I. CALL TO ORDER – The meeting was called to order at 10:01 A.M.

II. PUBLIC COMMENT – None

III. CONSENT AGENDA – Senator Verhagen motioned for approval and Senator Walker seconded the motion to approve the consent agenda. Approval was 10-0 as presented.

   a. Meeting Minutes: April 7, 2016
   b. Shared Governance Committees:
      District Hiring Committees
      • Network Server Administrator – Information Technology Services
        o Mervine Drake – Information Technology Services
        o Michael Hughes – Information Technology Services
        o Eva Ramirez – Superintendent/President’s Office
      Committees Approved via Email
      • Bookstore Associate – Bookstore
        o Sonia Juarez – Student Activities
   c. Policy/Procedures:
      • Revised Constitution & By-Laws
      • EEO (Equal Employment Opportunity) Plan
   d. Funding: None

IV. REPORTS

   a. President – President Albertsen reported on her follow-up regarding the EEO Plan, stating that anonymous reporting is not federally allowed, however, an individual may report on someone's behalf. Human Resources will investigate all reports, even those reported anonymously. President Albertsen reported that the final Accreditation draft will need to be approved at the next senate meeting.

   On Monday, April 18, President Albertsen attended a quarterly meeting with the board members. She provided senate with the approved summary notes from the meeting.

   President Albertsen distributed a condolence card for the passing of Lindy Mercante and Tara Schroder’s grandfather. On March 24, she distributed a condolence card for the passing of Laura Collins’ mother. Classified Senate shared their earnest regards for the families affected.

   b. Vice President – Vice President Moreno stated that she will be reporting information from the Enrollment Success Management committee at the next meeting.
c. **Treasurer** – Treasurer Murphy reported the account balances as follows: District Account balance is $759.87, the Foundation Regular Account balance is $9,602.35, and the Foundation Scholarship Account balance is $740.68; for a total balance of $11,102.90. A one-time Student Equity fund of $5,000 was withdrawn from the District Account.

d. **Recording Officer** – No report

e. **Committees**
   i. **Surveys:** A reminder regarding the Classified Appreciation Week survey will be sent out with a deadline of Friday, April 29, 2016. Survey results will be presented at the next senate meeting.
   
   ii. **Scholarship:** Treasurer Murphy reported that the committee is currently working on three scholarships: Men of Color, Student Worker, and Classified Professionals. Recipients have been selected for the Men of Color and Student Worker scholarships and a reception honoring them is being planned. An invitation to the reception was sent out to all of Classified Senate, the Board of Governors, and the executive team. The Classified Professionals Scholarship’s deadline may be extended until Monday, May 9, pending the number of received applications by this Friday, April 22.
   
   iii. **Constitution & By-Laws:** President Albertsen thanked Senators Walker and Verhagen for all their work updating and revising the Constitution and By-Laws.
   
   iv. **Program Services and Review (PSR) 2016-2019:** President Albertsen announced that PSR was submitted and that Administrative Assistant Cascio has begun working on year-one items. Subcommittees to assist will be formed in July.
   
   v. **Website:** Treasurer Murphy updated the website to include an animated paw print graphic that was well received by senate. The review of the website for the competition will take place after May 12. Treasurer Murphy asked senate to review the website and send feedback.
   
   vi. **Newsletter:** Administrative Assistant Cascio reported the newsletter will be sent out in May.

V. **OLD BUSINESS**
   - **Community Outreach (Spring):** Senator Walker stated that the invitation was sent out to the Chaffeyans earlier today. Notifications are scheduled to go out campus wide every two weeks until the event.

VI. **NEW BUSINESS**
   - **Year-End Party:** President Albertsen reported that Senator Napoli will be holding a year-end party on Saturday, June 11 after 2:00PM. More information will be sent out to senate at a later date.

VII. **SPECIAL GUEST** - None

VIII. **FLOOR ITEMS**
   - **President-elect:** Classified Senate President-elect, Anita Fletcher, attended the meeting.

IX. **ADJOURNMENT**- Meeting adjourned at 10:20 A.M.

Next Meeting:
May 5, 2016
MACC Conference Room
10:00 A.M. – 11:00 A.M.
1. **Approval of Minutes** – Summary notes from the October 28, 2015 meeting were approved for distribution.

2. **Campus Safety**
   a. **SSA Building Exit Routes, Safe Rooms, and Lock-Down Options** – Engineering drawings for an exit door on the west wall of the lobby area between the admissions/records and financial aid departments were reviewed. The group was pleased with the proposed exit door as a potential solution.
   b. **Closed Hallways in the Chemistry Building** – A few faculty members in the chemistry building had locked doors as a security measure against theft, but are no longer doing so. This was a temporary issue that has now been resolved. However, the hallways in the building are quite narrow; therefore, items should not be left in the hall as it makes it difficult to navigate, especially in a wheelchair. A storage cabinet that had been placed in the hallway was recently removed.
   c. **Caller ID Available on all Classroom Phones for Dispatch Calls** – In order for the caller ID to once again be functional on classroom phones, the option to call ITS will need to be disabled. The group agreed that phones should be set back to the original settings where campus police will automatically be called whenever the receiver is picked up; Faculty Senate has been notified and the change will be made in the next 30 days.
   d. **Phones in All Rooms** – Phones will be placed in all meeting rooms, for emergency purposes.
   e. **Door Locks** – Interior door locks have been installed on most doors throughout the college. A few, special doors remain, and an RFP will go out to have the work done.
   f. **Lockdown Options** – There is a control console in the campus police office and also at the CSUSB 24/7 dispatch office, which can automatically lockdown a particular area or all areas on campus that are on the SiPass system. When a lockdown is in effect, key fobs and swipe cards will still function to open a door.
g. **Redundancy System for Emergencies** – The email address emergencyops@chaffey.edu has been established for sending emergency information via email. Additionally, some of the older blue phones around campus are being replaced, as they do not have all the features that the newer phones have. Speakers and flashing lights have also been purchased to further enable communication in open areas during an emergency. Furthermore, the college now has a radio system with the ability to communicate among all 3 campuses. Satellite phones have also been purchased and one is kept at each campus. Training of select personnel will take place soon and protocol will be established for use of these communication devices.

3. **Hiring Prioritization Process** – The Classified hiring prioritization process was discussed. This process is not for backfilling; this process is for new positions identified through the PSR process. Classified employee count is approximately 290, which is higher than before the recession. Faculty is approximately at its pre-recession numbers and the college is currently recruiting for 26 faculty positions.

4. **Other**
   a. **Comments Made at September 2015 Board Meeting by CSEA Officer** – The officer in question states that her comments were taken out of context, she was simply trying to say that additional funding could be used for training in the maintenance and operations department. This group discussed how to handle situations where officers or members misrepresent information or are not forthright. It was agreed that although associations cannot dictate to their members what they can and cannot say, association leaders can and should guide their members (especially those in leadership roles). Members that knowingly make false claims impact morale, expose the individual to personal liability, and can also ruin an accused person’s good name.
   
   b. **District Business Travel** – The group discussed the number of days available for personal business and/or district business travel. Two reports have been received of deans denying requests for faculty to take part in workshops or to make presentations because the workshop does not apply to their teaching. However, the faculty members feel the trip would still be of benefit to the college. Concern was expressed about faculty missing too much time from the classroom. Faculty that would like to appeal their dean’s decision may be referred to the Academic Issues Group (AIG).
   
   c. **Professional Development Funds** – A discussion was held regarding how funds for professional development for faculty are allocated and distributed. This year, which is at $300 per person, is the first allocation the college has had in several years. The funding is placed in the deans’ budgets and deans decide how the funds are used. Some faculty have reported that their professional development requests were denied, with lack of funding given as the reason. Faculty that would like to appeal their dean’s decision may be referred to the AIG.
   
   d. **Maximum Occupancy** – The group discussed setting the maximum occupancy for classrooms based on fire marshal count. Some areas on campus already have signs showing occupancy load, and progress continues towards standardized signage college-wide.
   
   e. **Black Box in Theatre** – Improving the black box in the theatre building was discussed. A remodel of the theatre building is part of the Measure L Build-Out plan and the black box will be considered in the upcoming visioning sessions.

5. **Next Meeting** – The next meeting will be held in April at the West End Educational Center.