**Committee/Group Meeting Minutes**

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| Committee/Group/Division/Dept. Name: Classified Senate | | |
| Place: SEC-239 | Date: 18 April 2019 | Time: **1:30-3PM** |
| 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** |
| Thanh Do | President | X |  |  |
| Dat Nguyen | Vice President |  | X |  |
| Chris Bibat | Treasurer |  | X |  |
| Kristal Dela Cruz | Secretary |  | X |  |
| Alison McGann | Senator |  | X |  |
| Amanda Marshall | Senator |  | X |  |
| Brian Goo | Senator | X |  |  |
| Cherry Lou Escano | Senator | X |  |  |
| Kelvin Tran | Senator | X |  |  |
| Lusyna Narvaez | Senator |  | X |  |
| Melissa Stewart | Senator |  | X |  |
| Monica Sain | Senator |  | X |  |
| Tracey Ward | Senator |  | X |  |
| Vianey Topete | Senator |  | X |  |
| Xuan Lu | Senator |  | X |  |
| Zita Melton | Senator | X |  |  |

**Guests in Attendance**

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| **Name** | **Representing (dept./div./office/community)** |
| Ken Songco | Equity & Success |

**Agenda**

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| Topic: **Announcements** | Topic Lead: **All** |
| Discussion/Key Points Made/Data Presented:   * Mental Health Awareness - Mental Health and Wellness Committee (Vianey Topete & Amanda Marshall)   + May is Mental Health Awareness Month   + May 2nd Kickoff: 12-1 Healthy Boundaries in HM with Lunch; 1:30-3   + May 8th Domestic Violence 3pm WICA   + We want to start the dialogue on mental health with posters to engage the community   + There will be an art exhibit of those who are recovering from mental illness   + Email will be sent out all   + Melissa de Ponte will table next Thursday 4/25   + Created posters for social media to promote * Dat advised senate to read the mission statement, values and goals and share any notes, questions and feedback. Inge and Daniel Peck spoke about the GAP. There will be an online form for feedback. Input before/by May 15th to Daniel Peck.  1. [Mission College’s Mission Statement and Value](https://wvmccd.sharepoint.com/:w:/s/MissionCollegeClassifiedSenate/EafhMAbEL7hFnaeYT3YYFjEBaj91BCWQabohRx-gSX1t5Q?e=G2qa41) 2. [Local Vision Goals](https://wvmccd.sharepoint.com/:b:/s/MissionCollegeClassifiedSenate/EdUTfaqa9ZVJmxKjm9xKvT4B1RT-ebw1l9JOsAGZ6CZ4rg?e=BlmvBS) Inge sent an additional up addendum and will share 3. [Participatory Governance and Decision Making Handbook](https://wvmccd.sharepoint.com/:b:/s/MissionCollegeClassifiedSenate/EZ_G5pI9N5VAjM-XKtGm4GMBZmZiyLe-VMAYX1p3ZGaA4A?e=0wsbAM) | |
| Motions/Approved/Unapproved: N/A | |
| Decisions/Action Items/Outcomes/Timelines: | |

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| Topic: **Board of Trustees, District Council, Fiscal Workgroup, GAP, CBAC Updates** | Topic Lead: **D. Nguyen, C. Bibat, K. Dela Cruz** |
| Discussion/Key Points Made/Data Presented:   * CBAC Updates: Program Review FY19-20 Prioritization Timeline (Dat Nguyen)   + Apr 2 – 12: CBAC Taskforce & ETS Validate Requests - Done   + Apr 15 – 19: Divisions Rank Requests   + Apr 22 – 30: Division Council, Student Services Council and President’s Cabinet Prioritize Requests   + May 1 – 7: CBAC Prelim Reviews & Sets Funding Allocation   + May 8: CBAC Prioritizes & Recommends Integrated Prioritization List & Funding   + May 15: GAP Reviews & Recommends Final Integrated Prioritization List * FWG: District is going to Board with recommendation for SCFF | |
| Motions/Approved/Unapproved: N/A | |
| Decisions/Action Items/Outcomes/Timelines: | |

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| Topic: **Classified Senate General Business** | Topic Lead: **Dat Nguyen** |
| Discussion/Key Points Made/Data Presented:   * Hiring committee: Student Enrollment & Financial Services Advisor   + Connor Keese (Outreach Supervisor/MC-Outreach)   + Ha Vuong (Assistant Director/MC-FAO)   + Jhonaliza Villanueva (Student Enrollment & Financial Services Advisor/MC-A&R)   + My Loi (Admin Specialist/MC-Student Services)   + Chair: Asmare Tadesse (A&R Supervisor/MC-A&R) * New Senate Members FY19-20   + Amanda Marshall   + Analiza Dasalla   + Jeff Campi   + Kelvin Tran   + Kendall Harrison   + Lisa Willet   + Lusyna Narvaez   + Mario Flores   + Melissa Stewart   + Monica Sain   + Nini Reyes-Bolinger   + Renee Ruzicka   + Vianey Topete   + Zita Melton   + Tracey Ward | |
| Motions/Approved/Unapproved: N/A | |
| Decisions/Action Items/Outcomes/Timelines: | |

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| Topic: **Professional Development: On Course -Frontline Staff Workshop** | Topic Lead: **Dat Nguyen** |
| Discussion/Key Points Made/Data Presented:     * Scheduled Date: Friday, 6/21 (9am - 4pm) * Mission College's Basic Skills and Student Outcomes Transformation Grant Steering Committee with Teaching Learning Innovation Fund. * Meals will be provided. * Open to all staff, student staff and faculty. * Email [donnelle.mcgee@missioncollege.edu](mailto:donnelle.mcgee@missioncollege.edu) for registration, more information to come. * Focus:   + Introduction of Emotional Intelligence as one of 8 essential competencies   + Role of front line staff in supporting learner responsibility, making effective choices and problem solving skills. | |
| Motions/Approved/Unapproved: N/A | |
| Decisions/Action Items/Outcomes/Timelines: | |

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| Topic: **Professional Development Survey** | Topic Lead: **Dat Nguyen** |
| Discussion/Key Points Made/Data Presented:   * [https://www.interactresearch.com/index.php?survey=iepi\_vision](https://urldefense.proofpoint.com/v2/url?u=https-3A__www.interactresearch.com_index.php-3Fsurvey-3Diepi-5Fvision&d=DwMFAg&c=tfV1y7VjMpp2c1x3NJOKE90M8g-mEaV1iV68RN7jMhE&r=adNUTMtGnMGot1f-PH9GQVrG_Ezm-U3HKmlLg80T4FI&m=jfneErEbRBXFWWxy6CyYFJJLyKXS-SHCflLR42eSwPI&s=CC9cbFkrunGuTWeZvkyG3nrmI4Deukpp7qJ1VAgQhoA&e=) * California Community Colleges (CCC) Chancellor's Office continues to conduct trainings to help faculty, administrators, classified staff, researchers, and trustees implement the Vision for Success, which lays out ambitious system-wide goals and a set of comprehensive commitments to achieve those goals. Together these goals and commitments comprise a call to action that extends to every individual in the college system. Responses to this survey will inform the overall design and delivery of future trainings. * Four sections:   + Demographics   + Experience with IEPI   + Information needs & preferences, and Designing   + Planning professional training programs * 10-15 minutes to complete. * Your answers will remain confidential. * Ask Inge if this will be sent out to All Users | |
| Motions/Approved/Unapproved: N/A | |
| Decisions/Action Items/Outcomes/Timelines: | |

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| Topic: **Equity Plan, 15 minutes** | Topic Lead: **Ken Songco** |
| Discussion/Key Points Made/Data Presented:   * We need to create a space for our students to share their input/feedback. * Creating gallery walk of the equity plan and gather input – announcement later. * Draft plan: <https://wvmccd.sharepoint.com/:w:/s/MC_SEA_Program/EVJG5Ej1IWVGvH7cx-7Z9AMBh_6Z1eyeoyvBZ9ItrY329g?e=VNVFiZ> * Ken Songco presentation at 2PM * Q&A * May 2nd, 2019 deadline for all inputs. * At the institute, it was recommended for colleges to create a commitment statement. We need to acknowledge, we lack knowledge. Draft of this commitment statement is included on the draft plan. | |
| Motions/Approved/Unapproved: N/A | |
| Decisions/Action Items/Outcomes/Timelines: | |

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| Topic: **ADA Compliance** | Topic Lead: **Dat Nguyen** |
| Discussion/Key Points Made/Data Presented:   * There is discussion of the needs of hiring dedicated consultant continues at Advisory committee, District and EMT. There is no definitive answer. * There will be a potential new structure for Purchasing guidelines for clarification on process. | |
| Motions/Approved/Unapproved: N/A | |
| Decisions/Action Items/Outcomes/Timelines: | |

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| Topic: **ISER Update** | Topic Lead: **Melissa Stewart and Dat Nguyen** |
| Discussion/Key Points Made/Data Presented:   * Next ISER meet is 5/10/2019, 9am-1pm SEC-205 * Standards are finalizing draft and evidence. | |
| Motions/Approved/Unapproved: N/A | |
| Decisions/Action Items/Outcomes/Timelines: | |

**Meeting Adjourned:** 2:30pm

**Future Agenda Items/New Business:**

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| **Topic** | **Lead** | **Proposed Date** |
| CTO position | Dat Nguyen | June 2019 |
| Project Management Standards | Thanh Do | 2019 |
| VP + Classified Senate Engagement | Thanh Do | 2019 |

**Next Meeting(s): 3rd Thursdays at 1:30-3:00 PM**

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| *~~Thursday, September 20, 2018~~*  *~~Thursday, October 18, 2018~~*  *~~Thursday, November 15, 2018~~*  *~~Thursday, December 6, 2018~~*  *~~Thursday, December 20, 2018~~* | *~~Thursday, January 17, 2019~~*  *~~Thursday, February 21, 2019~~*  *~~Thursday, March, 21, 2019~~* | *Thursday, April 18, 2019*  *Thursday, May 16, 2019*  *Thursday, June 20, 2019* |

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