

# NORCO COLLEGE

## Norco College Classified Senate Minutes

Date 10/10/18

Time: 1:00 p.m.

IT 218

Senate Attendees: Ruth Leal (Marketing/Chair), Leona Crawford (Accreditation S3), Daren Koch (Technology), Chris Poole (ISPC/Secretary), Cyndi Gundersen for Trae Bell (CSEA), Pam Kollar (Completion Initiative), Misty Griffin (DBAC), Bernice Delgado (Diversity), Patti Brusca (Accreditation S1), Andy Aldasoro (CSEA), Caitlin Welch (Grants), Lilia Garcia (SSPC),

Senate Members Absent: Patricia Gill (Accreditation S4)

Guests: Arezoo Marashi, Patty Sanchez, Desiree Wagner, Brandon Owashi, Katie Owashi, Azadeh Iglesias, Peggy Campo

- I. Call to Order - The meeting was called to order at 1:00 pm.
- II. Approval of the 10.10.18 Minutes
  - a. Leona Crawford motioned/Daren Koch seconded. Revision to add under item E that the discussion included that the VP of Strategic Development would be responsible for fundraising and if not what are the actual duties of the Dean of Grants in regards to fundraising. Approved. Two abstentions.
- III. Senate Business
  - a. Photonics Education & Research Laboratory – Academic Senate President Peggy Campo provided an overview of the timeline, constituent groups, and topic content of the photonics project. It is a joint project between the Navy, four-year institutions, private partnerships, and the college. The project has grown since the idea began as a discussion. The proposal includes a new STEM Center building with offices and labs whose exact location is still in discussion. Possibly, it may be half on Navy property and half on Norco College property, with an entrance for the Navy on the Navy side that will include a road with additional parking. The goal is to create the longest laser tube in the US to provide military, educational research, and private partnerships. It will be military funding from Congressman Calvert's office. It will require a bachelor's and graduate degree pathways from other universities. A DSPC meeting was called to discuss the project before allowing the college to move forward. At this time a feasibility study has been requested to be presented to the Board of Trustees. President Campo is concerned about process being asked to approve something that the Academic Senate hasn't even approved yet. The feasibility study is low scale but enough to inform the BOT. The Senate extended an invitation to President Campo and the Academic Senate to update the Senate on this project in the future. The NC Classified Senate supports our students and faculty as they consider potential programs to benefit students.
  - b. Senate Forum Report - The mission drafts submitted by ISPC were reviewed. Staff liked parts of each draft but not any one draft in particular as a whole. The group participated in a mission draft activity to identify who we are, who we serve, what we do, where do we serve, and what do we want our impact to be. A revised draft was worked on that included words from the drafts and from the group activity. A lot of discussion centered on training versus professional

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development for staff. There is a difference and a need for both. The staff identified several key areas that would help improve upward mobility for staff:

- i. Employee Mentor Program
- ii. Job Skills Training Program with Certificates of Completion
- iii. Internship Program
- iv. Fair and Equitable Hiring Process
- v. Differential Process Policy
- vi. Leadership Institute
- vii. Flexible Schedule for School/Education

Staff discussed the difficulty in advancing from classified to management when the staff person does not currently or previously hold a management position. These ideas would encourage staff to continue their education, advance their skills, and gain leadership opportunities. The Senate shared these ideas at the Leadership Retreat. Discussion about workplace environment and what makes a good workplace environment. The staff reviewed a few articles that shared out of the box ideas including positive reinforcement and providing support, abstaining from micromanagement, investing in employees, celebrating achievements and milestones such as graduation/end of year. All staff were encouraged to attend college retreats to take part in these discussions. The discussion continued around sending out a survey to staff for more input and providing these ideas to the Big Us Plan Framework.

- c. Draft Revised College Mission Statement – The Senate reviewed the draft submitted by the Senate Forum and agreed to submit it as is to ISPC for consideration. The draft was sent out to all classified professionals for input. No changes were requested. Once submitted to ISPC, it will be incorporated into a final draft that will be sent back to the Senate for additional input before final approval from the college.
- d. Senate Resignations – The Senate received resignations from the following voting members: Dan Lambros, Angel Lizardi, and Justin Czerniak. The Senate needs to continue to work together as a team and as one voice. The representatives for Completion Initiative and DBAC, as previously determined by the Senate, were put forth as Pam Kollar and Misty Griffin respectively. These two new voting members were added per the rules of the CRC/By-laws. The Senate members welcomed the new members.
- e. Appointment of Secretary – Chris Poole was nominated for the position of Secretary. Ruth Leal motioned/Daren Koch seconded. Approved.
- f. Committee Participation – The Senate discussed whether it is a rule or just an encouragement to serve on only two committees. VPAA Sam Lee has stated to the Accreditation Co-Chairs that the Accreditation Committees do not count in the two committee guideline. The lists provided to the administration were incorrect and need to be brought up to date with correct information. It included staff who work evening shifts/part-time and are not on campus during meeting times. CSEA is waiting for more definitive information on this topic. The list Andy Aldasoro received had only a small number of staff who requested to sit on committees. A suggestion was to add additional classified staff seats on many committees to provide additional opportunities for staff. A suggestion was for the Senate to create an accurate committee list with separate categories. This will continue to be an agenda item so that the Senate can address this issue.
- g. Committee Representatives – A slate of classified staff were recommended to serve on committees that consisted of hiring committees, accreditation, and college shared governance committees. Many of the names from the list were ones that CSEA received as interested in

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sitting on the respective committees and other were from the list provided of staff who are currently not serving on any committees. The Senate continues to try to increase staff participation on committees by recommending names from this list. The recommendation does not constitute agreement by the staff member only that this person is being recommended by the Senate for CSEA to consider for appointment. CSEA will contact the staff member. See attached for complete list. Patti Brusca motioned/Caitlin Welch seconded. Approved.

- h. Classified Senates & Title V – The Senate reviewed Title V as it pertains to the rights of classified staff to participate in shared governance and create independent employee organizations. Per the California Community College Classified Senate, although not a regulatory body it does provide resources, classified staff creates classified senates. Each senate is a unique creation by the classified staff for the specific environment at their college or district. There is no set rule on the make-up of a senate. It is also important to recognize that in Title V, it states that “the district governing board shall ensure that its actions do not dominate or interfere with the formation or administration of any employee organization.” The Senate reviewed the history of the Senate and how it became a part of the shared governance process. The information will be placed on the Classified Senate website.
- i. Senate Policies – The Senate has been discussing these updated policies since the summer. An open invitation was sent out to the Senate and a subgroup met to review/revise the draft policies which included decision-making, dismissal & resignation, eligibility, absence, and brown act. The Senate Policies were reviewed at length and each item thoroughly discussed. The members determined that the Senate is a consortium of classified professionals that acts as a democratic body of representatives and that the policies bring it in line with how the Senate conducts itself. It aligns with how the Senate was created and ideals that the Senate works together as a group, making decision collaboratively and as an organization, standing as one voice for classified professionals. The Senate discussed retaliation towards staff in leadership roles. The CRC had a chair and secretary. Facilitating roles would change the President/VP positions to the Chair and the Past President position would discontinue. Bernice Delgado motioned/Lilia Garcia seconded. Approved. One abstention.
  - i. Under the new Leave of Absence Policy, Nicole Brown has requested a leave of absence through the beginning of spring 2019 due to additional job duties. Patti Brusca motioned/Leona Crawford seconded. Approved.

#### IV. Senate Subcommittees

- a. Update –
  - i. The Election Committee – Chair Ruth Leal recommends Sal Herrera, Alice Montemayor, and Gary Tsubota. Daren Koch motions/Caitlin Welch seconded. Approved. With the Election Committee in place, discussion can move to special elections although elections are not due until spring per the bylaws. This discussion will need to be placed on the next agenda.
  - ii. The Strategic Planning Committee – Chair Caitlin Welch shared a draft email to send out to classified professionals to begin to gather information for the staffing plan and asked for input. Senate members need to submit input to Caitlin.
  - iii. The Social Activities Committee – No report by Chair Bernice Delgado.
  - iv. The Workplace Environment Committee – Chair Chris Poole recommended Justin Czerniak to serve on this subcommittee. Bernice Delgado motioned/Daren Koch seconded. Approved.

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- v. The Staff Professional Development Committee – Chair Daren Koch recommends adding Staff Development Day Coordinator Ruth Leal’s subgroup members of Sabrina Sepulveda, Desiree Wagner, Arezoo Marashi, and Trae Bell. Caitlin Welch motions/Lilia Garcia seconded. Approved. Winter Staff Development Day is scheduled for January 25, 2019. A Save the Date will be sent out to all classified professionals.
- vi. The Community Service Committee – The Senate needs to replace Angel. The chair position is open to any Senate member who is not currently chairing a subcommittee. New members were encouraged to consider it. Bernice has researching possibly non-profit organizations as a fill-in until we get a new chair.
- vii. Classified Professional of the Year – Patti Brusca will chair this subcommittee. Patti recommended Alex Zuniga, Lilia Garcia, and Cyndi Gundersen. Bernice Delgado motions/Caitlin Welch seconded. Approved. The committee plans to meet next week.
- viii. Shared Governance Committee – No report by Chair Leona Crawford. She is looking for members.
- ix. Senate Development Committee is chaired by Patricia Gill. She is out on medical leave.

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. The council has two vacant classified staff positions. The Senate needs to submit a recommendation to CSEA. This group is also in need of students to serve. The Senate will place these openings on the next agenda with recommendations.
  - g. BFPC – Vacant
  - h. Diversity – Bernice Delgado
  - i. Safety – Vacant. Chris Poole provided a report that the Safety Committee is working on redoing the phones in classrooms, update emergency blue lights, and addressing the barriers on Third Street. They are looking at more permanent barriers in front of STEM.
  - j. Grants – Caitlin Welch
  - k. Technology – Daren Koch
- VI. CSEA Report – Andy Aldasoro/Trae Bell. Report that CSEA at the state level is clarifying that based on the Janus decision only fee service paying members will be appointed to shared governance committees/hiring committees as representatives of classified staff. This is guidance due to the rule from state CSEA.
- VII. Open Forum
- VIII. Adjourned at 3:00pm

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