

**MERRITT COLLEGE**  
**Minutes of the Classified Senate Meeting**  
**September 17, 2014, 1:30 p.m., R23**

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

**Absent:** None

AGENDA ITEM	DISCUSSION	FOLLOW UP/ACTION
<b>I. Agenda Review/Changes/Adoption</b>	<p>The meeting was called to order at 1:40 p.m.</p> <p>The agenda was approved with the following revisions:</p> <ul style="list-style-type: none"> <li>• A proposal to temporarily change the meeting date from the 3<sup>rd</sup> Wednesdays of each month to the 3<sup>rd</sup> Tuesdays of each month (to be revisited in December) was discussed and approved.</li> <li>• Item V.d. Strengthfinder Profile was postponed until the next meeting.</li> <li>• Item VII. Treasurer’s Report was changed to Item III. To accommodate Victorian’s early departure.</li> </ul>	<p>M/S/P: Perez/Victorian/unanimous M/S/P: Sealund/Hankins/unanimous</p>
<b>II. Approval of Minutes: July 9, 2014 and August 27, 2014</b>	<p>Approval of the two previous sets of minutes was postponed for further review until the next meeting.</p>	<p>Hankins will assist Karim to revise the minutes.</p>
<b>III. Treasurer’s Report</b> (Victorian)	<p>a. Fundraising – Senators discussed forming a sub-committee to explore the possibility of selling healthy snack bags (dried fruit &amp; mixed nuts) or MCCS logo tote bags.</p>	<p>Victorian will price snacks at Costco, and Harding will research the cost of imprinting.</p>
<b>IV. Classified Hiring Prioritization Process</b> (Harding)	<p>Hiring prioritization should be</p> <ol style="list-style-type: none"> <li>1) based on specific criteria that align with the strategic direction of both the College and the District and</li> <li>2) informed by the staffing needs cited in program reviews and APUs.</li> </ol> <p>In addition to the five already established hiring criteria (student success, health &amp; safety, functionality, collaboration &amp; innovation, and urgency), Senators discussed whether the impact of positions on the College’s technological planning and development should be considered. Ultimately, it was decided that evaluating hiring needs in relation to technology was not warranted, since some positions (e.g., custodians) do not even require the use of a computer.</p> <p>The question of when APUs would be available for review and</p>	<p>Harding will request to speak as a guest at the next CDCPD meeting to encourage chairs to include classified staffing needs in their APUs.</p> <p>Woodward and Hankins will forward APUs submitted to Division I and the Office of Instruction, respectively, to Harding for distribution.</p>

	<p>how they could be obtained was raised.</p> <p>S. Harding would like to distribute an online survey to all classified staff to solicit hiring recommendations and requests, but she no longer has access to the Title III Survey Monkey account. Possible alternatives are to use Google Forms or request access to the accreditation Survey Monkey account from the Office of Instruction.</p>	
<p><b>V. Shared Governance &amp; Committee Reports</b></p>	<p>a. Budget Committee The next meeting, scheduled for later that afternoon, would focus on the evaluation of PASS proposals.</p> <p>b. College Council The next meeting was scheduled for Wednesday, 09/24/14, with the accreditation self-study report being on the agenda.</p> <p>c. CEMPC Revised committee by-laws were approved at the 9/10/14 meeting.</p> <p>d. Facilities Committee The membership of the District Facilities Committee has been revised to include one voting classified member from each campus.</p> <p>e. Health &amp; Safety Committee A stop sign on Campus Drive (opposite Parking Lot B) was replaced by the College. The lockdown of the campus on Friday, 09/12/14, due to a medical incident and water main leak highlighted the lack of communication during emergency situations.</p> <p>f. Technology Committee The need for a standing IT budget and for a college webmaster was discussed.</p>	
<p><b>VI. President's Report (Harding)</b></p>	<p>a. Classified Appreciation Luncheon The President is discussing a Halloween-themed costume event on 10/31/14 with her management team.</p> <p>b. MCCS Newsletter S. Gallardo from the Library has agreed to help create a newsletter to highlight senate activities.</p> <p>c. Hiring Committee Updates</p> <ul style="list-style-type: none"> <li>• A&amp;R Technician (committee members: S. de la Torre) – Interviews scheduled for 9/22-23/14.</li> <li>• Dean of Special Programs &amp; Grants Staff Assistant –</li> </ul>	

	<p>M. Rubio has been hired.</p> <ul style="list-style-type: none"> <li>• Division I Dean (committee members: N. Thai &amp; D. Woodward) – Paper screening has been completed.</li> <li>• Division II Dean (committee members: W. Karim &amp; M. Sealund) – Interviews are scheduled for 10/07/14 &amp; 10/09/14.</li> <li>• Division II Staff Assistant (committee members: M. Bull &amp; W. Johnson) – Interviews are scheduled for 09/23/14 &amp; 09/25/14.</li> <li>• Financial Aid Specialist (committee members: A. Hunter &amp; S. Harding) – Interviews scheduled for 9/25/14.</li> <li>• VPSS Staff Assistant (committee members: D. Jacks, L. Pascual, &amp; R. Perez) – Interviews were postponed and have to be rescheduled.</li> </ul> <p>d. Strengthsfinder Profile Deferred discussion to October meeting.</p>	
<b>VII. PIO Report (Perez)</b>	<p>a. Moodle Shell A Moodle shell has been created, but content and features still need to be developed.</p> <p>b. Classified Spotlight A sub-committee composed of Perez, Sealund, Thai, &amp; Woodward has been formed.</p>	
<b>VIII. Union Update</b>	<p>a. Local 39 (Brice) – No update.</p> <p>b. Local 1021 (Sealund) SEIU has endorsed Julina Bonilla for the PCCD Board of Trustees election and will conduct a campaign walk in Emeryville on 09/20/14.</p>	
	Meeting adjourned at 3:05 p.m.	

WK/NT/SH