

Classified Senate Executive Board Meeting Minutes

I. Budget

- Checking - \$3,156.65
 - Minus \$1200 check to Joan.
- Savings - \$604.13
- PeopleSoft
 - 4999 - \$1,300
 - 5999 - \$1,700
- Cal Coast account setup to send/receive from Venmo.
- Supply Ideas
 - Webcam/Video Camera
 - Tablecloth inventory
 - Pop-up banner (candid pics of senate board)
- Supplies for Classified
 - Self-care - t-shirt (check with DeeDee), magnet, tote bag, adult coloring books, calendar with pics, essential oil, hand sanitizer kits

II. President Meeting

- Awana and Sean met with President Shabazz.
- Classified Professional Development position
 - CARES will fund 1-1.5 year term.
 - SPAA will have a position and Faculty (Don Long).
 - PD reports to Dean of LRC.
- Service Awards - Monday, June 7, 2021 @ 1:00pm.
- CARES funds - classified stipend (\$300-\$600) and for equipment needs

III. Professional Development

- PDAC/CSPD
 - Senate is working with Don.
 - 1st meeting next Monday, February 1, 2021.

- o Committee needs to obtain additional members.
- o Draft of events for spring in process. Includes Office365 project.
- o Health & Personal Growth activities.
- Classified Appreciation Week
 - o Week of June 7, 2021 - starts with Service Awards on Monday, June 7 and ends with Retreat on Friday, June 11.
 - o Guest speaker.
 - o Parking lot event - pickup items.
 - o CAREs Act funds available. Relate to support students.
 - o Appreciation gift thru semester for Classified & during CAW.
- Classified Professional Employee List
 - o Work with Brenda and Val.
 - o Need to count for appreciation week.
- Budget
 - o Look into Block Grant state funds - 4999 - \$8,342
 - o NCORE - a webinar or class for classified.

IV. DGC/District Budget

- Police committee update
 - o Integrate Police Officers with campus.
- Budget - will be ok next 2 years, but 2023 might be bad.
- New Vice Chancellor of Educational Services (combined 2 positions)

V. Senators/Committee Updates

- Google doc prepared - needs a few updates.
- Vacancy form for committees will be posted online for Classified to show interest. Will be ready for Open meeting.
- Zenia would like to continue as Senator.
- SPAA representative needs to be reviewed and filled. Awana and Sean will meet with Josolyn (SPAA) to discuss position.
- Will review form at next Executive Board meeting.

VI. Adopt A Family

- Helped 18 students.
- Used \$1900 of the \$2025 that was donated.
- Target, Amazon and PayPal gift cards were issued.
- Joan emailed thank you's and replied to each donation on Venmo.

VII. Open Meetings

- Tilly - enrollment update (Cynthia)
- Susan - accreditation update Research questions, Committee restructure, etc. (Sean).
- Marciano - food distribution update, participation (Sean)

VIII. 4CS Membership

- \$100 annual, check

IX. Scholarship

- Check with student affairs if rolled over. (Awana).
- Due Feb 28, 2021.
- \$500 for 1 student.
- District payroll deduction needs setup. View other payroll deductions.

X. Executive Board

- 1-year interim and 2 year terms.
- Consider Past, Current, and Elect options.
- Past president as a mentor.

XI. Roundtable

- Logo re-design (Sean/Joan). Students may participate in designing logo for the Senate to review.