# Cuyamaca College

**Classified Senate Executive Board Meeting Minutes Thursday, December 5, 2019**

**1:00PM-3:00PM**

**Location: Building B-264**

## Call to Order: 1:05pm

* 1. Natalija Worrell (*President*)

Jennifer Moore (*Vice President)*

Anmar Kakos, Adam Andrews, Katie Cabral, Rana Al-Shaikh (*Senators*)

 Vacant (*Secretary*)

 Nashona Seals (Guest)

Absent; Veronica Nieves (Treasurer)

 Taylor Fiehler, Rocky Rose

* 1. Agenda additions/deletions/revisions
	2. Approval of minutes from October meetings approved via email.

## Action Items

## N/a

1. **Communications/Discussion Items**
2. CCC updates
3. CCC is working on refreshing the mission vision and values.
4. Caring Campus- is working on getting the word out and how to accomplish that. T-shirts and name tags are an idea that will be explored. Along with departmental shout outs.
5. Classified Coordinating council updates- The Chancellors classified senate award winners were named by Dr. Miles Jane Lytle was Cuyamaca site winner.
6. Staffing Prioritization- A rough draft has been created for the classified staffing prioritization committee. The current staffing prioritization talk force will meet and discuss next steps.
7. Program Review Steering Committee- Program review materials have been distributed. Trainings are being offered to help the writers complete a successful program review.
8. IEC-Natalija attended a IEC meeting on November 25th to try and get a better understanding of IEC. She will work on finding a classified member to sit on this council with the knowledge she gained.
9. Professional development survey- VP Jennifer is a tri-member of the Professional Development Committee. Working with the classified survey from 2016 Jennifer would like to send out a new survey getting individual responses on how to get classified professionals development funds to attend trainings and or workshops. At this time there has been little to no money spent on classified personnel with these funds.
10. Retreat- Our E-board and Anmar attended the classified senate retreat on November 14th. We accomplished the ground work to establish a common language and guidelines that we will work by. Senate identified what we want to accomplish and created goals to accomplish them. Nashona Seals facilitated the collaboration with the entire senate on how we can collectively use these guidelines to work on the next steps. We have decided that we would like to see a holiday card from senate. We will work on taking a photo by December 13 to have the card disbursed by December 16th before the holiday break. Then by the end of January/February we will have our first senate newsletter sent out. The goal is to have 4 newsletters a year.
11. Thank you grams- Collectively between all 3 sites there were 1,924 thank you grams ordered. After supplies each site earned about $500 each. Senate will decide how this money will be spent.

**Adjourned: 3:00pm**

Reference Materials: Cuyamaca College Classified Senate guiding principles for the 2019-2020 senate, 2016 Professional development survey, Survey Proposal from VP Jennifer Moore

**Additional Instructions:** Thursday January 9th in E-106