



Norco College Classified Senate Minutes

Date 8/14/18
Time: 1:00 p.m.
CSS 217

Senate Attendees: Ruth Leal (Vice President), Angel Lizardi (Secretary), Leona Crawford (Representative-Accreditation S3/Past President), Lenny Riley (Representative-Technology), Chris Poole (Representative-ISPC), Patti Brusca (Representative-Accreditation S1), Bernice Delgado (Representative-Legacy), Cyndi Gunderson for Andy Aldasoro (Representative-CSEA), Justin Czerniak (Representative-Safety)

Senate Members Absent: Nicole Brown (Representative-Accreditation S2), Trae Bell (Representative-CSEA), Dan Lambros (Representative-BFPC), Lilia Garcia (Representative-SSPC), Caitlin Welch (Representative-Grants), Patricia Gill (Representative-Accreditation S4),

Guests: Jeff Buch, Sabrina Sepulveda, Sydney Minter, Arezoo Marashi

- I. Call to Order - The meeting was called to order at 1:00 pm.
- II. Approval of the 7.9.18 and 7.24.18 Minutes
 - a. Approval of the 7.9.18 Minutes. Bernice Delgado motioned/Chris Poole seconded. Approved. Two abstentions.
 - b. Approval of the 7.24.18 Minutes. The minutes are part of the Retreat Report and will be discussed more in depth. It was stated that the minutes are posted on the Classified Senate's website: www.ncclassifiedsenate.wordpress.com. It was discussed the possibility of adding the Senate's website link to the staff page of Norco College's website. The website was showed to the audience, contents of each page, and how to contact the Senate. The Classified Senate is not a college committee and is not governed by the college. It is a professional employee organization that is a governing group in itself. Chris Pool motioned/Angel Lizardi seconded. Approved. Three abstentions.
- III. New Business
 - a. Norco College Draft Vision 2030 – The Senate discussed the need for a full in-depth discussion pertaining to Norco College's Mission statement and the vision for the college. The Senate does not want to play catch up with the college. The Senate discussed the need to determine how the Senate and classified professionals will participate in the process. The topic can be fully vetted along with the vision at the upcoming Senate Forum. The date is scheduled for September 24th. All classified professionals will be invited to participate.
 - b. Senate Retreat Report – The Senate discussed what representation the classified staff's role in shared governance can be. The membership was discussed and affirmed as classified professionals with a clear definition. The members discussed adding other constituency groups categorized by RCCD in terms of positions not people. The Senate recognized the classified handbook which states that classified employees of the district, except confidential and management employees have the right to join organizations of their choice. This information is also on the Senate's website. The mission statement was reviewed and revised. The Senate affirmed the NC Classified Representatives Council Guiding Principles as the founding basis for

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the Classified Senate. In reviewing the document, the Senate voted to add Representatives from selected district committees/workgroups that affect classified professionals and remove at-large Representatives that are not aligned with college governance. The members worked on a Conflict of Interest Policy which includes how to recuse yourself. The Senate discussed principles for shared governance and created the Shared Governance Principles. The draft document will be brought forward to the next meeting. At the Retreat, the basis for the principles were worked through such as need tri-chairs for all committees and workgroup, if shared governance is college-wide then meeting times should reflect when all can participate including classified staff, better participation if the same members were not on all councils, and it is not a job requirement for classified staff to participate in committees.

- c. Code of Ethics – The Senate discussed the need to make sure the policy aligns with the Conflict of Interest Policy passed at the Retreat. The draft policy was provided to members and they were encouraged to suggest changes to improve the draft so that the Senate will have a Code of Ethics Policy. The draft will be emailed out to the members for suggested revisions and brought back to the next meeting.

IV. Old Business

- a. Norco College Draft Mission Statements – Members reviewed the draft mission statements created by a subcommittee of ISPC. Members asked if the draft were the most up-to-date draft statements. VP Leal stated that she had not been notified that they had changed but that there is still the possibility for change. A survey was suggested at the last meeting. It was suggested that the Senate place the four mission statements in a survey, get feedback, and present it to ISPC. Members suggested that certificates and degrees and career and technical education on the last mission statement be switched. It was discussed that this topic should definitely be a subject of the upcoming forum in order to get more staff input on it before the Senate makes a decision and recommendation to ISPC. It was suggested to try to clarify some terms. The forum should be more like a workshop and get the input needed on the drafts.
- b. Senate Sub-Committees Update – The Election and C/B’s Committee did not get a good turnout and is still looking to add members but has done some work. More to come. The Staffing Plan Committee has been working on updating the information gathered from the reorganization to reflect positions that have been hired. The members are incorporating the new goals and objectives to tie it in with the College’s Strategic Plan. They are looking at department needs within the next five years so that staff can report it. Included in the plan will be an area on budget, students served, and data. It was discussed that faculty have been working on their staffing plans based on guiding pathways model and suggested classified staff look at it to perhaps align as well. The Social Committee reported that the Summer Social featuring ice cream held on August 8th had a great turnout. It was an opportunity for staff to network, ask questions about the Senate, and team-build. All the Senate members who participated and donated ice cream and items were thanked. The Winter Social is set for January 9th and it will be coffee, hot cocoa, and cookies. Bernice Delgado is the chair for the Social Committee.

V. Committee Reports

- a. Accreditation S1 – Patti Brusca – No Report
- b. Accreditation S2 – Nicole Brown
- c. Accreditation S3 – Leona Crawford – No Report.
- d. Accreditation S4 – Patricia Gill
- e. ISPC – Chris Poole – No Report.
- f. SSPC – Lilia Garcia
- g. BFPC – Dan Lambros

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- h. Diversity – Bernice Delgado – Reminder that Legacy changed its name to Diversity, Equity, and Inclusion.
 - i. Safety – Justin Czerniak - AED's are across campus. Safety will be attending Welcome day. Emergency Fair on September 16th, location: palm pathway. Flex event: Synthetic Shooter Training. Disaster worker service training. Location is CSS 217 and spaces still available if anyone is interested.
 - j. Grants – Caitlin Welch
 - k. Technology – Lenny Riley – No Report.
- VI. CSEA Report – Andy Aldasoro/Trae Bell – Members attended the CSEA Conference. It was proposed to tax commercial properties but it was decided against moving forward with the proposal.
- VII. Open Forum – Meeting Time: Consider not having them on Mondays. Classified staff approached several Senate members about Mondays not providing an opportunity to attend/participate due to alternate shifts. Many part-time employees do not work on Fridays so that day is not feasible either. It was decided that another doodle with more flexible times would be sent out but it was decided that the Senate needs a set time for regular meetings. Members were encouraged to share any specific dates and times that are not possible, keeping in mind we cannot do Mondays/Fridays. It was decided that Wednesdays may be the best so as not to interfere with college hour on Tuesdays/Thursdays in order for staff who provide support to the events as well as student engagement with staff. The doodle poll will be for Wednesdays at different times and different Wednesdays of the month. Majority will decide.
- VIII. Adjournment to Closed Session
- a. Senate Representative on Hiring Committees– discussed and names recommended to submit to CSEA for consideration and potential appointment. Patti Brusca motioned/Justin Czerniak seconded. Approved. Adjourned at 2:16 pm.

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