

MERRITT COLLEGE
Minutes of the Classified Senate Meeting
January 26, 2015, 2:30-4:00 p.m., L-301A

Present: Timothy Brice, Doris Hankins, Stefanie Harding, Molly Sealund, Nghiem Thai, Charlotte Victorian, Denise Woodward

Absent: Waaduda Karim, Ron Perez, Kinga Sidzinska,

AGENDA ITEM	DISCUSSION	FOLLOW UP/ACTION
	The meeting was called to order at 2:41 p.m.	
I. Agenda Review, Changes and Adoption	The agenda was reviewed and approved.	M/S/P: Hankins/Thai/unanimous
II. Approval of Minutes	<ul style="list-style-type: none"> • The minutes of the June 18, 2014 meeting were reviewed and approved. • The minutes of the July 9, 2014 meeting were reviewed and approved. • The minutes of the August 27, 2014 meeting were reviewed and approved. • The minutes of the September 17, 2014 meeting were reviewed and approved. • The minutes of the October 21, 2014 meeting were not available for review and approval. • The minutes of the November 20, 2014 meeting were reviewed and approved. 	<p>M/S/P: Thai/Sealund/unanimous (Hankins abstained) M/S/P: Sealund/Thai/unanimous (Hankins abstained) M/S/P: Hankins/Harding/unanimous (Sealund & Victorian abstained) M/S/P: Thai/Hankins/unanimous</p> <p>M/S/P: Hankins/Victorian/unanimous</p>
III. Treasurer's Report (Victorian)	<p>a. Valentine's Day fundraiser</p> <ul style="list-style-type: none"> • Sell various sized bags of candies, clementines, rice krispies, and seed packets (decorated with Valentine's cards and ribbons), starting at \$2.00/bag, during the week of February 9-12. • A working lunch is scheduled for Monday, 02/02/15, 12 p.m., in [room?] to assemble the bags. 	<p>Senators are responsible for the following:</p> <ul style="list-style-type: none"> • Charlotte – Dove chocolates, rice krispies • Denise – ribbon • Molly – small brown bags, seeds • Nghiem – large brown bags, Valentine's cards • Stef – flyer • Tim – Cuties clementines

IV. PIO Report (Perez)	No report provided due to PIO's absence.	
V. President's Report (Harding)	<p>a. Review of hiring prioritization memo to President</p> <ul style="list-style-type: none"> • Updates were provided on the potential hiring status of positions on the memo. • Sealund suggested including salary ranges with the positions to indicate the costs. • College hiring requests will be reviewed at the February/March PBC meetings. <p>b. Recap of Classified Appreciation Luncheon</p> <ul style="list-style-type: none"> • Senators expressed general satisfaction with the luncheon, but recommended holding future events in a larger space (e.g., partitioned Student Lounge) to accommodate more classified staff. <p>c. Review/Feedback of MCCA Newsletter</p> <ul style="list-style-type: none"> • Thanks to S. Gallardo of the Library and Thai for creating the newsletter. • Second issue will be published in April. Sealund suggested highlighting facilities issues. <p>d. Classified Leadership Institute (CLI), Tahoe City, CA, June 4-6, 2015</p> <ul style="list-style-type: none"> • Professional development funds for classified staff are available. • Six Senators expressed interest in attending. • Sealund encouraged Senators to apply for 4CS scholarships to attend. <p>e. Review of 2014-15 Goals</p> <ul style="list-style-type: none"> • Harding recapped and provided status of each goal. 	<p>Harding will amend title of "Switchboard Operator" to "Switchboard Operator/Mailroom Clerk".</p> <p>Harding will distribute the newsletter to Merritt-FAS.</p>
VI. Shared Governance & Committee Reports	<p>a. Budget Committee (CBC)</p> <ul style="list-style-type: none"> • No report from the December meeting • The CBC hold its first meeting of the semester on Wednesday, 01/28/15, 1:00-3:00 p.m. The principal agenda item is the creation of a budget development process/timeline and budget request form for presentation at the CDCPD's February meeting. <p>b. College Council</p> <ul style="list-style-type: none"> • The main topic of discussion at the December meeting was the budgeting process and the newly implemented 80/20 funding policy. <p>c. CEMPC</p> <ul style="list-style-type: none"> • CEMPC meeting minutes have been neglected due to the lack of a dedicated minute-taker. Sealund has recommended to the President that a paralegal assistant be hired to take minutes at participatory 	

	<p>governance meetings, so that classified staff can be more engaged in discussions without the distraction of note taking.</p> <p>d. Facilities Committee</p> <ul style="list-style-type: none"> • The college facilities master plan needs to be updated in conjunction with the educational master plan for the 2016-2021 cycle. • Once the new sciences building is finished and occupied. The vacant D Building will be leased out to community organizations. As it contains the campus's IT server hub, the D Building cannot be demolished. <p>e. Health & Safety Committee</p> <p>f. Technology Committee</p>	
VII. Union Updates	<p>PCCD sun-shined collective bargaining agreements at its December Board meeting:</p> <ul style="list-style-type: none"> • IUOE Local 39 – 6 articles • PFT – 6 articles • SEIU Local 1021 – 12 articles 	
VIII. Announcements	None.	
	The meeting was adjourned at 4:13 p.m.	

NT