

MERRITT COLLEGE
Minutes of the Classified Senate Meeting
June 21, 2016 1:30 p.m. to 3:00 p.m., L-137

Attendees: Stefanie Harding, Maril M Bull, Waaduda Karim, Maria Perez, Jamila Saleh, Kinga Sidzinska, Samantha Kessler, Walter Johnson, Margie Rubio, Ernesto Nery

Absent: Tim Brice, Maura Sealund, Charlotte Victorian, Daraja Wagner, Ron Perez

AGENDA ITEM	DISCUSSION	ACTION/FOLLOW-UP
	The meeting was called to order at 1:37pm	
I. Review & Approval of Agenda	The agenda was reviewed and approved as amended. With addition of update on accreditation and EMP.	M/S/P: J. Saleh/ W.Karim/unanimous
II. Action Items/Presentations	<p>SkillPath Workshops: Administrative Assistants How to become a Better Communicator Business Writing Basics for Professionals</p> <ul style="list-style-type: none"> • There are Professional development funds and President's budget for all 9 senators to have membership to SkillsPath workshops. After 3 memberships discount would be provided. 	
III. Approval of Minutes	The 05/17/2016 minutes were reviewed and approved.	M/S/P: J. Saleh/S. Kessler/unanimous
IV. President's Report (Karim/Harding)	<p>MCCS Election Results (Introduction of New Senators)</p> <ul style="list-style-type: none"> • M. Bull, M. Rubio, R. Perez, W. Johnson, E. Nery. • Appointments of officers for 2016-2017, occur every year. Classified Senate President meets with College President Consistently. Release time for Classified Senate President is needed. Collectively gathering the cost for classified release time. Vice President assists President. Secretary reserves location takes minutes, attends all meetings, treasurer maintains financial records, seeks contributions. PIO, uploads information to website. Hourly/Clerical to be hired. Carry through to President to approve. 	<p>Merritt College Classified Senate Officer appointments were voted on. President (J. Saleh), Vice President (M. Perez), Secretary (W.Johnson), PIO (M.Bull), Treasurer (E.Nery). M/S/P Unanimous/Motion carries.</p> <p>Agenize possible changes of meeting dates and time.</p> <p>J. Saleh will post meeting dates and time on website. Meeting will continue to be held on every third Tuesday from 1:30pm to 3:00pm.</p>

AGENDA ITEM	DISCUSSION	ACTION/FOLLOW-UP
	<p>Appointment of Officers for 2016-2017 (i.e. President, VP, Secretary, Treasurer, PIO)</p> <ul style="list-style-type: none"> • President (J. Saleh), Vice President (M. Perez), Secretary (W.Johnson), PIO (M.Bull), Treasurer (E.Nery). <p>Professional Development Workshop Ideas</p> <ul style="list-style-type: none"> • Teach breakout sessions from SkillsPath workshop. Senate should plan 2 workshops on what kind of committees exists. Workshops would take place during professional development. <p>PCS Update:</p> <ul style="list-style-type: none"> • 8 district recommendations are taking place. Will meet all standards that were given. Total cost of ownership, adequate staffing. 	<p>Memorandum from Classified Senate to President regarding release time, 0.25. Need breakdown of how many meetings Classified Senate President must attend.</p> <p>S. Harding/S. Kessler will calculate hours in meetings and time that MCS President must complete.</p> <p>M. Bull will bring anything that can be used for shared governance.</p> <p>Plan for Fall 2016 Classified appreciation.</p>
V. Governance Reports	<p>College Council</p> <ul style="list-style-type: none"> • Student Services reorganization trial period approved 	<p>Committee will email W. Karim with concerns regarding the student services</p>

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	<p>and submitted. EMP approved and put on the Board Agenda for July 12, 2016. COVA will rent out D building on campus.</p> <p>CEMPC</p> <ul style="list-style-type: none"> • Revision of By-Laws • Accreditation team may want to meet with classified senate. 	<p>reorganization.</p> <p>To extend the time of the Classified Senate meeting for 10 extra minutes. M/S/P/ D. Wagner/ C. Victorian/ Unanimous</p>
VI. Treasurer's Report (Victorian)	None	
VII. PIO's Report (J. Saleh)	<p>Classified Voice</p> <ul style="list-style-type: none"> • J. Saleh will email information. 	J. Saleh will email information.
VIII. Announcements	<p>Next meeting is on Tuesday, May 17, 2016 1:30-3:00 p.m.</p>	
	The meeting was adjourned at 3:12p.m.	

Initials of note taker: M.P.