



## Norco College Classified Senate Minutes

Date 7/24/18

Retreat

STEM 125

Senate Attendees: Ruth Leal (Vice President), Leona Crawford (Representative-Accreditation S3/Past President), Patricia Gill (Representative-Accreditation S4), Caitlin Welch (Representative-Grants), Lenny Riley (Representative-Technology), Chris Poole (Representative-ISPC), Patti Brusca (Representative-Accreditation S1), Bernice Delgado (Representative-Legacy), Andy Aldasoro (Representative-CSEA),

Senate Members Absent: Natalie Aceves (Senate Representative) Nicole Brown (Representative-Accreditation S2), Monica Huizar (Senate Representative), Trae Bell (Representative-CSEA), Dan Lambros (Representative-BFPC), Justin Czerniak (Representative-Safety), Lilia Garcia (Representative-SSPC), Angel Lizardi (Secretary),

Guests: Daren Koch, Arezoo Marashi

- I. Call to Order - The meeting was called to order at 8:30 am.
- II. Classified Senate Mission Statement
  - a. The Senate reviewed the current mission statement and looked at other classified senate mission statements. After discussion, it was decided to revise the mission statement as follows:
    - i. The Norco College Classified Senate is the collective voice of classified professionals that provides recommendations in the college's strategic planning process and actively contributes to the integrity, growth, and success of the college.
    - ii. Bernice Delgado motioned/Patti Brusca seconded. Approved.
- III. NC CRC Guiding Principles
  - a. The Guiding Principles was reviewed and thoroughly discussed. The areas of mission, purpose, role, goals of the NC Classified Representatives Council and its Classified Representatives Council membership, goals, shared governance and joint responsibilities with CSEA. Key areas are to prevent a "puppet" senate and address low staff participation at college-wide meetings aka COTW, passive participation from classified representatives on college committees to an informed representative body, and closing the communication loop as stated in Accreditation. It was decided that the Senate should vote to reaffirm the guiding principles of the NC CRC.
  - b. Leona Crawford motioned/Patti Brusca seconded. Approved.
  - c. With the change in terminology from classified staff to classified professionals and the discussion about Senate membership that was brought forward by Member Bernice Delgado, it was decided that the Norco College Classified Senate is open to all classified professionals through committee representation. After discussion, it was decided that the definition be added to the Senate's Constitution & Bylaws Article III. The term classified professional is as follows:
    - i. A classified professional is a Norco College classified staff employee as recognized/referenced in the CSEA Chapter #535 Collective Bargaining Agreement Article 1A, pages 3-9.

### 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.

- ii. The Norco College Classified Senate membership consists of classified professionals as defined excluding management, supervisory, and confidential positions, substitutes, short-term employees, consultants, professional experts, independent contractors and all other positions not designated in CBA Article 1A, pages 3-9.
    - iii. Patti Brusca motioned/Caitlin Welch seconded. Approved.
  - d. The members discussed adding language to Article V, Section 1 of the Constitution & Bylaws in regards to the regular meetings being open to the public and that all members of the college community can attend and bring forth issues/ideas for the Senate to consider. This allows for full participation of all college employees. The wording for the article was decided to read as follows:
    - i. Regular meetings are open to the public and all members of the college community are welcome to attend.
    - ii. Patricia Gill motioned/Bernice Delgado seconded. Approved.
  - e. The Guiding Principles outlines membership of the representatives of the college committees and calls for the membership to be modified accordingly as new committees arise at Norco College. The core of the CRC and Classified Senate is through committee representation. Therefore the Senate discussed additions to the committees represented on the Senate. It was noted that there is a new committee that needs to be added: the Marketing Committee. The members discussed adding representatives from key district committees/workgroups that affect classified professionals. It was decided to add the Completion Initiative/Guided Pathways workgroup to the Senate since this will largely impact the institution and the classified body. The District Budget Advisory Committee was also determined to bring a representative to the Senate. Discussion about workgroups providing reports to the Senate as needed and voting members to report out if they represent any of the following workgroups if any new items issues arise (MMAP, Summer Advantage, Foster Youth Advisory Council, Integrated Plan). Also, classified professionals may provide reports as needed from Academic Senate committees if issues that affect classified professionals are discussed. The District Enrollment Management Committee does not have classified staff representation and this issue was referred to CSEA. Discussion took place about the lack of tie-in that at-large representatives have to shared governance and that is mainly how the Senate participates in the college. It was decided to add to the Senate representatives from the Marketing, Completion Initiative, and DBAC and to remove at-large representatives.
    - i. Bernice Delgado motioned/Patti Brusca seconded. Approved.

#### IV. Conflict of Interest Policy

- a. The Senate discussed the need for a conflict of interest policy. To ensure that there are protections for classified representatives and avoid retribution when items discussed have a direct impact on employer/employee relations and to prevent puppet representatives, it was decided to work on a conflict of interest policy for Senate representatives.
- b. A draft was worked on by the members with discussion on the definition, recusal, professional expert, and specific language on the policy. See policy for details.
- c. Caitlin Welch motioned/Patti Brusca seconded. Approved.

#### V. Shared Governance Principles

- a. The Senate discussed the principles for shared governance. First and foremost that classified staff need to be represented on each committee/workgroup/task force/advisory groups/etc.
  - i. There needs to be Tri-Chairs for all committees and that the Staff Tri-Chair will be elected by classified staff on the committee. Classified staff are appointed by CSEA and

#### 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.

can be rotated/reappointed without term limits. Encourage staff leadership: staff and faculty Tri-Chairs should take turns running the meetings.

- ii. No meetings during finals week, the first week of the semester or the week before the semester begins. Meetings and employee events being held during college hour when departments are open/classified staff unable to attend. Consider closing or holding college-wide meetings/employee events on Friday afternoons.
  - iii. No duplication of representatives on planning councils. This should apply to faculty, administrators, and classified professionals. Ensure one vote is not duplicated across the councils.
  - iv. Committee participation is voluntary and should be initiated by staff. Managers should provide support but it is not part of any classified staff job duties. If a classified professional is interested in being a representative on a committee, the staff person should contact CSEA.
  - v. Equity makeup of committees. Committees should be comprised of equitable amounts of classified staff, excluding Academic Senate committees, so that the classified staff voice is not minimized.
  - vi. Recognize the challenges for classified staff to participate on committees:
    1. Part-time
    2. New and/or probationary
    3. Evening or alternate schedules
    4. Participation in other areas such as workgroups, department projects, external projects for the college (consortiums, district, accreditation, regional, hiring committees)
    5. Workload
    6. Face to face contact with students
- VI. Staffing Plan – Caitlin Welch and Arezoo Marashi presented the purpose, goal, and outline for the Staffing Plan. They are gathering a subcommittee to work on the plan with classified professionals on the first draft. They plan to encourage the departments to work on their initial draft as a group and then the second draft with their managers. The plan will be taken to ISPC for full shared governance discussion and the goal is to have an institution-wide discussion and institutionalized staffing plan as part of the college's strategic plan.
- VII. Meeting/Event Calendar
- a. It was discussed and decided to have two retreats per year that would allow for more business to take place than during regular meetings and provide more time for discussion. The all-day retreats would take place once in the summer and once in the winter.
  - b. Meetings – the doodle calendar was conflicted and the members looked at the college's meeting calendar. More discussion needs to take place about a permanent meeting date/time.
  - c. Socials – Patricia Gill reported on the plan for a Summer Social with ice cream. The members discussed having two social gatherings per year to share with classified professionals what the Classified Senate does, learn about the representation, and how classified professionals can get involved in a non-meeting, more laid-back environment. The dates were set for the socials.
    - i. August 8, 2018 (second Wednesday in August) for the Summer Social. It will be an ice cream social at 1pm in CSS Upper Lounge. Patricia will email all Classified Senate members asking them to sign up to bring an item.
    - ii. January 9, 2019 (second Wednesday in January) for the Winter Social. It will be a coffee/hot chocolate and cookies social.

## 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.

VIII. Action Calendar

- a. It was discussed that the Senate representatives need to actively bring forth and take back to their committees, issues on behalf of classified professionals. It is key to the communication/action loop and the reason the Senate is set up as representatives. Discussion about all Senate representatives taking an information item to each of their committees about what the Senate does or represents. It was discussed that a script will be drafted so that each representative can share the same information.

IX. Classified Professional of the Year

- a. This item was brought forth from a previous meeting and is one of the key areas to spotlight the work of classified staff. In addition, the Senate needs to have regular classified professional spotlights to highlight the work staff are doing that affect our college. The Senate needs to gather committee members outside of the Senate to work together on this. More work needs to be done on this and brought forward at a regular meeting.

X. Adjournment – Leona Crawford motioned/Patricia Gill seconded. Adjourned at 4:00 pm.

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.