



Norco College Classified Senate Minutes

Date 4/2/18

Time: 11:30 a.m.

CSS 219

Senate Attendees: Ruth Leal (Vice President), Angel Lizardi (Secretary), Natalie Aceves (Senate Representative), Monica Huizar (Senate Representative), Patti Brusca (Representative-Accreditation S1), Nicole Brown (Representative-Accreditation S2), Leona Crawford (Representative-Accreditation S3/Past President), Patricia Gill (Representative-Accreditation S4), Chris Poole (Representative-ISPC), Bernice Delgado (Representative-Legacy), Justin Czerniak (Representative-Safety), Caitlin Welch (Representative-Grants), Andy Aldasoro (Representative-CSEA)

Senate Members Absent: Dan Lambros (Representative-BFPC), Lilia Garcia (Representative-SSPC), Lenny Riley (Representative-Technology), Trae Bell (Representative-CSEA)

Guests: College President Bryan Reece, Elaina McDonald, Ruth Jones, Crystal Slininger, Sylvia Livingston, Jennifer Krutsch, Desiree Wagner, Azadeh Iglesias, Cecilia Ramirez, Rochelle Cook

- I. Call to Order - The meeting was called to order at 11:35 am.
- II. New Business
 - a. Constitution & Bylaws – The Constitution & Bylaws have been reviewed by the Executive Leadership for accuracy. Main points were reviewed with the members, including the removal of appointment rights since an agreement with CSEA was not completed in 2014, and the reflection that the Classified Senate is a representative body for classified staff in the shared governance process. The C&Bs were sent to CSEA leadership for review due to an updated CSEA contract in 2016 and the Senate aims to ensure that there are not any areas of conflict that are within the purview of CSEA in the document. There was consensus of the members present of the Constitution & Bylaws as presented.
 - b. CRC Guiding Principles – Leona Crawford, as Past President of the Classified Representatives Council/Classified Senate, is gathering the documentation from the CRC into one document, CRC Guiding Principles, to ensure the Senate is abiding by the prior CRC principles that are the basis for the Senate. She will present them at the meeting in May.
 - c. Committee Membership – As stated in the Constitution & Bylaws and by the practice of the CRC, all committee representatives are appointed with no end-date and hold the position by committee membership (chair or another selected member). The list of committees was established by the CRC and the representatives as appointed were introduced. The goal is to bring forth communication and stronger voice through shared governance. The best way to do that is through committees. All representatives are on the agenda.
 - d. Secretary Appointment – Vacant position needs to be filled. Angel Lizardi was nominated.
 - i. Ruth Leal motioned/Leona Crawford Seconded. Unanimously approved.
 - e. Elections Timeline – Per the C&Bs, VP Leal will create a Nomination & Elections Committee in conference with CSEA as to the membership. The members do not need to be voting members of the Senate. VP Leal shared the proposed timeline with the elections to take place after the institutional reorganization to give the committee an opportunity to evaluate the offices and vacancies. It may need to change with another proposed division and to give staff moving an

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opportunity to settle before considering running for an office. The committee will present a final timeline and proposed changes to the Constitution & Bylaws to reflect changes to the institution.

- i. Proposed tentative dates: Notice of elections May 28. Nomination period begins July 9th ending July 25th. It is open to all classified staff members. Voting begins August 6th ending August 21st. Election results to be ratified at the September 10th meeting.
- f. Institutional Reorganization – College President Bryan Reece attended and stated that he felt the Classified Senate is a good idea. He mentioned that there are a series of meetings discussing the institutional reorganization and he wants to integrate the Senate into the meeting calendar. The Senate discussed the importance of having conversations to make sure we represent our constituents and that it can be challenging if we do not know how other staff are feeling. The Senate agreed to add another meeting in order to meet the requested deadline to bring forth a recommendation to ISPC on May 16th. It was determined that an All-staff forum was needed for staff to freely discuss opinions and have it facilitated through the Classified Senate. It is important to be open to all staff and helpful for the Senate to make sure what the concerns of the whole are in order for the vote to be on behalf of the staff. Natalie Aceves encouraged everyone to attend IR meetings to hear other people’s concerns as well as opportunities to ask questions. The next IR meeting is tomorrow in the Little Theater. VP Leal mentioned plans to hold a Meet & Greet during spring break to introduce staff to the Senate. Consensus by the members present was to hold off the Meet & Greet and hold All-staff Forums instead to facilitate a staff proposal to the institutional reorganization. Discussion about a staff survey as part of the process to answer questions such as:
 - “What should be part of the reorg?”
 - Access, success, equity?
 - Positions needed by the institution?

Discussion about moving to performance based funding and the need to bring other ideas to the table. We need to propose changes rather than wait for the suggestions presented. The goal of the reorg was discussed and if the aim was to take what we have or add. We need to identify the holes and create a strategic approach to hiring. This is an opportunity for both sides of the table to dialogue. It was noted that there is not a lot of communication between functions at the college. This is an opportunity to communicate. It is important to note the difference between aspiration and implementation. There needs to be solid reasoning/justification and data for the proposal. Reorg discussion will continue at Senate forums and the upcoming meetings.

III. Old Business

- a. Senate Logo – In fall 2013, Monica Esparza created a few draft Senate Logos. Ruth Jones volunteered to connect with Monica and anyone else who would like to volunteer to collaborate on the logo.

IV. Committee Reports

- a. Accreditation S1 – Patti Brusca – Committee is working on the first draft Gap Analysis due April 6th.
- b. Accreditation S2 – Nicole Brown – Committee placed the Gap Analysis draft on the shared drive.
- c. Accreditation S3 – Leona Crawford – Committee analyzed 9 out of 14. Noted there were changes at ISPC on the prioritization process. The information is needed and not memorialized anywhere.
- d. Accreditation S4 – Patricia Gill – Committee added a few staff and a student to the group. They divvied up different areas and are working on implementing/gathering evidence.
- e. ISPC – Chris Poole – No report.
- f. SSPC – Lilia Garcia
- g. BFPC – Dan Lambros
- h. Legacy – Bernice Delgado – First year as tri-chair. The committee held student panels in the fall. Two more events will be held in spring. There will be a nor-all soon for the April 19th event. In

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May, a concert to benefit the food pantry. And they will be proposing to ISPC to change the name to the Diversity Committee.

- i. Safety – Justin Czerniak – Granted CERT program from FEMA and State. Safety posters being printed and will be installed in classrooms/open spaces. Active Shooter Training on April 10th (two sessions, CSS 219, 8am-12pm & 1pm-4pm) and First Aid & CPR Training on April 11th from 8:30am – 2:30pm. Email Justin to RSVP. Campus-wide evacuation drill on May 17th. Looking for a new time frame. Students will not be aware.
 - j. Grants – Caitlin Welch – Last meeting in February where they approved the flowchart for grant proposals. Caitlin explained the grant proposal process.
 - k. Technology – Lenny Riley
- V. CSEA Report – Andy Aldasoro/Trae Bell – Receiving many questions on the reorg. It is still a draft and we have to make sure that opinions are heard. If changed and implemented, ensure it is the right way. College can do a reorg. No job descriptions are being changed. We need to give feedback through this committee for staff. We have the pulse of the campus.
- VI. Open Forum – The need for a doodle poll to determine the best date/time for the regular monthly meetings. Angel will coordinate with Lenny to get one sent out to the members.
- VII. Adjournment – Patricia Gill motioned/Bernice Delgado seconded. Adjourned at 12:34pm.

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