

**MERRITT COLLEGE**  
**Minutes of the Classified Senate Meeting**  
**November 20, 2014, 1:00 p.m., R23**

**Attendees:** Timothy Brice, Doris Hankins, Stefanie Harding, Ron Perez, Molly Sealund, Kinga Sidzinska, Nghiem Thai, Charlotte Victorian

**Absent:** Waaduda Karim, Denise Woodward

AGENDA ITEM	DISCUSSION	FOLLOW UP/ACTION
	The meeting was called to order at 1:21 p.m.	
<b>I. Action Items/Presentations</b>	Review/Approve MCCS 2014/15 Goals The MCCS goals for 2014-2015 were reviewed and approved with noted grammatical corrections to goal 1.	M/S/P: Thai/Perez/unanimous
<b>II. Agenda Review/Changes/Adoption</b>	The agenda was reviewed and approved with the following changes: <ul style="list-style-type: none"> <li>• IV. Discussion of Classified Hiring Prioritization Positions</li> <li>• X. Activities for Spring Semester Flex Days</li> </ul>	M/S/P: Perez/Victorian/unanimous
<b>III. Approval of Minutes: July 9, 2014, August 27, 2014 &amp; September 17, 2014</b>	Approval of minutes from all previous meetings this semester was postponed until the December meeting.	
<b>IV. Classified Hiring Prioritization Discussion (Harding)</b>	The deadline for the classified hiring survey was extended until 12/03/14, because: <ul style="list-style-type: none"> <li>• Only a handful of survey responses have been received thus far.</li> <li>• APUs, with which the hiring prioritization must be aligned, will not be due and available for review until 12/03/14.</li> </ul> Harding urged Senators to distribute the survey and solicit responses as widely as possible. Sidzinska suggested that P/T classified staff be encouraged to participate as well.	Harding will e-mail the survey invitation again to mer-classified with the deadline extension.  An ad hoc meeting will be held on Friday, 12/05/14, 1:00-2:00 p.m., to review and rank hiring priorities.
<b>V. Shared Governance &amp; Committee Reports</b>	a. Budget Committee Discussed committee goals and announced the Budget Allocation Model (BAM) meeting on Monday, November 17, 2014, at the District Office. MCCS discussion regarding FTES allocation with resident and nonresident FTES. Colleges that have more international students enrolled receive a greater allocation because they have more FTES. Meanwhile, sister colleges are required to obtain more FTES targets because the other college is not meeting their targets. Sealund mentioned the importance of the budget allocations and decisions being equitable. More BAM training sessions are needed.	President Harding will forward the facilities needs list to senators.

	<p>Victorian informed Senators that the BAM PowerPoint presentation is posted on the Peralta website.</p> <p>b. College Council The student equity plan was discussed and approved (with minor changes). Senators discussed the importance of the Student Equity plan and how it will contribute to future allocations. Senators expressed their concerns about not have a Classified Senate representative sign off on the report.</p> <p>c. CEMPC Goals were updated and approved. These goals were reviewed at College Council. Equity Plan was reviewed and approved with the prevision that the questions that arose from conversation were answered. A draft of the Integrated Planning and Budgeting Calendar was discussed.</p> <p>d. Facilities Committee The CFC is creating a facilities needs lists. The list will be distributed to the District Facilities Committee on Friday, December 5, 2014. Senators discussed facilities and health and safety concerns within each of their departments.</p> <p>e. Health &amp; Safety Committee Karim not present to report.</p> <p>f. Technology Committee Calvin Madlock, AVC for IT, attended the last meeting to apprise the committee on various IT developments, including updates to Peoplesoft (A&amp;R, academic, financial aid, and PROMT) and implementation of LAR and room scheduling modules.</p>	
<p><b>VI. President's Report</b></p>	<p>a. Classified Appreciation Luncheon Harding reported that the Classified Appreciation was scheduled to occur on 11/14/14 or 11/21/14. The event has been rescheduled a couple of times. At this time, Harding has not received an update. M CCS suggested advising the administrators to host the Classified Senate appreciation event the afternoon of December 16, 2014 and to purchase a cooked meal.</p> <p>b. Committee Appointments Harding inquired if R. Perez would be willing to serve on the DFC. Margie Rubio has agreed to serve on the SSSP committee.</p> <p>c. M CCS Newsletter Harding informed Senators that she'd like to produce the</p>	<p>Harding, Hankins, and Victorian will obtain quotes for the food.</p> <p>Perez to notify Harding if he can serve by December 1, 2014.</p> <p>Harding will send the shared governance calendars to Clint, Ron, Tim.</p> <p>Senators to send their article</p>

	first edition of Classified Voice by January 2014.	suggestions to President Harding.
<b>VII. PIO Report (Perez)</b>	<ul style="list-style-type: none"> <li>a. Moodle Shell No updates reported.</li> <li>b. Classified Spotlight Perez, Sealund, Woodward, and Bull have had some scheduling conflicts. Perez will constitute to work with them to coordinate a meeting to discuss the Classified Spotlight Project.</li> </ul>	Perez will remove the Classified Senate minutes from the Merritt College website. Once minutes for Fall 2014 have been approved Perez will repost the minutes.
<b>VIII. Treasurer's Report (Victorian)</b>	<ul style="list-style-type: none"> <li>a. Fundraising Harding mentioned the importance of fundraising. Senators will discuss having a Valentine or Flex Day fundraiser.</li> </ul>	
<b>IX. Union Update</b>	<ul style="list-style-type: none"> <li>a. Local 39 (Brice) – No update.</li> <li>b. Local 1021 (Sealund) Union representatives from Local 1021 will meet with Chancellor Ortiz on Monday, November 22, 2014 to discuss the implementation of the new Leave Absence Report (LAR) software.</li> </ul>	
<b>X. Spring 2015 Flex Days</b>	Harding asked for workshop ideas. Informed the MCCS of the theme "Equity – Better Together".	
<b>XI. Announcements</b>	Senators agreed to change the 12/16/14 meeting time from 12:00-12:30 p.m. in order to accommodate an informal classified holiday celebration from 12:30 to 1:30 p.m.	The abbreviated meeting agenda will include the approval of minutes, action items, and any pertinent updates.
	Meeting adjourned at 3:00 p.m.	

DH/NT/SH