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

II. PUBLIC COMMENT - None.

III. CONSENT AGENDA - Melissa motioned for approval and Jill seconded the motion to approve the consent agenda. Approval was 15-0 as amended.

   b. Committees:

      Shared Governance Committees
      i. Classified Senate
         • Areli Rodriguez, Visual & Performing Arts - Resigned, unable to serve
      ii. Classified Success Network
         • Rachel Galindo, Marketing
         • Eva Ramirez, Superintendent/President's Office
         • Vicky Valle, Rancho Success Center
      iii. Colleague Steering Committee
         • Isabel Bogue, Information Technology Services
         • Denise Parker, Human Resources
      iv. Curriculum Committee
         • Candice Brock, Curriculum
         • David Schlanger, College Catalog/Schedule
      v. Disabilities Program Advisory Committee
         • Robyn Hoekstra, DPS
      vi. Distance Education
         • Kim Noseworthy, Professional Development (PD)/Distance Education (DE)
      vii. Enrollment & Success Management
         • Lauren Heil, Marketing
         • Elisa Lewis, Institutional Research
         • Melissa Moreno, Instructional Support
         • Kim Noseworthy, PD/DE - Resigned, unable to serve
         • Karen Olsen, Mathematics & Science
         • Danielle Pearson, Institutional Research
         • Giovanni Sosa, Institutional Research
      viii. EOPS/CARE Committee
         • Ruth Collins, EOPS
         • Anita Fletcher, Financial Aid
         • Robin Goodman, EOPS
         • Karen Medrano, EOPS
      ix. Health and Safety Committee
         • Cynthia Barney, Fontana Campus
         • Danni Gilley, Human Resources
         • Areli Rodriguez, Visual & Performing Arts
      x. Library Advisory
         • Therese Coming, Admissions & Records
         • Yvonne Vitt, Language Arts
ix. Marketing Committee
   - Jill Cummings, Campus Police- Resigned, unable to serve
   - Rachel Galindo, Marketing
   - Kathy Napoli, Superintendent/President’s Office
   - Roman Stollenwerk, Museum Gallery

x. One Book One College
   - Sheryl Herchenroeder, Marketing
   - Julie Sanchez, Administrative Services
   - Yvonne Vitt, Language Arts

xi. Outreach Committee
   - Lauren Heil, Marketing
   - Rachel VanVeldhuizen, Counseling

xii. President’s Equity Council
    - Rachel Galindo, Marketing
    - Stephanie Moya, Student Services
    - Ashira Murphy, Career Center
    - Danielle Pearson, Institutional Research

xiii. Professional Development
     - Hope Ell, Instruction & Institutional Effectiveness
     - Monica Han, Tri-Chair, Instructional Support

xiv. Resource Allocation Committee
     - Laura Collins, Budgeting & Fiscal Services
     - Areli Rodriguez, Visual & Performing Arts
     - Corrie Verhagen, Business & Applied Technology

xv. Resource Development Committee
     - Judy Garcia, Business Services

xvi. Student Petitions Committee
     - Ann Perez, Admissions & Records
     - Jenae Yarnall, Cashier’s Office

xvii. Student Success and Support Program Advisory
      - Jennifer Weathersby, Counseling

xviii. Technology Committee
       - Brenda Dokken, Financial Aid
       - Linda Holdzkom, Information Technology Services
       - Vivinee Martinez, Admissions & Records
       - Kim Noseworthy, Distance Education- Resigned, unable to serve
       - Eva Ramirez, Tri-Chair, President’s Office
       - Jason Schneck, Disability Programs & Services
       - Tiffany Starkweather, Purchasing- Resigned, unable to serve
       - Brian Stone, Admissions & Records- Resigned, unable to serve
       - David Stoner, Information Technology Services

xix. Wignall Museum of Contemporary Art Advisory Committee
     - Lauren Heil, Marketing
     - Gary Reinschmidt, Theatre Arts
Hiring Committees

i. Executive Assistant I, Administrative Affairs
   - Mervine Drake, Information Technology Services
   - Hope Ell, Instruction & Institutional Effectiveness

ii. Purchasing/Warehouse Assistant
    - Dale Davidson, Maintenance & Operations
    - Dennis Meinhart, Warehouse/Mailroom

Hiring Committees Approved Via Email

iii. AAII, Social & Behavioral Sciences
    - Jane Jimenez, Kinesiology, Nutrition, and Athletics
    - Karen Matejcek, Social & Behavioral Sciences

iv. Director, Marketing & Public Relations
    - Tina Altis, Business Services
    - Rachel Galindo, Marketing

v. EPA, Instructional Support
    - Heather Flynn, Campus Police
    - Theresa Rees, Instruction & Institutional Effectiveness
    - Dulce Spencer, Discipline and Enrollment Management

vi. Industrial Electrical Technology Instructor
    - Corrie Verhagen, Business & Applied Technology

vii. Instructional Assistant II, Language Success Center
     - Luz Alvarado, Language Arts
     - Susan Bishop, Economic Development/Chino IT
     - Candice Brock, Curriculum
     - Alejandra Pulido, Language Success Center

viii. Instructional Assistant IV, Fontana & Chino Success Centers
      - Carla Castellaw, Instructional Support
      - Mira Ibrahim, Math & Sciences/Math Success Center
      - Elisa Lewis, Institutional Research

ix. Library Clerk I
    - Carla Castellaw, Instructional Support
    - Diana Jimenez, Library
    - Lindy Mercante, Financial Aid
    - Felicia Xa, Library

x. Program Assistant, Counseling
    - Ashira Murphy, Career Center
    - Norma Rojero, Counseling
    - Yubel Svensson, Counseling

xi. Program Assistant, Disabilities Programs and Services
    - Monica Contreras, Disabilities Programs and Services
    - Laura Myers, Business & Applied Technology

xii. Program Assistant, Extended Opportunities Programs & Services (EOPS)
     - Graciela Arriaga, EOPS
     - Ruth Collins, EOPS
     - Denise Gomez, Child Development
xiii. Web Developer, Marketing
   • Sheryl Herchenroeder, Marketing
   • Jules Kabangu, Information Technology Services

Shared Governance Committees Approved Via Email

XIV. Commencement Committee
   • Jenny Faiva, Bookstore
   • Rachel Galindo, Marketing
   • Valery Gibbs, Counseling
   • Lindy Mercante, Financial Aid
   • Kathy Napoli, Superintendent/President’s Office
   • German Paez, Kinesiology, Nutrition, & Athletics
   • Ann Perez, Admissions & Records

c. Policy/Procedures: None discussed
d. Funding: Adopted Budget at the 8/28/2015 Classified Senate Retreat

IV. REPORTS
   a. President- Trisha reported that greeting cards were sent on behalf of Classified Senate to Stacy Palmer (Get well), Rob & Dawn Hatfield (Sympathy for loss of mother- Polly Hatfield), Deidrey Feeney (Sympathy for loss of mother- Grace Law). Trisha shared that she would be attending the annual California Community College Classified Senate (4CS) meeting September 10-12th. On behalf of the Classified Senate Trisha welcomed the following new Chaffey College Classified employees:
   1. Charmaine Abioro – Program Assistant, Admissions & Records
   2. MarcAbram-Smith – Financial Aid Advisor, Financial Aid
   3. Sharon Awad – Program Assistant, Scholarship, Foundation
   4. Lyly Bird – Bookstore Accounting Assistant, Bookstore
   5. Lorena Chavez – Program Assistant, Counseling
   6. Kelsey Folden – Bookstore Associate, Bookstore
   7. Dominique Garcia – Bookstore Accounting Assistant, Bookstore
   8. Valeen Gonzales – Program Assistant, Counseling
   9. Nicole Gores – Administrative Assistant II, Mathematics & Science
   10. Jacqueline Herrera – Program Assistant, Financial Aid
   11. Keith Hiller – Warehouse/Distribution Assistant, Bookstore
   14. Rita Morales – Administrative Assistant II, Health Sciences
   15. Linda Olmos – Program Assistant, Transfer Center
   16. Rachel Pettigrew – Bookstore Associate, Bookstore
   17. Merari Ramirez – Program Assistant, Financial Aid
   18. Micah Rhodes – Program Assistant, Admissions & Records
   19. Lorena Rositas – Bookstore Accounting Assistant, Bookstore
   20. Giovanna Secas – Bookstore Associate, Bookstore
   21. Travis Sherman – Campus Police Officer, Public Safety
   22. Dulce Spencer – Administrative Assistant II, Discipline & Enrollment Management
   23. Cynthia Ulloa – Program Assistant, Financial Aid
   24. Gina Valdez – Administrative Assistant II, Economic Development
   25. Elizabeth Villasano – Program Assistant/Chino, Financial Aid
b. Vice President- Jill reported that the committee working on senate’s PSR #3 Create and Maintain a Database of Classified Professional’s Committee Service has been working diligently on confirming names and committee lists. She shared that if we continue the progress we should be completed with this step by next meeting on September 24th.

c. Treasurer- Account Balances: Ashira reported the following account balances: District $5,452.80, Foundation $11,747.04 and Foundation Scholarship $215.57 for a total balance of $17,415.41.

d. Recording Officer- Lissa shared that she submitted the Adastra request for the 4CS meeting. As, 4CS Board Member: Southeast 3 Area Representative, Trisha invited them to Chaffey College for a meeting. Lissa also shared that she notified Alumni Director, Janeth Rodriguez, that senate would like to participate and help promote the tailgate Chaffey College Vs. Mt Sac on Saturday, September 26th from 3:30- 5:30 PM. Senate will be hosting a creative activity for adults and children where we will be kicking off our Cards for Soldiers and Cards and Cards for Kids campaign. Lissa also invited senate to spread the news that tomorrow, Friday, September 11th is Chaffey College Day at the Los Angeles County Fair. Along with the admission ticket and Chaffey College student ID, business card, or badge you get in free.

e. Committees-

i. Surveys: Trisha suggested that the first event we should prepare a survey for is the Holiday Luncheon. Tina and Sarah will be meeting soon to start planning the survey.

ii. Constitution & By-Laws: Committee is calendaring a meeting.

iii. Program Services & Review: PSR 1 Develop a new employee orientation program for classified professionals and PSR 2 Develop an online classified professional handbook—The committee reported that they are on time with where they should be by the end of year two report that is due in October and are scheduled to be ready by July 2016. PSR 3 Create and maintain a database of Classified Professional’s Committee Service—Donna, Jill, Ruth, and Lissa reported that they met and began work on verifying and or confirming employees on each committee. We should have a completely updated list by the next meeting on September 24th.

iv. Website: Tina reported that she, Ashira and Eva are working on updating the senator’s page, adding a page specific to the classified handbook, adding information on our awards/certificates, and adding more pictures.

v. Newsletter: Tina reported that she is working on the newsletter.

vi. Accreditation: Corrie reported that she has created the template for this year and will begin entering the first quarter activities. Sarah and Ruth will continue with the second and third quarters.

V. OLD BUSINESS-None.

VI. NEW BUSINESS-

a. Halloween- October 29, 2015: Jill shared that she is prepared and will be sending out a meeting request to start the planning for this event. Trisha added Kenneth to this committee. Jill asked for volunteers and confirmed available volunteer positions. Lissa asked everyone for candy bag donations to either Jill or Trisha.

b. Holiday Luncheon- December 11, 2015: Trisha added Bill, Patrick, and Justin to this committee. Trisha would like to go over surveys and meet to discuss food options.

c. Tailgate Booth- Senate will be volunteering at a creative activity booth.

d. Community Outreach- Fall—Lissa reported that this committee will be meeting at the end of the month to address activities for the fall. Justin volunteered for this committee.

e. Issues to address this coming year- Trisha asked for suggestions on needed improvement in plans, events, policies. Lissa suggested diversity in the menu for the events this year could be well received. She also shared that we need to continue working on our relationship with CSEA. We have a meeting scheduled to meet with Giovanni on Friday, September 18th.
f. Elections: Donna reported that CSEA’s meeting next week will be bringing forth their recommendations for the Governing Board. It is very important that you attend the meeting on Thursday, September 17th to vote on who CSEA will endorse for the upcoming Governing Board elections.

g. Management Organizational Chart- Eva distributed the Chaffey Community College District Management Organizational Chart. Dr. Shannon asked that it be presented to Classified Senate for review. If there are any revisions needed, please contact Eva Ramirez.

h. California Community College Classified Senate- Friday, October 16th from 9:00 AM to 1:00 PM- (AD-151) Trisha invited 11 schools that she reports to in the Southeast 3 region to have the first official meeting here on the Chaffey College Campus. Trisha asked the Foundation if they could supply beverages for this event. Trisha would like light refreshments to be served and asked if senate would be willing to purchase those refreshments. Senate agreed to pay for light refreshments and Lissa was going to put in a request to the Foundation for beverages.

i. Extended Opportunities Programs & Services- Ruth reported that they will start accepting student applications on October 1st. She reported that Diana recently sent out new information regarding foster youth who are not necessarily qualifying for EOPS funding, but who could benefit educationally.

j. Institutional Effectiveness Partnership Initiative Teams (IEPIT) - Hope shared that both her and Theresa Rees were selected to be a part of this team when colleges received accreditation recommendations for accreditation and are asking for extra assistance. Hope is unable to participate due to her calendar, but Theresa will be training in preparation for her first visit at Merritt College. Hope will keep senate updated on the process.

VII. SPECIAL GUEST- Director of Alumni Affairs, Janeth Rodriguez spoke about Tailgate 2015 that is scheduled for Saturday, September 26th. She shared that over 800 people have RSVP’d to this event. There will be five food trucks, a petting zoo, and Chaffey Clubs and organizations will participate with the booths and cart competition. There will be a rolling cart competition where student clubs and organizations will decorate a cart showcasing their school spirit. The winners of the cart competition will be announced during half time at the Chaffey Vs. Mt. SAC football game. There is a huge push to encourage participation and attendance at Tailgate. Janeth asked that we encourage faculty, staff, and families to attend.

VIII. FLOOR ITEMS-None.

IX. ADJOURNMENT- Meeting adjourned at 10:53 A.M.