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

II. PUBLIC COMMENT – None

III. CONSENT AGENDA – Senator Ramirez motioned for approval and Senator Collins seconded the motion to approve the consent agenda. Approval was 10-0 as amended.
   a. Meeting Minutes: None
   b. Shared Governance Committees:
      District Hiring Committees
      • Administrative Assistant II – Chino Campus
      o Theresa Rees – Instruction (replacement for Levi Pineda)
      • Counselor, At-risk
      o Elyna Carranza – DPS (replacement for Jennifer Law)
   c. Policy/Procedures: None
   d. Funding: None

IV. REPORTS
   a. President – President Albertsen reported on the following items discussed at the March 23 President's Cabinet Meeting:
      i. The Accreditation team presented the new Chaffey College Fact Book.
      ii. President's Cabinet will soon be submitting the EEO Plan.
      iii. Ten proposed classified staff positions were prioritized for 2016/17 and may be filled depending on available funding. Senator Ell reported that those positions that were not prioritized within the top ten will remain on the list and may be filled in sequential years or until a new PSR is written.
      iv. The Governing Board agenda now lists 2:00PM as the overall start time for Board Meetings.
      v. Persons interested in the SanFACC Mentoring Program may contact Cindy Walker for more information.
      vi. The new Human Resources Online Application should be live within a week.
      vii. Staff should be on the lookout for an e-mail regarding the mandatory Title IX Training.
   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 $9,152.73, and the Foundation Scholarship Account balance is $740.68; for a total balance of $15,916.74.
   d. Recording Officer – No report
CHAFFEY COLLEGE CLASSIFIED SENATE
MEETING MINUTES
March 24, 2016
10:00 A.M. - 11:00 A.M.

e. **Committees**
   i. **Surveys:** Senator Altis reported that the Classified Appreciation Week survey was in progress. The committee hopes to send out the survey before April 1.
   
   ii. **Constitution & By-Laws:** President Albertsen asked Senate to review the documents she sent out that morning and to e-mail her or Senator Walker with any comments before Monday, April 4. The Constitution and By-Laws need to be completed and approved by Thursday, June 30.
   
   iii. **Program Services and Review (PSR) 2016-2019:** President Albertsen reported on the addition of the second Visionary Improvement Plan (VIP). The new VIP is to implement a cloud-based filing system. It is part of Classified Senators Going Green initiative and would follow the college's Institutional Goal #6, objective 4 to reduce the college’s carbon footprint. A yearly license/maintenance fee may be required for this VIP. Senator Ramirez shared that the Technology Committee is also exploring campus wide cloud options.
   
   iv. **Website:** Treasurer Murphy stated that website progress was going well and agreed with President Albertsen’s request to submit the website competition application.
   
   v. **Newsletter:** Senator Altis reported that the next newsletter would be distributed in May. Senator Collins proposed and agreed to work on a one-page flyer/brochure to serve as an introduction of Classified Senate to other staff. Treasurer Murphy also agreed to help Senator Collins on this project.
   
   vi. **Accreditation:** President Albertsen stated that Classified Senate's report was submitted after the last meeting. She also verified that the Accreditation team would be visiting in the first week of October.

V. **OLD BUSINESS**
   a. **Classified Appreciation Week – Follow-up:** All pictures taken during Classified Appreciation Week are posted on the Classified Senate Facebook page and are available for public viewing. The feedback received on the workshop questionnaires was overwhelmingly positive. The Stress Relief through Art Therapy workshop was a clear favorite and was highly requested again for next year. Classified Senate remained under budget for the entirety of Classified Appreciation Week.
   
   b. **Community Outreach – Spring:** The Quake's game and picnic is set for Saturday, June 4, 2016. A flyer with details and order information will be sent out on April 1. Each ticket is $25; however, Classified Senate will be paying $10 of each ticket, bringing the price down to $15 each. Tickets will be limited to (4) four per person.
   
   c. **Classified Leadership Institute:** The attendees for this year's conference will be Trisha Albertsen, Lissa Napoli, Joseph Cascio, Linda Olmos, Theresa Rees, and Hope Ell. Dr. Sherrie Guerrero and Misty Burruel will be attending the conference on Friday, June 17 to present.

VI. **NEW BUSINESS** - None
VII. **SPECIAL GUEST** - None
VIII. **FLOOR ITEMS** – Senator Caudill announced that he was nominated for the Staff of the Year award.
IX. **ADJOURNMENT**- Meeting adjourned at 10:45 A.M.