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

II. PUBLIC COMMENT – None

III. CONSENT AGENDA – Senator Mercante motioned for approval and Senator Verhagen seconded the motion to approve the consent agenda. Approval was 11-0 as presented.
   a. Meeting Minutes: 2/11/2016 and 2/25/2016 were approved.
   b. Shared Governance Committees:
      Classified Representatives have been requested to serve as follows:
      - 508 Compliance Committee
         o Jason Schneck – DPS
      - District Hiring Committees
        - Administrative Assistant II – Campus Police
           o Donna Walker – Faculty Senate
        - Administrative Assistant II – Chino Campus
           o Rosanna Morales – Chino Campus
           o Levi Pineda – Chino Success Center
        - Administrative Assistant II – Curriculum
           o Allison Clapper – Information Technology Services
           o Melissa Moreno – Instructional Support
           o Donna Walker – Faculty Senate
        - Counselor, At-risk
           o Jennifer Law – Counseling & Matriculation
        - Counselor, Chino and Fontana
           o Jason Crammer – Chino Campus
           o Jennifer Faiva – Bookstore
        - Counselor, DPS
           o Laura Myers – Business & Applied Technology
        - Counselor, Foster Youth
           o Ann Perez – Admissions
        - Counselor, Veterans
           o Laura Rodes – Veterans Resource Center
        - Counselors, EOPS
           o Ruth Collins – EOPS
           o Chris Gutierrez – Employment Development
        - Educational Services Generalist, A & R
           o Morgan Huskey (tentative) – Counseling
           o Melissa Sosa – Business & Applied Technology
           o Jenae Yarnall – Cashier’s Office
        - Faculty, Administration of Justice
           o Denise Bermudez – Social & Behavioral Science
• Faculty, Anthropology
  o Karen Matejcek – Social & Behavioral Sciences
• Faculty, Astronomy
  o Karen Olsen – Mathematics & Science
• Faculty, Chemistry
  o Lymari Salazar – Mathematics & Science
• Faculty, Mathematics
  o Nicole Holderness – Mathematics & Science
• Faculty, Psychology
  o Ann Perez – Admissions & Records
• Faculty, Radiologic Technology
  o Rita Morales – Health Science
• Faculty, Math/Statistics
  o Linda Lamp – Mathematics & Science
• Faculty, Vocational Nursing
  o Alice Soto – Chino Campus

c. Policy/Procedures: None
d. Funding: None

IV. REPORTS
a. President – President Albertsen reported that she attended the Budget Development Workshop held on Wednesday, March 2. The Classified Senate budget she received from President Shannon contained no changes.
b. Vice President – No report
c. Treasurer – Treasurer Murphy reported the account balances as follows: District Account balance is $6,023.33, the Foundation Regular Account balance is $9,483.73, and the Foundation Scholarship Account balance is $993.57; for a total balance of $16,400.63.
d. Recording Officer – Recording Officer Napoli reported that she attended the College Planning Council meeting to discuss tabled items. Eric Bishop, Stephen Lux, Susan Bishop, Lissa Bailey, Bruce Osborn, and she met to discuss the issue of smoking on campus. Shared ideas included: designated smoking areas, no smoking signs, posting notices in classroom syllabi, and issuing fines to repeat offenders. It was mutually agreed that the campus police should not be needed to enforce any new smoking regulations unless nonsmoking on college campuses becomes law. It was decided to postpone any actions pending the results of the legislative bill that bans smoking on college campuses.
e. Committees
  i. Surveys: Senator Altis reported that a survey will be distributed at the end of Classified Appreciation Week to obtain feedback on that week’s events.
  ii. Constitution & By-Laws: President Albertsen stated she has begun marking items for removal and/or review. President Albertsen and Senators Walker and Verhagen discussed adding a fifth officer position, titled, Secretary, reserved for the current Administrative Assistant. President Albertsen hopes to have the draft constitution finalized and ready for senator review by the end of the term.
  iii. Program Services and Review (PSR) 2016-2019: President Albertsen stated she had sent out the drafted PSR proposal to senators for review. President Albertsen and Administrative Assistant Cascio met the week prior to discuss the proposed Going
CHAFFEY COLLEGE CLASSIFIED SENATE
MEETING MINUTES
March 10, 2016
10:00 A.M. – 11:00 A.M.

Green Microsoft Access Committee Database VIP. The future database will remove the need of tracking committees and members using paper hard copies. It will also allow committee reports to be easily generated. Administrative Assistant Cascio proposed a second VIP, as part of the Going Green initiative. This VIP would be the creation of a virtual filing cabinet for Classified Senate. PSR’s are due April 4.

iv. Website: Treasurer Murphy reported that the website was not yet ready to be submitted for the website competition. President Albertsen stated that she had declined the $2,000 funding to be used for web design training since a new web designer is expected to be hired. Senator Ramirez stated that Classified Success Network was seeking to offer a Dreamweaver class by the end of the fiscal year.

v. Newsletter: President Albertsen reported the Classified Appreciation Week newsletter was successfully sent out campus wide.

vi. Accreditation: On Wednesday, March 9, Senator Verhagen sent out the Classified Senate Activity Log for the first six months of the year. She asked senators to review and share their input on the document. Senator Altis suggested that the first occurrence regarding the newsletter frequency should be changed from bi-monthly to quarterly.

V. OLD BUSINESS

a. Classified Appreciation Week: President Albertsen circulated the event help signup sheet and asked for senators' help during Classified Appreciation Week (CAW). She shared with the senators the setup for the Wednesday's luncheon and asked Administrative Assistant Cascio to pick up 20 cans of vegetarian baked beans from Super King. President Albertsen handed Administrative Assistant Cascio $80 to cover the cost of the beans. President Albertsen and Recording Officer Napoli will pick up two cakes, hot dog buns, and fresh fruit on Tuesday for the luncheon. President Albertsen stated she would also pick up 10 table cloths to be used for the Breakfast and Dessert Social. Senator Verhagen volunteered to purchase desserts for the Afternoon Dessert Social. Administrative Assistant Cascio will provide her with the $250 CAMP donation before Tuesday. President Albertsen reported that the Youthful Yoga workshop would be moved to the dance studio in room CAA-206.

b. Community Outreach (Spring): President Albertsen stated that the Quakes Game and BBQ was currently being planned.

c. Classified Leadership Institute: President Albertsen reported that she would be heading to Ventura, CA for the CLI Board Meeting after work. She will report the results of the sponsorship competition and hopes to find that Chaffey College Classified Senate won. On Tuesday, June 14, President Albertsen and Senator Napoli will depart for the CLI Conference in a district van with all the conference supplies. Administrative Assistant Cascio and CLI scholarship awardee, Linda Olmos, will make travel arrangements at a later date. President Albertsen reported that Dr. Sherrie Guerrero and Misty Burrue will be driving to and presenting at the conference on Friday, June 17.

VI. NEW BUSINESS - None

VII. SPECIAL GUEST - None

VIII. FLOOR ITEMS - None

IX. ADJOURNMENT- Meeting adjourned at 10:45 A.M.

Next Meeting:
March 24, 2016
MACC Conference Room
10:00 A.M. – 11:00 A.M.