

MERRITT COLLEGE
Minutes of the Classified Senate Meeting
February 16, 2016 1:30 p.m. to 3:00 p.m., L-137

Attendees: Waaduda Karim, Maria Perez, Jamila Saleh, Kinga Sidzinska, Ron Perez, Samantha Knappenberger, Walter Johnson, Charlotte Victorian

Absent: Tim Brice, Maura Sealund

Guest: Stefanie Harding

AGENDA ITEM	DISCUSSION	ACTION/FOLLOW-UP
	The meeting was called to order at 1:46pm	
I. Review & Approval of Agenda	The agenda was reviewed and approved as amended.	M/S/P: R. Perez/ W. Johnson/unanimous
II. Action Items/Presentations	<ul style="list-style-type: none"> • Classified Hiring Prioritization 	
III. Approval of Minutes	The 01/19/2016 minutes were reviewed and approved as amended.	M/S/P: R. Perez/K. Sidzinska C. Victorian Abstained
IV. President's Report (Harding/Karim)	Classified Hiring Prioritization <ul style="list-style-type: none"> • 42 Classified staff requests. All 9 senators are responsible for submitting their scores to S. Harding by Friday 5pm. • S. Harding will collect all scores and information will be shared with CBC by March. • All program reviews should have classified input. Classified should work together with department chairs when developing program review. • District is organizing a team to review classified prioritization list. Funding and positions. • Hourly hires should also take place when budget planning takes place. 2015-2016 Goals Implementation Plan <ul style="list-style-type: none"> • Discussion about release time and required time. 	S. Harding will meet with College President and Faculty Senate President regarding Classified release time. Suggestions and information regarding release time should be brought to the next meeting. Algorithm with questions that are constantly asked in service areas should be brought to next meeting. W. Karim will email senators to send questions and answers to the questions that are commonly asked. J. Saleh will bring all questions collected

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	<p>Classified staffs are being requested to participate in other duties. However, there is no release time.</p> <p>Classified Voice</p> <ul style="list-style-type: none"> • J. Saleh will finalize the Classified Voice by March. • W. Karim will follow up with J. Saleh to send senators a draft for review. <p>Classified Appreciation</p> <ul style="list-style-type: none"> • Valentine’s Day Sale revenue \$375 • Another fundraiser for March Madness. • Classified appreciation would be funded through fundraising preferably for the week of May 27, 2016 or June 3, 2016. <p>Follow-up with Chancellor</p> <ul style="list-style-type: none"> • R. Perez sent email to Chancellor. 	<p>to the March Classified meeting.</p> <p>W. Karim will follow up with J. Saleh to send senators a draft for review.</p>
<p>V. Governance Reports</p>	<p>Budget Committee</p> <ul style="list-style-type: none"> • CBC has not met. • CEMPC has not met • College educational master plan meeting A. Elliot canceled the previous meeting, which was to discuss the EMP task force. CEMPC did not decide on core team for EMP. Administrative leads are T.Vasconcellos, S.Knappenberger, A.Elliott, and 	<p>W.Karim will check with M.Sealund and J. Saleh</p>

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	<p>N.Thai. EMP due date is May 1, 2016. Committee is meeting weekey.</p> <p>Facilities Committee</p> <ul style="list-style-type: none"> • No members <p>Health and Safety Meeting</p> <ul style="list-style-type: none"> • A building on campus shooter drill April 13, 2016 at 10:13am. <p>Technology</p> <ul style="list-style-type: none"> • Has not met 	
VI. Treasurer's Report (Victorian)	<p>Fund Raising Ideas</p> <ul style="list-style-type: none"> • Having a raffle every month. 	
VII. PIO's Report (J. Saleh)	Classified Voice	
VIII. Announcements	<p>Next meeting is on Tuesday, March 15, 2016 1:30-3:00 p.m.</p>	
	The meeting was adjourned at 3:10p.m.	

Initials of note taker: MP

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