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|  | **Classified Senate Minutes** | **Date: 02/28/2020****Time: 2:00-3:30 p.m.****Location: CCR-233** |
| **Executive Board:** Brandice Mello, Laura Van Genderen, Rebecca Abeyta, Carrie Audet. Herberth “Alex” Jaco**Senators:** Karen McCartney, Armando Camarena, Kristin Garcia, Eva Bell, Zayne Peraza**Members:** All permanent classified staff members are voting members of the Classified Senate |
| **Classified Senate Code of Ethics:**The Crafton Hills College Classified Senate and its individual members, while conducting Senate business, will be consistent with democratic principles and will adhere to the following:* Base all decisions on all available facts.
* Uphold the majority decision of the Senate.
* Work to develop a governance system that is inclusive of all members of the campus community.
* Support a campus environment that values the diversity of our campus population.
* Recognize that unwelcome attention toward any member of the campus community is not permissible and will not be condoned.
* Maintain integrity in all aspects of service.
* Advocate the prudent and responsible expenditure of public funds.
* Vote with honest convictions despite unwarranted influences.
 | **Classified Nine-Plus-One:*** Curriculum systems integrations and implementation;
* Degree and certificate requirements;
* Educational program development;
* Standards or policies regarding student services, support, and success;
* College governance structures, as related to classified roles;
* Classified roles and involvement in accreditation processes;
* Policies for classified professional development activities;
* Processes for program review and annual planning;
* Processes for institutional planning and budget development;
* Any other district and college policy, procedure, or related matters that will have a significant effect on Classified Staff.
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| **Topic** | **Discussion** | **Further Action** |
| **Call Meeting To Order – 2:00 p.m.** | Called to order @ 2:06pm |  |
| **Reports to the Senate** |
| **Senate Reports:**1. President
2. Treasurer
3. Committees
	1. Senate Ad Hoc
	2. Shared Governance
 | 1.Beginning in the Summer you will need a code to log into the CHC wifi. There will be a guest, faculty, student password per Melissa Oshman. Free printing for students. Transfer is currently offering 5 free forms.2. Current balance $1432.923. No reports |  |
| **Items for Action** |
| **Approval of Minutes:**1. 11/08/19 & 1/10/20
 | Motion to amend the 2/28/20 agenda to include minutes of 1/10/20 for review and approval of Classified Senate Meeting.MSC E. Bell/C.Audet the approval of the 11/8/2019 & 1/10/20 minutes. |  |
| **Old Business:**1. Classified Professionals Week
2. College Promise
3. Active Involvement
 | 1. Request for ideas for Classified Professional Week. Email Brandi with any ideas.
* Possible ideas, art activity.
* Meditation on past life with Colleen.
* Excel & Word training.

Recommedation to offer shorter segments to allow more flexibility for attendance.1. Over 1000 application were received for the Class of 2020 graduates. Summer bridge will be online. Orientation will be priority registration “B”. This co-hort will not receive chromebooks, student employment or additional funding. It will only cover, tuition, books and parking permits.
2. Active Involvement has been difficult. It has been the same people over and over. Encourage active inlvolvment with new employees as a buddy system. Also connecting with employees developing contacts for training assistance.
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| **New Business:** 1. **Student Senate Resolution**
2. **On Boarding**
3. **iSEEK**
4. **Professional Development**
5. **Committee Assignments**
6. **Voting**
 | 1.Elijah Gerard- presented resolution for the SBCCD Board of Trustees to adopt a position in favor of equitable representation of student trustees in the State of California by allowing a Student Trustee elected by student body to be granted an advisory vote to participate effectively in district and college governance.*MSC-Mello/Bell- approval of the resolution of student trustee elected by student body to move forward to SBCCD Board of Trustees.*1. Looking to create a onboarding process for new hires as support so it is not a sink or swim situation. This would allow us to connect new employees to other employees not matter what position or level. Also to reaching out to employees that are leaving or promoting.
2. ISEEK- San Manuel received a grant for $180,000 for Student Employment. Applications & interviews have been completed. Students will begin to be placed by March 11th. Maximum position will be 50 students including 7-8 off campus positions. The total also includes textbooks, scholarships and emergency grants.

Emergency grants will only be considered by referral. Monies for employment must be used by December. 1. Professional Development Funds Distribution Committee is meeting on developing a process for Classified Employees to request funds to support cost for conference attendance that meets the requirement vision for success goal. The district received $80,000. Both Classsified Senate Presidents will notify Kristina Hannon of volunteers interested in serving in the committee to review professional development funds request.The Committee is also working on a retreat for all Classified employees of SBCCD tentatively scheduled for August 7th that will also be paid out of funds received.
2. Committee assignments are normally in the Fall, next year it will be May 1st. The climate survey has been that employees are feeling disconnected. It has been difficult to get participation on Senate Ad hoc and shared Governance committees. List of committee and description handout was distributed. Email Brandi with by April 30th or May 1st on committee interest.
3. Nomination forms for Classified Senate E-Board, Senators and Professional of Year were emailed to all Classified on 1/31/20. Email nominations to Rebecca Abeyta. No responses have been received. Nominations are due by April.
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| **Public Comment** | -Sean Brown, Student Senate VP of external affairs is working with Dr. Delmy Spencer on a process for developing a protocol for student emergency grants. -Rebecca Abeyta will be representing CHC Classified Senate on the Chancellor’s recruitment Committee.  |  |
| **Items for Information** |
| **Future Agenda Items:** | Bylaws |  |
| **Zoom Login** |  |  |
| **Adjourn – 3:30 p.m.****Next meeting: March 13th, CCR-233, 2 p.m.** | Meeting adjourned @ 3:12pm. |  |
| **Mission Statement:** To advance the educational, career, and personal success of our diverse campus community through engagement and learning.**Vision Statement:** Crafton Hills College will be the college of choice for students who seek deep learning, personal growth, a supportive community, and a beautiful collegiate setting. **Values:** Academic excellence, inclusiveness, creativity, and the advancement of each individual.  |