuals. Two trainers from the company Visions trained the group. She stated the each participant learned a lot about each other and themselves. She then stated that Dr. Bishop would like Chaffey College to participate in a similar training with a mix of classified staff and managers. Classified staff would then train other classified staff. The idea received a lot of positive feedback.

**VII. SPECIAL GUEST - None**

**VIII. FLOOR ITEMS**

a. **Lake Arrowhead Title V Retreat:** Treasurer Murphy reported that Melanie Siddiqi, interim vice president, administrative services, attended the retreat and found the event inspiring. The retreat highlighted unique and different ways of teaching that are more interactive than traditional chalk and blackboards. Robotic equipment was brought in to demonstrate teaching mathematics. Senator Schmidt reported that similar demonstrations will be happening at Chaffey College and that the success centers had just received their robots.

b. **Institutional Effectiveness Partnership Initiative:** Senator Ell shared that she was selected for an Institutional Effectiveness Partnership Initiative (IPEI) team. She will be visiting San Bernardino Valley College to assist with their recommendations and accreditation.

**IX. ADJOURNMENT- Meeting adjourned at 10:44 A.M.**