



Minutes
Monday, March 20, 2017
1:30 p.m. - Building 9 - Room 154

Attendees: Josue Alcaraz, Milena Angelova, Gonzalo Arrizon, Barbara Bucton, Anna Camacho, Luanne Canestro, Sunny Choi, Hugo Enciso, Diana Espinoza-Osuna, Edith Flores, Serina Garcia, Sally Heath, Jamie Hui, Tracy Huang, Debbie Joy, Chrissy Kincer, Julie Lamson, Adolfo Leiva, Maggie Lozano, Joan Murphy, Gloria Peña, Jonna Pounds, Chantal Sosa, Jeanne Stalker, Peter Tam

1. Review 2/27/17 Minutes – Approved
2. Enjoy the Tea Party!
3. Congratulations Anna Camacho!
 - a. Classified Senate Employee of the Year
4. Professional Learning Plan – Erin
 - a. Get feedback for the Draft Goals and Objectives for the Plan
 - i. Drafting process: Review brainstorming, sample plans from other institutions; IEPI Menu of Options (MOO) for PL – many different groups campus-wide that contribute, Draft Strategic Initiatives for EMP – used to create goals; Review initial draft during March 9 PL Committee meeting
 - ii. Timeline
 1. Today: Collect official feedback
 2. Revise draft plan based on initial feedback by end of March, distribute draft plan to campus, 2 open forums in April, engage committee representatives to get feedback from divisions, anonymous online feedback survey by April 21, revise PL plan based on feedback, submit to PBC for review by May 3 and final approval by May 17, develop college-wide needs assessment for PL programming
 - iii. Details: Alignment with district strategic goals (1 and 2); Aligns with EMP goals; Reflects recommendations from IEPI; Aligns with College PL Framework; First Cañada PL Plan
 1. Since it's our first plan, we are doing a 1 year prototype for 2017-2018 year, then seeing what needs to be changed, then developing a longer term plan
 - iv. Sections: Background/process; College mission and vision statements; PL Framework; Committees; College & District Opportunities; Funding & Budget; Goals, objectives, strategies, timeline, and performance metrics (see handout); Plan for assessment and evaluation
 - b. Feedback Questions:

- i. Budget? -- There is funding through the IEPI. There is a budget page in the full draft of the plan.
 - ii. Communities of Practice – where do they fit in? -- They are already embedded in this plan. Professional Learning Communities enrich and expand on Communities of Practice.
 - iii. Calendaring and being able to plan out a full academic year (instead of getting bursts of information with relatively short notice), so we can adjust our schedules to attend.
 - iv. Formalizing Mentoring relationships between current staff and new employees
 - 1. Professionals who want to transition into teaching
 - v. Professional Development opportunities from HR are not duplicated by our own efforts – we can focus on what’s not being offered by the district.
 - vi. Will CIETL be used for the Space and Branding? – Being discussed now

- 5. President Moore Check-in
 - a. Cañada hosting Board Meeting in 2-10 on Wednesday at 6:00pm
 - b. Questions for her from Classified Senate?
 - i. What is the strategy for Interim VP of Student Services? – It will be conducted like a regular search; President Moore does not want to appoint anyone. The position has been posted, interviews will be done in May, person will start on July 1. One year interim position. The interim will be allowed to apply for the permanent position.

- 6. Canvas & WebAccess Updates – Alison Hughes (Instructional Technologist) & Lesley Ware – faculty DE (Distance Ed) Coordinator
 - a. WebAccess is being replaced by Canvas. WebAccess will be gone by June 6. Canvas will be online 100% this Summer.
 - b. WebAccess shells need to be backed up/saved before June 6. Alison will help set up a shell in Canvas (put in request online through campus Canvas webpage).
 - c. All tutors in Learning Center have been trained on Canvas.
 - d. Questions about how to use Canvas go to tutors or Alison or Lesley
 - i. Technical difficulties go to Canvas support website
 - e. Go to Cañada Canvas page for Faculty/Staff resources or Student resources - <http://www.canadacollege.edu/canvas/>
 - i. There are video tutorials

- 7. EOPS Student and Club Community First - Request
 - a. Rescheduled for next meeting

- 8. Scholarships – Debbie
 - a. Offering 3 \$500 scholarships (one each from Pat Hanada, Gail Kamei & General Classified)

- 9. Elections – Debbie
 - a. Nominations are in March, Elections are in early April

- b. Available Positions: President, Vice President, Treasurer, Secretary, Activities Coordinators

10. Upcoming Events & Fundraising - Chantal & Jeanne

- a. Current proposed events:
 - i. Mar 31 – Main & Elm.
 - 1. Chantal will ask manager if we can do 4:00-6:00 instead of 5:00-7:00
 - ii. Apr 28 – Giants game. Lower box against the San Diego Padres. \$66/ticket.
 - 1. Let Jeanne know within the next 2-weeks
 - iii. 2nd or 3rd Week in May - Classified School Employees Week. Date TBD.
 - 1. Last year it was breakfast served by administrators – we can request something different this year if we want.
 - iv. May 19 – Milagros happy hour, 5:00-7:00
- b. Meeting Lunches
 - i. May 15 - Debbie's CS Thank You/Goodbye as CS President Luncheon
 - 1. TBD
- c. April 19th – Earth Day
- d. Cyclismo – Open paint nights Thursdays from 5:00-8:00
 - i. Maybe in Summer
- e. 2nd Annual Classified BBQ – Early August (Date TBD)

11. Treasurer's Report – Hugo

- a. Collected \$78 from the sports basket raffle
- b. Balances from the foundation:
 - i. Gail Kamei - \$489 – keep these funds in here next year just in case fundraising isn't as good
 - ii. Pat Hamada – negative \$512 – have to pay that back. Leave at a \$0 balance.
- c. Find out how we can collect donations from outside the college community
- d. Getting a small amount of money each month through eScrip
 - i. Look into how Amazon donation works

12. Committee Reports

- a. IBC – Program Review is done

13. Other/Public Comments

- a. April is Financial Literacy Month – series of events on Wednesdays and Thursdays for three weeks. Drawings, prizes, “money tree,” etc.
- b. CSA – local farmers market that delivers food to campus

[Classified Senate Webpage](#)