



## Norco College Classified Senate Minutes

Date 6/11/18  
Time: 1:00 p.m.  
CSS 217

Senate Attendees: Ruth Leal (Vice President), Natalie Aceves (Senate Representative), Leona Crawford (Representative-Accreditation S3/Past President), Patricia Gill (Representative-Accreditation S4), Caitlin Welch (Representative-Grants), Lenny Riley (Representative-Technology), Dan Lambros (Representative-BFPC), Lilia Garcia (Representative-SSPC), Justin Czerniak (Representative-Safety),

Senate Members Absent: Angel Lizardi (Secretary), Nicole Brown (Representative-Accreditation S2), Chris Poole (Representative-ISPC), Monica Huizar (Senate Representative), Patti Brusca (Representative-Accreditation S1), Bernice Delgado (Representative-Legacy), Andy Aldasoro (Representative-CSEA), Trae Bell (Representative-CSEA),

Guests: Monica Green, Sydney Minter, Azadeh Iglesias, Desiree Wagner, Jen Krutsch, Crystal Slininger, Derek Sy, Ruth Jones-Santos, Arezoo Marashi, Rosario Jimenez, Cecilia Ramirez, Vanessa Acosta, Janelle Brekke, Marianne Stefanous

- I. Call to Order - The special meeting was called to order at 1:05 pm.
- II. Approval of the 5.16.18 Minutes as presented.
  - a. Leona Crawford motioned/Patricia Gill seconded. 1 abstention. Approved.
- III. New Business
  - a. Staffing Plan - As discussed in the previous meeting, the Classified Senate will take all of the good work done by classified staff from the Institutional Reorganization and create a Staffing Plan. It was discussed that it should be a five-year plan that will be updated annually by the Senate. It should also include a vision for each program with a long term outlook. The members discussed the need to include funding and felt it is important to identify the type of grant for positions including all grants/categorical with data to support the need. Senate Representative Caitlin Welch will be working with Senate Leadership on the plan. Volunteers were invited to email Caitlin or Ruth Leal if they would like to participate in the draft plan. The goal is to have it ready for fall to submit to ISPC for discussion and possible implementation in the college's strategic plan.
  - b. Space Planning – The college is planning for space moves to align with the Institutional Reorganization. It was brought to the attention of Senate Leadership and it was requested that the information be shared to get any ideas for improvements to the plan. The list of potential space moves were reviewed and discussed criteria for suggestions to revise. All potential impacted staff was invited to a meeting following the Senate meeting to discuss ideas which would be forwarded by Senate Representative Leona Crawford to CSEA VP Andy Aldasoro to share at upcoming Space Planning meetings.
  - c. Summer Social – It was discussed that the Senate should have a summer social to invite all classified staff to meet and greet with Senate members, learn about the Senate, and build camaraderie amongst classified staff. The event will be Summer Fun with ice cream and so forth at the end of July/early August. Members Natalie Aceves and Patricia Gill stepped up to volunteer to coordinate the event.

### STATEMENT OF PURPOSE

The Norco College Classified Senate acts as a collective voice that provides recommendations in the college's strategic planning process and actively contributes to the growth and success of the college's mission.

IV. Old Business

- a. Classified Employee of the Year – As previously discussed, the Senate would like to implement awarding a classified staff member the recognition of Classified Employee of the Year. In researching other Senates, many colleges recognize a classified staff member annually and this person speaks at commencement, including staff as a valuable part of the team in commencement ceremonies. Leona Crawford volunteered to work on this with Cyndi Gunderson who mentioned at a previous meeting that she had experience with this award at her former college.
- b. Senate Logo – Ruth Jones has not had an opportunity to work with Monica Esparza on a Senate logo. It was discussed to table it for now.

V. Committee Reports

- a. Accreditation S1 – Patti Brusca
- b. Accreditation S2 – Nicole Brown
- c. Accreditation S3 – Leona Crawford – Attended accreditation training and felt it was a good representation from RCCD. It was impressed upon the attendees that if the district does not meet the standards then the college will be held accountable. It was a revamped ACCJC and the training was good.
- d. Accreditation S4 – Patricia Gill – Committee turned in the GAP Analysis and is currently working on the drafty draft.
- e. ISPC – Chris Poole
- f. SSPC – Lilia Garcia – Plans for the VRC were shared with the council and it will be done in phases. There is a new system for program review and SSPC has ranked their priorities.
- g. BFPC – Dan Lambros – District is upgrading the network at the college with access points. ATEC and IT will get outdoor wifi. Work has begun on it. Phase I will take several months to complete. The marquee sign is approved. Construction will begin soon. Sign shipped and should be here in 8-10 weeks.
- h. Legacy – Bernice Delgado
- i. Safety – Justin Czerniak – There is no Safety Committee meeting next week. With salary savings of \$70,000 items have been purchased including 20 AED units and emergency preparedness items. A FEMA Grant was submitted for \$150,000 for safety target hardening items. First Aid/CPR training on Thursday. There will be an Emergency Preparedness Fair in the fall.
- j. Grants – Caitlin Welch – The committee approved a handful of action items including for the VRC and Vets housing, STEM, and the FEMA Grant.
- k. Technology – Lenny Riley – The board approved the upgrade to 25 Live. The vendor will manage the server, not the district. Web requests tripled due to accreditation.

VI. CSEA Report – Andy/Aldasoro/Trae Bell

VII. Open Forum

VIII. Adjournment – Justin Czerniak motioned/Caitlin Welch seconded. Adjourned at 2:00 pm.

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