

NORCO COLLEGE

Norco College Classified Senate Minutes

Date 9/12/18
Time: 1:00 p.m.
IT 218

Senate Attendees: Ruth Leal (Marketing/Vice President), Angel Lizardi (Secretary), Leona Crawford (Accreditation S3/Past President), Daren Koch (Technology), Chris Poole (ISPC), Cyndi Gunderson for Trae Bell (CSEA), Justin Czerniak (Representative-Safety), Nicole Brown (Accreditation S2), Andy Aldasoro (CSEA), Caitlin Welch (Grants), Lilia Garcia (SSPC),

Senate Members Absent: Patricia Gill (Accreditation S4), Patti Brusca (Accreditation S1), Bernice Delgado (Diversity), Dan Lambros (BFPC)

Guests: Cecilia Ramirez, Shazna Uduman, Arezoo Marashi

- I. Call to Order - The meeting was called to order at 1:00 pm.
- II. Approval of the 9.12.18 Minutes
 - a. Nicole Brown motioned/Andy Aldasoro seconded. Approved. Two abstentions.
- III. New Business
 - a. Senate Forum – The Senate discussed the topics for discussion at the forum on September 24th. The invitation has been sent out to all classified professionals. It will be sent again with the documents needed to participate in the discussion of the draft college mission statement provided by ISPC, President Reece’s Big Us Plan, and the strategic direction for Norco College.
 - b. Senate 2018-2019 Calendar - The Senate reviewed the calendar dates for regular meetings, social events, retreats, and leadership workshops for the Senate. The regular meetings were based on the doodle poll sent out to the Classified Senate voting members, who at the previous meeting selected Wednesdays as the best meeting date, and the results showed that the second Wednesday of each month at 1pm would best suit the members. The calendar dates will be posted on the Senate website at www.ncclassifiedsenate.wordpress.com for the public to view the dates. Nicole Brown motioned/Caitlin Welch seconded. Approved.
 - c. Shared Governance Principles – The Senate reviewed the document section by section and discussed that this document has been thoroughly discussed in several meetings. It was noted that it is a living document and the Senate would continue to update it on its stance for the principles of shared governance. The document will be posted on the Senate website. Chris Poole motioned/Nicole Brown seconded. Approved.
 - d. Committee Participation – The Senate discussed the document which outlines classified professionals’ participation on college committees. It was noted that the document had many errors including listing the Classified Senate as a college committee. It is a professional classified employee organization and should not be counted against staff for participating. The same for CSEA as it was also counted in the committee counts for staff. Members noted that many workgroups and/or committees are associated with the work that they do and do not see the possibility of only serving on two. Members also brought up the concern that if staff are removed

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from committees that it will be very difficult to replace them. The list provided of staff that are not on committees included staff that are new and on probation, part-time, work evening, or are district employees. The list needs to be corrected. The Senate would like to increase classified staff participation in shared governance but feels there can be a better process. The Senate is creating subcommittees which will provide more opportunities for staff to participate. Another way might be to add additional committees that would be more fun, such as a College Events Committee or other ideas. The Senate will continue this discussion at the next meeting.

- e. NSF Director Meeting Report – The Senate was invited to a meeting on August 31st to discuss the reorganization and the NSF Director/Dean of Grants. VP Leal attended on behalf of the Senate and participated in the discussion about the process of adding a position out of process during the summer. The position was not listed on the reorganization chart that was approved by the college. The position went out for recruitment already and there was concern that this was not done transparently. Included in the meeting were representatives from CSEA, CTA, Academic Senate and the Executive Council. It was shared with the group that the reclassified Dean of Grants position is going to be funded from a combination of grant funds (STEM, CREST, Etc.); grant indirects (mostly from NSF); and about 20% GF. The interim NSF Director would be funded from the NSF grant. The outcome was a need for a clear written process that includes summer and winter when representatives are available and on campus to be included for these decision-making processes. Information about the interim NSF director position was provided by Colleen Molko and shared with the Senate.

IV. Old Business

- a. Code of Ethics – The Senate reviewed the draft code of ethics previously presented to the Senate members. It was also sent out for review and input. The members felt it was a good policy. It will be posted on the Senate’s website. Daren Koch motioned/Chris Poole seconded. Approved.
- b. Senate Sub-Committees Update –
 - i. The Election Committee has only one member and several staff have turned down the invitation to join the committee. Chair Leal is still looking for members. It is vital we have a committee in order for elections to take place.
 - ii. The Strategic Planning Committee (*previously the Staffing Plan Committee*) is working on draft email to send out to classified professionals to begin to gather information for the plan. They will send it to the Senate members for input before sending it out.
 - iii. The Social Activities Committee provided a report that the rooms are booked for the Winter Social and Classified Professional of the Year. Info about the Senate Holiday Luncheon will be provided at the next meeting.
 - iv. The Workplace Environment Committee chaired by Chris Poole provided a handout Performance Evaluations: Best Practices. The committee will be coordinating the development of a Workplace Environment Guiding Principles, best practices, etc. to build a family workplace culture. This is in alignment with the Big Us Plan.
 - v. The Staff Professional Development Committee is being chaired by Daren Koch. The committee will coordinate the professional development for classified professionals. Daren will connect with the Technology Committee on technology trainings. Ruth Leal will still be the Staff Development Day Coordinator.
 - vi. The Community Service Committee will be chaired by Angel Lizardi. This committee will coordinate community service projects locally, in the region, and globally that provides opportunities for classified professionals to participate in. Members discussed

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suggestions such as Breast Cancer Walk, 5K in Norco, food drive for the Food Pantry, etc.

- vii. Classified Professional of the Year needs a Senate Representative to chair the committee. This committee coordinates the applications and selection of the Classified Professional of the year as well as future scholarships for classified professionals. More info to come.
- viii. Shared Governance Committee is chaired by Leona Crawford. This committee coordinates the recommendations of classified professionals in college committees and groups, representative responsibilities policy, development of leadership training process and pathway of classified leaders, shared governance principles, and other processes.
- ix. Senate Development Committee is chaired by Patricia Gill. She coordinates the retreats, leadership training, conferences, etc. for the Senate. Other members were encouraged to assist her.

V. Committee Reports

- a. Accreditation S1 – Patti Brusca
- b. Accreditation S2 – Nicole Brown
- c. Accreditation S3 – Leona Crawford
- d. Accreditation S4 – Patricia Gill
- e. ISPC – Chris Poole
- f. SSPC – Lilia Garcia
- g. BFPC – Dan Lambros
- h. Diversity – Bernice Delgado
- i. Safety – Justin Czerniak
- j. Grants – Caitlin Welch
- k. Technology – Daren Koch

VI. CSEA Report – Andy Aldasoro/Trae Bell

VII. Open Forum

VIII. Adjournment to Closed Session – waived due to lack of quorum. Members Crawford, Garcia, Czerniak and Brown needed to leave. Items will be discussed at a continued meeting to be scheduled.

IX. Adjourned at 2:10pm

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