



# The Classified Voice

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Introducing the first issue of *The Classified Voice*, the official newsletter of the Merritt College Classified Senate (MCCS). We hope to bring you quarterly reports on the Classified Senate's involvement in participatory governance on behalf of the Merritt Classified Staff, as well as news and information pertaining to classified matters.

## Meet Your Senators



From left to right: Nghiem Thai, Kinga Sidzinska, Waaduda Karim, Stefanie Harding, Charlotte Victorian, Denise Woodward, Ron Perez, Molly Sealund, and Doris Hankins. (Not pictured: Tim Brice, *President Emeritus*)

## Goals for 2014-15

In alignment with and support of strategic planning at both the College and District levels, the following goals for the 2014-2015 academic year were adopted at the MCCS meeting on November 20, 2014:

- Advocate and increase classified staff participation in all college and district governance groups.
- Increase classified staff participation in attending the Classified Leadership Institute.
- Develop Moodle shell of a classified staff knowledge data base.
- Increase fundraising efforts to support professional development activities for classified staff.

The MCCS will evaluate its progress towards and achievement of these goals at the end of the academic year.

## 2014 Holiday Appreciation Luncheon

To show their appreciation for the dedication of classified staff, President Ambriz-Galaviz and her administrative team hosted a festive holiday luncheon on December 16, 2014. The Merritt administrators personally decorated room R-23, served food and drinks, and cleaned up afterwards. Staff socialized, played a merry game of bingo, and enjoyed a delicious meal catered by the Cafeteria's own Mr. & Mrs. Kim.



## Classified Hiring Prioritization 2014-15

Following the holiday appreciation luncheon, the M CCS and a few classified guests met to discuss the prioritization of classified hiring requests collected from APUs and a survey sent to all classified staff. The M CCS carefully evaluated each position against the needs of the College using a standard rubric. The ranked results, listed below, will be presented as a recommendation to the President for further consideration.

1. Switchboard Operator
2. .5 Webmaster/.5 Network Support Services Specialist
3. Custodian
4. Account Clerk (Cashier's Office)
5. Library Technician II (Evening)
6. Staff Assistant (Facilities Services)
7. Admissions & Records Clerk
8. .5 Public Information Officer/.5 College Researcher
9. Staff Assistant (CalWORKs)
10. .5 Duplicating Services Technician II (Evening)

## Professional Development

### Classified Leadership Institute

Every year, the California Community Colleges Classified Senate sponsors a Classified Leadership Institute (CLI) to promote classified engagement in participatory governance and to support classified members who wish to develop leadership skills. CLI 2015 will be held on June 4-6 in Tahoe City ([http://www.ccccs.org/activities/cli/2015/CLI\\_2015\\_Flyer.jpg](http://www.ccccs.org/activities/cli/2015/CLI_2015_Flyer.jpg)). The M CCS encourages those who are interested in becoming classified leaders to attend. Professional development funding is available. Contact Stephanie Harding ([sharding@peralta.edu](mailto:sharding@peralta.edu)) or Nghiem Thai ([nthai@peralta.edu](mailto:nthai@peralta.edu)) for more information.



### Professional Development Funding for Classifieds

The Professional Development Committee (PDC) has made funds available for the 2014-15 academic year to classified staff members who wish to participate in conferences and workshops to enhance their professional knowledge and skills. Funding, which may be used to pay for registration fees, travel, lodging, and meals, is capped at \$800 per person. Additional information and applications can be found on the PDC webpage at <http://www.merritt.edu/wp/staffdevelopmentcommittee/sample-page/funding-application/>.

### CCC Professional Development Clearinghouse Summit



On November 19, 2014, Doris Hankins, Stefanie Harding, Molly Sealund, and Nghiem Thai participated in a regional summit at the South San Francisco Conference Center on the creation of a statewide professional development clearinghouse. Community college administrators, faculty, and staff from all over the Bay Area shared their experiences with professional development and brainstormed about the functionality and content of an online system for disseminating information and resources on professional development.

### Classified Skills & Knowledge Base

The M CCS has adopted as one of its goals a brilliant idea from Marilyn Bull to create an online resource for classified staff to share their expertise and knowledge with one another. Currently being developed on the Moodle platform, the Classified Skills & Knowledge Base will feature information about College and District policies and procedures, a library of documents and forms, interactive discussion forums, and a bulletin board for postings. Stay tuned for more news about this exciting endeavor.

#### Mission

The Merritt College Classified Senate, as empowered by the Merritt College Classified Staff, shall enhance and utilize the education, training, and knowledge of its members in the shared governance process for the benefit of the Merritt College Classified Staff.