

NORCO COLLEGE

Norco College Classified Senate Minutes

Date 11/14/18

Time: 1:00 p.m.

IT 218

Senate Attendees: Ruth Leal (Marketing/Chair), 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),

Senate Members Absent: Patricia Gill (Accreditation S4), Leona Crawford (Accreditation S3), Lilia Garcia (SSPC),

Guests: Daniel Landin, Cecilia Ramirez, Janelle Brekke

- I. Call to Order - The meeting was called to order at 1:00 pm.
- II. Approval of the 10.10.18 Minutes
 - a. Bernice Delgado motioned/Daren Koch seconded. Revision to correct the spelling of Cyndi Gundersen's name. Approved.
- III. Senate Business
 - a. College Mission Statement from ISPC – Classified Senate submitted its draft to ISPC for review and inclusion in the draft process. The draft provided by ISPC does not appear to include wording from the Senate but may have the spirit. Discussion about whether the mission statement is inclusive of classified staff. Staff discussed the words self-agency, scholarship, and center. They felt these words were unclear and not descriptive of who we are. The last sentence did not make sense to many members as they questioned how the pathways transform the lives of employees. Concerns about the omission of all the services and support offered at the college. The draft was very academic leaning and not holistic of the institution. Perhaps adjust the second sentence to say proud to provide and remove center. Citrus College mission statement was reviewed. Decision to send out the draft college mission statement from ISPC to the Senate members for feedback and further recommendations. Will discuss at the next meeting.
 - b. ASNC Library Resolution - The students put together a resolution for library hours and services based on surveys from students. They have been talking about extended library hours and services both last academic year and this year. They approved a resolution at their ASNC meeting and requested the Classified Senate support their resolution ASNC 01-2018-29. The Senate reviewed the draft resolution in support of ASNC's resolution. Issue is that the library budget is extremely underfunded for its current hours and has not been kept up to date with salary increases for adjunct librarians. There is policy that the library cannot be open without a librarian. The students were adamant that MVC and RCC has more hours and services and that NC students should be provided equal access to study areas, computers, and reference resources. Representative Chris Poole provided factual information about the library and services. Requests for additional budget has been documented year over year on program review. The Senate discussed the resolution will be in support of the student's resolution as part of the Senate's mission and the mission of the college to support students. The resolution was

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read out loud at the meeting. Andy Aldasoro motioned/Pam Kollar seconded. Approved. One abstention – Chris Poole who recused himself due to a direct involvement on the topic.

- c. Shared Governance – The Senate discussed the *Great Colleges to Work For* survey and highlighted that staff responded positively to the area on shared governance. We need to continue to enhance and grow our role of shared governance in the institution. In the area of “Strong in Senior Leadership and Supervisors/Deans,” it was noted that classified staff was lower than other two employee categories (on this scale but also across the entire survey) and that it was recommended for management to build relationships with and connect with staff. At the last meeting, two audience members recommended that we look at a 9+1 for the Senate. Both of these classified staff came from institutions that had a 9+1 (similar to the Academic Senate’s 10+1), specifically Crafton Hills and Ventura Community College. The Senate reviewed these 9+1 and discussed the possibility of one for NC. This would fall under the Shared Governance Subcommittee who can reach out to Katie Owashi about potentially working on it. In the audience, Daniel Landin proposed that we create a process/policy that subject matter experts are consulted before matters are voted upon. This idea was well received and this has been the procedure such as in the reorganization that the classified body was included in the discussion and decision of the Senate.
- d. Committee Participation – Caitlin Welch has created a google doc for a committee list that is accurate. A few members have inputted information from their committees. Caitlin reviewed the website and added information based on that. It is still very drafty draft. It was stated that Accreditation Committees does not count as part of the shared governance committee participation. Every member was asked to review and provide input. This list does not include nor should it include the Senate or CSEA.
- e. Committee Representatives –The list of recommendations from the previous meeting was reviewed with updated information from CSEA as to the results.
 - i. Classified Representatives on Committees Recommendation to CSEA on 10.10.18
 1. Director of Business Services Hiring Committee – Misty Griffin. Appointed.
 2. Standard IIB Co-Chair – Marianne Stefanous. Declined.
 3. Standard IV C&D Co-Chair – Ruth Jones. Declined.
 4. Standard IV Members – Tricia Hodawanus. Declined. Derek Sy. Appointed.
 5. Marketing Committee – Kasey Boyer. Appointed.
 6. Safety Committee – Sheri Cologgi. Pending. Art Yalong. Appointed.
 7. Diversity, Equity & Inclusion Committee – Anthony Becerra. Appointed.
 8. Completion Initiative – Rachel Rodriguez. Appointed. Alex Spencer. Appointed.
 9. Standard IV A Member – Sylvia Livingston. Transferring to MVC. Nelya Parada. Appointed.
 - ii. Classified Representatives on Committees Recommendation to CSEA 11.14.18 – The list of committees and recommended representatives for CSEA to considering appointing. CSEA Representative Andy Aldasoro requested that Staff Development Funds Committee needs a staff representative and the Senate recommended adding Jeannie Darnell-Wallace to the list. In future the Senate may move to e-vote these recommendations for a quicker turnaround. Patti Brusca motioned/Bernice Delgado seconded. Approved.
- f. Special Election – Updated our policies at the last meeting. Next on the discussion is a special election. The positions would be for Chair and Secretary, facilitator positions. The bylaws state

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that elections are conducted in spring. The Senate determined that we should hold a special election. Criteria for the special election was discussed. It was determined to waive eligibility for this special election and that all current voting members, i.e. Representatives, as of the beginning of the election would be eligible. It was also determined that the special election begin no earlier than January 7, 2019 due to the holidays. The Election Committee needs to submit the timeline to the Senate for approval. The term for these facilitating positions would begin earlier than July 1st. Patti Brusca motioned/Andy Aldasoro seconded. Approved.

- g. Constitution & Bylaws – The Senate approved Senate Policies at the previous meeting and therefore the C&Bs need to be updated to reflect the language approved. The Constitution and Bylaws were read out loud and each change identified and addressed. For transparency, each change no matter how small was noted such as:
- i. On page 2 – Table of Contents. Removed in Article IV “of office” after terms. Added Sub to Committees to Article VII since we refer to them as subcommittees. Added Article XIII Brown Act since this was an added policy.
 - ii. On page 4 – Constitution. Updated the mission statement to the approved Senate mission statement. Updated the purpose to include the phrase “a consortium of classified professionals.” In the Responsibilities section – removed the “the” in front of classified professionals and added “and the workplace environment” to item C and “and advancement” to item F to reflect the Big Us Plan.
 - iii. On page 5 - Membership. Updated the definition of membership approved by the Senate. Item A – updated to “Two facilitators from the Representatives: Chair and Secretary.” Removed B. Updated C to add work-groups and key district committees. Updated D to add “or designee” after Member-at-Large. Updated D to add or Senate. Amendments. Updated wording to be the same as in succeeding sections for Elections and Appointments for consistency.
 - iv. On page 6 - Organization. Updated to reflect the membership in the Constitution. Section III removed and replaced with wording from One Voice in the Senate Policies. Section IV removed. Article III updated the word officers to Senate. Changed President to Chair. Item A changed preside over to facilitate. Item B changed determine to draft. Replaced items D, E, F, and G with the same wording items A-D under Representatives on page 7. Item H revised to add “as delegated by the Classified Senate.”
 - v. On page 7 - Section II removed. Section III, item A updated President to Chair and changed the to their with a period after absence. Removed “of the President and Vice President.” Item C removed. Item D updated “distribute copies of same accordingly” to “post accordingly to the Senate website.” Items E and F replaced with the same wording items A-D under Representatives. Section IV Representatives. Item B removed. Item B and C updated to wording of representatives of committees. Article IV Terms “of office” removed under heading title and Section I title. Item A changed “unless otherwise stated” to “or until successors are elected” to be consistent with the wording from Article II, Section I. Item B and C changed officer to facilitating position(s) and removed “of each calendar year.” Section II was updated with the vacancy policy from the Senate Policies.
 - vi. On page 8 - Meetings and Attendance were updated to combine Section I and II as well as add the phrase “Regular meetings are open to the public and all members of the college community are welcome to attend” that was approved at a previous Senate meeting. Section IV was updated to reflect Chair instead of President and Representatives instead of members for clarity. The Absence Policy was included in the revised draft. Article VI was updated with the Dismissal & Resignation Policy of the Senate Policies. Article VIII was changed to Subcommittees. Section I wording was

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cleaned up to be shorter. Section II removed “to” and “through appropriate channels.” Section III was removed since it was added to the duties of the Representatives. Section IV was removed since it was limiting.

- vii. On page 9 – Elections. The Committee name was changed to reflect that the Senate calls it the Elections Committee. Item A removed “annually” and changed Vice President to Secretary. Upon discussion, the Senate changed item C to reflect “14 calendar days” instead of 40 days and “10 calendar days” instead of “10 working days.” Item D changed Vice President to Secretary. Section II changed “regular classified staff members” to “classified professionals.” Item A changed Nomination & Election Committee Chair to Election Committee only. Upon discussion, the Senate added calendar to Item C. Item G wording was refined with the same intent. Section III changed “executive board” to “facilitating position. Section IV the second sentence was replaced with “Classified professionals must sign in person on the official sign-in sheet for their vote to be submitted and counted.” Section V was removed. Section VI officers was replaced with facilitating positions. Item A wording was replaced with verbiage from the Eligibility Policy and the sentence “CSEA Representatives are not eligible to serve in facilitating positions” was added.
- viii. On page 10 – Section VII was removed. Article X, Section I the word “only” was removed. Article X changed executive board to Classified Senate. The second sentence was adapted from “only be initiated with written majority approval by the council, including via electronic mail notification and response” to “can be conducted via electronic mail following proper approval process same as at a meeting.” Last sentence had “approval” changed to “action.” Article XI ended the sentence after June 30. Article XII added sub to committees. Added Article XIII from the Brown Act Policy.

Bernice Delgado motioned/Pam Kollar seconded. Approved by all members present.

IV. Senate Subcommittees

a. Update –

- i. The Election Committee – No additional report.
- ii. The Strategic Planning Committee – No report.
- iii. The Social Activities Committee – Chair Bernice Delgado submitted Angel Lizardi and Charise Allingham as members. Caitlin Welch motioned/Chris Poole seconded. Approved. Bernice shared a handout with event dates and possible spring fundraising ideas (World’s Famous Chocolates or Mrs. Field’s Cookies). The Senate Holiday Luncheon will be on December 11th at Dona Luisa’s Mexican Grill. Winter Social will be cookies & Cocoa on January 8, 2019 at 1pm in CSS Upper Lounge. Classified Professional of the Year Award event is on April 23rd at 11:30 in CSS 217. Summer Social will be ice cream on August 6th at 1 pm.
- iv. The Workplace Environment Committee – No report.
- v. The Staff Professional Development Committee – Chair Daren Koch recommends adding Lenny Riley to the committee. Bernice Delgado motioned/Caitlin Welch seconded. Approved.
- vi. The Community Service Committee – Needs a Chair.
- vii. Classified Professional of the Year – Patti Brusca reported that the group met and clarified their purpose, who is eligible, criteria, when the nominations process, when the

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award will be given, and all the details. They are looking at awards and recognition items.

- viii. Shared Governance Committee – Chair Leona Crawford submitted Suzy Schepler as a subcommittee member. Bernice Delgado nominated/Daren Koch seconded. Approved. She also sent in the *Shared Governance Report Out Form* to Senate members in order for them to use as a report out method.
- ix. Senate Development Committee. No report.
- x. Norco 9 Leadership Meeting – Open to all Senate members. Monthly meetings on the first Wednesday of the month from 3pm to 5pm. Ruth Leal sent out the notification to all the Senate members with an open invitation. November 7th meeting attended by Ruth Leal and Misty Griffin. Discussed Norco College funding. The college's service area is 30% tax base and NC receives 21.9% allocation funding. Some items may be confidential but we were advised to share at our discretion.

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. ISPC approved the Indirect Reinvestment Procedure. The staff members reached out and received questions from staff. The staff asked the questions and proposed changes which were all well received and approved.
- f. SSPC – Lilia Garcia
- g. BFPC – Vacant
- h. Diversity – Bernice Delgado. Diversity Summit will be taking place in April and she encouraged everyone to consider attending. It will be on a Friday.
- i. Safety – Vacant. Chris Poole provided a report that the Safety Committee is replacing orange cones with barriers; better signage for crosswalk; replacing telephones in classrooms instead of blue light phones.
- j. Grants – Caitlin Welch. The committee is discussing expanding their role. The goal is to having all proposals come through the committee and not just the president. Reported controversy about the WalMart Foundation. Both bargaining units were strongly against accepting money from the foundation that is associated with WalMart who are noted anti-union. There is a subcommittee from ISPC to discuss this topic. This committee is open to all Senate members who would like to participate in the discussion.
- k. Technology – Daren Koch. The Technology Committee is working on an Addendum to the Addendum of the Technology Strategic Plan to extend it through 2019 in order for the new plan to be aligned with the college's strategic plan; worked on Accreditation Drafty Draft and it is mostly final with the listing of evidence needed which is all located on the Technology Committee's webpage; and reviewed the goals of the Technology Strategic Plan and focused on 4 or 5 to align with the college and accreditation
- l. Marketing Committee – Ruth Leal. The committee approved a marketing consultant, VisionPoint. They will be conducting focus groups on 11/28 and 11/29. Outreach staff was invited to participate. There will be a survey for college-wide and the community.
- m. Completion Initiative – Pam Kollar
- n. DBAC – Misty Griffin. Still working on the BAM and guiding principles to reflect fairness, equity, and transparent. BAM model from the state is 70% FTES, 20% Equity, and 10% Success. NC received \$184,000 for classified/management. Question on the process for allocating this money to ensure that it goes through the strategic planning resource allocation process.

VI. CSEA Report – Andy Aldasoro/Trae Bell

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VII. Open Forum

VIII. Adjourned at 3:00pm

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