

**Classified Senate
Executive Board Meeting Minutes
Tuesday, July, 19, 2016**

Meeting Called to Order: 12:02 pm

Meeting Adjourned: 12:57 pm

Location: I-107

1) Call to Order

- a) Roll Call – Ariane Ahmadian, Valerie Peterson, Cathy Long, Jennifer Moore, Paulina Saucedo.
- b) Agenda additions/deletions/changes – Tabled senate updates for next meeting; Additions-Facility master plan refresh; Participatory governance structure; Birthday announcements and milestone acknowledgements.

1) Action Items

- Approval of minutes from June.

2) Communications/Discussion Items

- a) Senate Updates: Tabled for next meeting
 - Senate Constitution and Bylaw development/ Review proposed draft
 - C&B meeting with districtwide senate leadership-Valerie Peterson
 - Elections process and timeframe
- a) CLI Overview-Valerie Peterson/Ariane Ahmadian:
 - Valerie and Ari attended multiple workshops that offered great information for classified senate. They mentioned that one site had a really cool idea for classified appreciation by hosting an award show. They also held a week full of events for staff. We are thinking we could possibly do something similar for our staff appreciation. Appreciation is only extended in an email. Having a breakfast and BBQ would be nice to have for next year.
 - Starting the month of July CS has been sending out birthday email grams to employees. Milestone acknowledgements (1yr, 5yr, etc.) are in the works. We haven't solidified what the card/gift will be. Valerie mentioned that DS are doing workaversary cards. It was also brought up how we would obtain this information and when employee's anniversary dates are.
 - Ari mentioned what stood out the most were the key note speakers Frank Harris III and J. Luke Wood. There was a Huffington Post article, "Train the Janitor", where students had said that staff were more instrumental in their success rather than instructors. Staff are here every day and instructors are not as accessible. Ari mentioned it was nice to meet people in the same situations as us.
 - There was a Participatory Governance workshop help by Cari Plyley. They mentioned how knowing what it all means would be very helpful when a person is first hired. HR is in the works with an onboarding for new

employees. Cathy mentioned a cheat sheet/organized list would be nice for employees to have on who to contact for certain questions.

b) Professional Development Updates:

- Classified Professional Development Committee
- There was a meeting with Bryan Banville regarding Professional Development. There is an estimated kickoff for Cuyamaca of Jan. 2017. It is a District wide structure offering three modules in a three month span. It will be a 4hr session offered twice in one day at each site. There will be an online session offered for Supervisors and Managers as well. Cuyamaca will be doing a needs assessment for the campus during the kickoff. Incentives for completing the modules is still in the works.

c) Committee Updates:

- Classified Leaders Meeting Updates-Valerie Peterson
CLI-what each campus is doing, check list for new employees, onboarding guided tour first 6mts/1yr. District Services C&B's discussion; 1 C&B or 3 separate ones for each site??

d) Budget Update-Treasurer Cathy Long:

- Budget overview-CSAD account has a balance of \$2901. Cuyamaca CS now has \$5000. The Senate Trust had a beginning balance of \$4010.49 and now has an ending balance of \$3813.93.

Next meeting – Tuesday, August 2, 2016.

Notes take by Paulina Saucedo.