



Officers: President **Olga Prizhbilov**
Vice President **Nicole Williams**
Secretary **Carissa Thomas**
Treasurer **Lynn Grimstad**
Communications **Lakia DeCosta**
Past President **Tamara Floyd**

**CLASSIFIED SENATE MEETING MINUTES
RETREAT**

LOCATION: COMMUNITY ROOMS 1 & 2

Date: September 12, 2018

Time: 9:00am – 4:00pm

Attendees

Present – Olga Prizhbilov, Nicole Williams, Carissa Thomas, Lynn Grimstad, Beth Madigan, Faryal Said, Lisa Carrillo, Lakia DeCosta, Jessica Pressley, Nicole Moise, Liz Johnson, Beth Talbott, Kristin Farlow, Rosa Lane, Liz Geisser

Excused Absences – Joy Baldwin, BonnyJean Bowman, Tamara Floyd

Call to Order – 9:15am

Preliminaries

Approval of August Minutes – No Minutes to Report. August meeting was cancelled.

Approval of September Agenda – Agenda approve through Consensus.

Informational Items

President Prizhbilov took everyone's photograph and will update the classified senate website with current senators.

Williams welcomed all the new and returning senators. The group participated in a quick ice breaker as we introduced ourselves.

Discussion – Overview of Classified Senate

Olga Prizhbilov summarized the main goals of the senate. The classified senate's goal is to keep staff informed to better serve students and provide updates on continuous changes throughout the campus.

- 1) The Executive Leadership Team (ELT) reviewed design and how we approach students. ELT focused on nine interest areas.



- 2) Improving Communication through classified representation on various teams and work groups. ELT thinks “big picture”, and they appreciate details from the staffing level.
- 3) Farlow mentioned she has been designated as a note taker and has noticed that typically classifieds participate as the note taker which makes it difficult to speak up for classifieds, when they are busy taking detailed notes.
- 4) Said questioned why classifieds are on governance teams are not connecting with the senate. Requested reports and/or consider becoming a representative of the senate.
- 5) Prizhbilov commented any classified participating on a committee/team should be reporting to the classified senate.

Prizhbilov stated another goal of professional development participation among staff. Training is needed in various departments. Communications between staff can help.

- 1) SEIU representative Johnson shared her perspective, noticing a division between blue collar and white collar. Computer access is limited for custodians, and they would appreciate an opportunity to check their emails more frequently.
- 2) Madigan suggested printing and posting more copies of the newsletter and other info for classifieds. The communications officer could print and deliver.
- 3) Information is posted on a bulletin board to reach out to custodial and maintenance but it seems ineffective. Johnson shared there’s a need for a cultural shift, to get training and access to computers. We have 40+ blue collar employees and only one computer. Advocate for change.

Professional Development Funding

- 1) Individuals are allotted \$1,000 per year for PD. Funds are leftover every year, it’s important to use as much of the funding as possible each year.
- 2) Madigan commented on industrial funding. Unused funds go back to the district every year. The senate can ease the application process by educating staff on how to apply as many as confused where to start. It’s important to understand the various processes for requesting funding.
- 3) Carrillo suggested a workshop for professional development funding. We could contact Christina Wagner in the CTL and see if they could provide training for classifieds.
- 4) Discussed conditions for reimbursement of tuition and books, inside the Los Rios district compared to outside the district. A cheat sheet for the do's and don'ts would be helpful.
- 5) Grimstad stated according to LRCEA contract, nothing restricts an employee from attending classes and receiving reimbursements for tuition/paid fees. Classes do not have to relate directly to your current job.
- 6) Considering the recent redesign, the senate reviewed how professional development funding has changed, and where it can be improved.
- 7) DeCosta mentioned the importance of using professional development to enhance your skills in your current position.

Mentorship Program

- A) Prizhbilov described the goal of the program. She listed the contents of the welcome folder, we need to update the contents regularly.
 - 1) Add monthly newsletter to the folders
 - a) Consider using flash drive to easily update resources, instead of print copies.
 - b) Store documents in a google folder.
 - c) Pressley suggested adding the ARC survival kit.
 - 2) Encourage new classifieds to utilize the insider page for current resources.
- B) Carissa Thomas will be in charge of the mentorship program. Thomas will meet with Prizhbilov to gather the materials and an overview of the process.
 - 1) Volunteers: Nicole Moise and Viorica Petcan

Tips from Senior Senators

- A) Carrillo commitment through the highs and lows. Great outcomes from the work being done. When she started on the senate they were concerned about having a lasting senate. The growth over the years has been astonishing.
 - 1) It is important to reachout to constituents and encourage participation without a large commitment.
- B) Prizhbilov shared it's important to attend committee meetings as quest to gather more information. Don't over commit yourself, shared experiences as an incoming senate president.
 - 1) Promoted Classified Leadership Institute as a great way to network and grow professionally. Will review steps for application process when CLI is announced.
 - 2) Consider inviting the PD committee to a workshop on the do's and don'ts for how to apply.
- C) Grimstad shared it's important to keep a positive attitude. Hearing mostly complaints but we need to focus on the positive.
- D) Said most important to be committed and informed of what's going on on campus. Keep in mind student services and support. Encourage growth and support among classifieds, eliminate competition.
- E) Madigan shared the senate hasn't always been relevant. With new leadership, consider training for upcoming meetings.
 - 1) Report after division/staff meetings to share updates. Be a positive ambassador for staff to explain what's going on and ease concerns.



Proactively reach out to staff to share information, invite/attend meetings, make comments and get your voice heard.

- F. Johnson shared experience from years ago, it's important to use technological tools available to boost communication. Don't take on too much, be realistic of time commitments.

President and VPA check-in:

- A) President Thomas Greene and VPA Kuldeep Kaur joined the meeting
- 1) Ice breaker, what's your favorite barn animal?
 - a) Greene would be a barn owl because he doesn't sleep much (except during meetings) and he has a broader perspective looking out.
 - 2) Prizhbilov transitioned to words of wisdom for nominees in terms of committees, task groups, and teams. Try to be supportive with the new governance structure, while creating authentic spaces for the campus community to participate.
 - a) Refining a new structure over the years, establishing an environment where collaboration is authentic, comfortable serving. Leverage quality of relationships to make better decisions.
 - 3) Kaur welcomed the new faces on the senate and shared her appreciation for willingness to step up.
 - a) Forming teams and groups comprising of all unions to address funding sources to develop ideas and thoughts to this year.
 - b) Allocate funds at the committee level, identifying common professional development goals to manage funding more productively.
 - c) Greene mentioned a project team fall/spring to look holistically at professional development from the institutional level. Aiming to create advantages for success.
 - Said questioned how is the team addressing professional development
 - Kaur shared that professional development needs to support the redesign, open to conversation as we meet and brainstorm throughout the year.
 - Johnson expressed, transparency tames overwhelming feelings. More people know, encourages others.
 - 4) Greene expressed when we shine the light on the institution, people start asking questions. Faculty and Staff are encouraged to ask questions and spark conversations.



- a) Learning the significant impact of “Ask President Greene.”
Accepting ambiguity and the discomfort that comes with it. No good design can survive without implementation. Let’s work together.

Continued Discussion:

Appointments to Teams/Groups/Committees

A) Senate Work

1) CHPP

- a) Requesting funding for classified positions
- b) New online system, starting in spring 2019. EMP list provided next spring, simplified the process.

2) Elections

- a) Elections newsletter will be published next week. If needed, we will break ties at the October meeting.
- b) Celebration Luncheon will be on October 18th. We are requesting catering from the culinary arts department and have reserved the community rooms.

3) Tailgate for Football

- a) Hosting a tailgate for the ARC football game on October 13th.
Please pre-pay for food.

4) Recognition

- a) Interested on helping out with the Classified Professional of the Year and/or the Classified Spotlight
- b) Volunteers: Thomas, Grimstad, Bowman, Moise and Farlow.

5) Social and Events

- a) Reviewed events from last year. The winter luncheon will be December 14th this year. Requesting donations from management.
- b) Discussed possibilities for the luncheon and addressed issues from last year.

6) Professional Development Conference

- a) The conference will be held, Tuesday, April 16, 2019.
- b) An off campus event at the crown plaza.
- c) Key note speaker “Embracing Change”
- d) Send ideas to Bowman.
- e) Volunteers: Williams, Geisser, Thomas, and Moise.

7) Fundraising

- a) Pressley will possibly chair the fundraising committee.



- b) Aiming to boost fundraising this year to compensate for various expenses from last year.
 - c) Considering new ideas for fundraising.
 - d) Will vote on See's Candy fundraiser in October.
- 8) Student Scholarship
- a) The senate will continue to award \$250 for a scholarship. Creating an MOU for scholarship, need to vote for approval then revisit every 3-5 years.

Wrap Up Announcements

- 1) Talbott suggested a book/toy drive for the children's center
- 2) Williams suggested starting a "Penny Wars" competition between Faculty, Classifieds, Management, and Students.
- 3) Migrating to Windows 10 this fall and Office 365 next spring.
- 4) Discussed True Colors
- 5) Williams requested support for Veterans. Consider "adopting a veteran family" providing gifts for Christmas.

Adjournment 3:47pm

ARC Classified Senate Meetings

Wednesday, September 12, 2018 | 9:00am – 4:00pm | Community Rooms 1 & 2

Wednesday, October 10, 2018 | 11:30am – 1:00pm | ARC Boardroom

Wednesday, November 14, 2018 | 11:30am – 1:00pm | ARC Boardroom

Wednesday, December 12, 2018 | 11:30am – 1:00pm | ARC Boardroom

Wednesday, January 9, 2019 | 11:30am – 1:00pm | ARC Boardroom

Wednesday, February 13, 2019 | 11:30am – 1:00pm | ARC Boardroom

Wednesday, March 13, 2019 | 11:30am – 1:00pm | ARC Boardroom

Wednesday, April 10, 2019 | 11:30am – 1:00pm | ARC Boardroom

Wednesday, May 8, 2019 | 11:30am – 1:00pm | ARC Boardroom

Wednesday, June 12, 2019 | 11:30am – 1:00pm | ARC Boardroom

Board of Trustee Meetings

Wednesday, October 10, 2018 | @5:30pm | District Office Boardroom



CLASSIFIED SENATE

AMERICAN RIVER COLLEGE

Wednesday, November 7, 2018 | @5:30pm | Folsom Lake College

Wednesday, December 12, 2018 | @5:30pm | District Office Boardroom