**Committee/Group Meeting Minutes**

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| Committee/Group/Division/Dept. Name: Classified Senate |
| Place: GC215 | Date: 19Apr2018 | Time: **2:00-3:30 PM** |
| Committee/Group Website Link (if applicable): <http://missioncollege.edu/senate_classified/index.html> |

**Attendance**

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| **Name** | **Representing (dept./div./office/community)** | **A** | **P** | **Voting** **Y/N** |
| Brian Goo | President |  | X |  |
| \*Vacant\* | Vice President |  |  |  |
| Zita Melton | Treasurer |  | X |  |
| Kristal Dela Cruz | Secretary |  | X |  |
| My Loi | Senator | X |  |  |
| Thanh Do | Senator | X |  |  |
| Chris Bibat | Senator |  |  |  |
| Julie Vu | Senator |  | X |  |
| Saul Zendejas | Senator | X |  |  |
| Lusyna Narvaez | Senator |  | X |  |
| Monica Sain | Senator | X |  |  |

**Guests in Attendance**

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| **Name** | **Representing (dept./div./office/community)** |
|  |  |

**Agenda**

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| Topic: **Approval of Minutes (2/8 & 3/22)**  | Topic Lead: **K. Dela Cruz** |
| Discussion/Key Points Made/Data Presented: No quorum, moved to next meeting.  |
| Motions/Approved/Unapproved: N/A |
| Decisions/Action Items/Outcomes/Timelines:  |

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| Topic: **Guided Pathways**  | Topic Lead: **B. Goo** |
| Discussion/Key Points Made/Data Presented: Classified Senate needs to determine the four classified staff representing on the Guided Pathways Steering Committee. Draft of the application was reviewed. 1. What is your basic understanding of Guided Pathways?
2. How does your work history at the college fit to this project?
3. Why are you interested in doing this work?
4. How would you represent the voice of Classified in this process?
5. Have you discussed this opportunity with your supervisor?
6. How would you add time to your schedule?

Senate addressed questions and potential issues with schedule.  |
| Motions/Approved/Unapproved: N/A |
| Decisions/Action Items/Outcomes/Timelines:  |

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| Topic: **9+1** | Topic Lead: **B. Goo** |
| Discussion/Key Points Made/Data Presented:  |
| Motions/Approved/Unapproved:  |
| Decisions/Action Items/Outcomes/Timelines:  |

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| Topic: **Senate Awards** | Topic Lead: **B. Goo, Awards Subcommittee** |
| Discussion/Key Points Made/Data Presented: Awards Subcommittee reviewed senate awards and menu for Awards Ceremony. Senate discussed the Awards process for next year including determining nominations, selection process, including disclosure committee members would not be eligible for awards, and no repeat winners (ie. Last year’s winner cannot win the next year).  |
| Motions/Approved/Unapproved:  |
| Decisions/Action Items/Outcomes/Timelines: |

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| Topic: **Professional Development/Flex Follow up** | Topic Lead: **B. Goo** |
| Discussion/Key Points Made/Data Presented: Follow up on Tara Harding presentation on Flex Day and determining if Classified should have a workshop. On Course Training (Front Line Staff/Customer Service)- Monica Sain and Sarah Sullivan – received professional development funding for this event – This is an opportunity for Staff Professional Development – separate from Flex Day Week. If this can be provided training to us a week before Flex .. on Friday August 17th – more participation – that would be our hope.  |
| Motions/Approved/Unapproved:  |
| Decisions/Action Items/Outcomes/Timelines: |

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| Topic: **Mission Buddies Program** | Topic Lead: **M. Sain** |
| Discussion/Key Points Made/Data Presented: Moved to next meeting |
| Motions/Approved/Unapproved: N/A |
| Decisions/Action Items/Outcomes/Timelines:  |

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| Topic: **MCCS Gift Items** | Topic Lead: **B. Goo** |
| Discussion/Key Points Made/Data Presented: Moved to next meeting  |
| Motions/Approved/Unapproved: N/A |
| Decisions/Action Items/Outcomes/Timelines:  |

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| Topic: **Preparing for the 18-19 MCCS** | Topic Lead: **B. Goo** |
| Discussion/Key Points Made/Data Presented: New senators will be invited to join the May meeting. The location of the meeting will be changed to due to the size. |
| Motions/Approved/Unapproved: N/A |
| Decisions/Action Items/Outcomes/Timelines:  |

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| Topic: **Announcements** | Topic Lead: **All** |
| Discussion/Key Points Made/Data Presented:  |
| Motions/Approved/Unapproved: N/A |
| Decisions/Action Items/Outcomes/Timelines:  |

**Future Agenda Items/New Business:**

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| **Topic** | **Lead** | **Proposed Date** |
| District Bond Measure | B. Goo | 5/17/18 |
| Banner IX Transition | B. Goo | 5/17/18 |

**Side note:**

**Next year budget to use toward more activities than we have been.**

 **“Kudos” of the week: recognize staff for good job – add to website.**

**Next Meeting(s):**

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| 5/17/18 | 2:00pm-3:30pm | GC 215 |

**Please attach additional documentation to Meeting Minutes, if appropriate. These could include handouts, spreadsheets, presentations, data sheets.**