



## **Classified Staff Development Committee**

**Agenda Items  
March 22, 2016  
11:00am-12:00pm  
SSC 110**

1. Call to Order
2. Reports
  - a. Treasurer's Report
  - b. Other sub-committees
3. New Business (action items)
  - a. Conference Attendance funding requests
  - b. Classified Employee Week activities
  - c. Professional Development Summit and Workgroup
  - d. Date of Classified Enrichment Day
4. Adjournment

**Next meeting:**

April 26, 2016



## Minutes for March 22, 2016

### **Treasurer's Report – Veronica Enriquez**

- \$356 in Foundation
- \$300 in Business Office
  
- \$1000 for AFT1521A
  - Where is it? When do we get it? C. Maddren/A. Stein/D. Valentino to meet with the President to figure it out
    - We need rules on how to use it
    - Will it be a line item? Use by June 30?
  - Money is specifically for 1521A for work shops and training
    - Are we allowed to use on food during workshops/trainings?
  - Two designees appointed to sign off on its use
    - J. Grude is appointee
    - C. Maddren will serve as place holder for now
  
- D. Kaye's Accounts
  - \$676 for Travel
  - \$125 for TTIP (IT Training)

### **Sub-Committees**

- Secretary needed
  - J. Grude volunteered to be secretary; the committee all agreed
  - D. Valentino to upload meeting minutes to website
- Quick reference guide for new employees needs updating
- Welcome Committee
  - C. Maddren will be a part of this and help revive Welcome Committee; already welcomes 1521A members
- Activities Group
- Bylaws
  - C. Duentes volunteered to be on board
  - Bylaws need updating?
    - Might need new language for appointees for new \$1000 AFT 1521A money



### Who does CSDC report to? IEC?

- Where do we fall into the shared governance structure?
- How do we get funding for these events?
  - Still need clarification from President
    - D. Kaye/A. Stein will meet with President and find out
- Will need a representative to bring CSDC items to next tier

### Conference Attendance Funding Requests

- Yefrem Kozin (IT Dept.) – \$125 requested for travel/hotel for Ignite 2016 Cyber Security Conference
  - Committee unanimously **approved** the \$125 from the remainder of D. Kaye’s TTIP account
- Dr. Bradley Smith (Piano Accompanist/Coach) – \$125 requested for Mentoring Program for Young Vocal Coaches
  - Committee unanimously **approved** the \$125 from either D. Kaye’s Travel Account or from the new \$1000 AFT pool, if available in time

### Classified Employee Week Activities (May 16 – 20)

- Coffee Break – Monday
  - J. Brooks to head this
  - Location?
    - C. Maddren to check on Fireside Room
    - New fac/staff lounge also a possibility
  - Time was discussed
    - Could depend on whether or not we can use the new AFT money or another funding source
    - Lunch was discussed as a possibility
- Campus Tour – Tuesday or Wednesday
  - Will need President’s approval
  - M & O could cart new people around campus
    - A. Stein to ask B. Everitt
  - Walking tour



- EAP Workshop – Tuesday or Wednesday
  - We should clump together with Tom Aduwo to make this process easier
  - V. Enriquez to speak to Tom Aduwo and find some good topics
    - How to identify and help people with mental illness was suggested
- BBQ Fundraiser – Thursday or Friday
  - J. Grude will coordinate obtaining supplies and seek volunteers to help
- Rock Climbing – Friday
  - V. Enriquez will ask Mike Atkin about this

### **Professional Development Summit and Workgroup**

- C. Maddren: Not much diversity in unions represented; we need to reach out to everyone else
  - One problem is Local 99 does not have email
- A. Stein to ask Tom Lopez to put her on the agenda to reach out to Local 99 and Buildings and Trades

### **Classified Enrichment Day**

- For all classified staff
- **Friday, July 22** is the tentative date