

NORCO COLLEGE

Norco College Classified Senate Minutes

Date 4/16/18
Time: 11:30 a.m.
CSS 219

Senate Attendees: Ruth Leal (Vice President), Angel Lizardi (Secretary), Natalie Aceves (Senate Representative), Patti Brusca (Representative-Accreditation S1), Nicole Brown (Representative-Accreditation S2), Patricia Gill (Representative-Accreditation S4), Chris Poole (Representative-ISPC), Bernice Delgado (Representative-Legacy), Justin Czerniak (Representative-Safety), Caitlin Welch (Representative-Grants), Andy Aldasoro (Representative-CSEA), Lenny Riley (Representative-Technology), Lilia Garcia (Representative-SSPC),

Senate Members Absent: Dan Lambros (Representative-BFPC), Trae Bell (Representative-CSEA), Leona Crawford (Representative-Accreditation S3/Past President), Monica Huizar (Senate Representative),

Guests: Sydney Minter, Arezoo Marashi, Cecilia Ramirez, Elaina McDonald, Cyndi Gundersen, Monica Esparza, Ruth Jones, Crystal Slininger, Azadeh Iglesias, Monica Green

- I. Call to Order - The meeting was called to order at 11:35 am.
- II. Approval of the 4.2.18 Minutes
 - a. Nicole Brown motioned/Justin Czerniak seconded. Approved. Will be posted on the website soon.
- III. New Business
 - a. Phone Meeting with 4CS – The phone meeting began with an introduction of everyone in the room and the Senate thanking the Cari Plyley and Maureen Chenoweth from the 4CS for all their support. Trisha Albertsen from Chaffey College was also a good supporter for the NC Classified Senate and the members thanked them as well for all the ample advice provided as the Senate was being created. It was confirmed that 4CS has the most current, official constitution and bylaws for the Senate posted on the 4CS website. These governing documents were provided to the Senate at the meeting on April 2, 2018 and provided to all classified staff on the NC Classified Senate website. Dr. Reece posed the issue/confusion by 4 or 5 out of 130 classified staff about the bylaws and constitution. It was confirmed that the Classified Senate has presented the official C&Bs and is currently active. All classified staff are invited to address any concerns at the open meetings. Dr. Reece was encouraged to continue to come to the meetings and the Senate can answer any questions that he may have. The group discussed the role of administration is to support the Classified Senate. The current 4CS president Shondra West said that administration must accommodate the Classified Senate and be added in shared governance. Regarding the timeline of elections, it is up to the Classified Senate. It is up to the Senate to determine how to proceed and not the 4CS. In attendance were Ruth Leal, Natalie Aceves, Monica Huizar, Leona Crawford, Gustavo Segura (on the phone), President Bryan Reece, and 4CS President Shondra West (on the phone).
 - b. Classified Senate Webpage – It has been created. The web address is ncclassifiedsenate.wordpress.com. It lists who are our Representatives, calendar, upcoming meetings, etc. Agendas go out to Nor-all. Regarding communications, there have been email issues. The Senate has heard that that a few are not getting the emails from the Classified

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Senate. The Senate has requested that Susan Boling look into the list-serv. HR will be able to find out what the root of the issue is. The agenda is the only item that will be coming out via nor-all.

- c. Strategic Planning Process Chart – The Classified Senate needs to be added to the process for shared governance and strategic planning. The Classified Senate needs to be aligned with the Academic Senate and ASNC. The members proposed an update via ISPC. There were no questions about the proposal. All agreed that the chart needs to be updated and that now is a good time to update with Accreditation.
 - i. Elaina McDonald motioned/Nicole Brown seconded. Approved. Will forward to ISPC.

IV. Old Business

- a. Institutional Reorganization – It was noted that the draft being reviewed was not the most current draft. It was based on input and feedback received by staff so far. It is nowhere near completed. The Senate needs to continue to get feedback from everyone. The proposed positions (PT to FT) have not been organized yet. This pertains to reclassification as well. There are grant funded positions that are ending within the next year. Should we be looking at not what is, but what should be regarding positions on the reorganization chart? The members are looking at the needs of the institution. The issue at hand is that if we are growing, then we need to line up the positions. College Police /Food Services are under the Business Services umbrella. Manager of Food Services is the VP of Business Services. There is no Manager in the food services building, only Assistant Manager. DOI – instead of two boxes for each dean; each dean is acknowledged to oversee two schools each, but we don't need to see their names on the chart twice. This is our chart; it's important to put our ideas here. IDS- added one more IDS to a total of two being requested. Library needs an outreach librarian. There is no administrative assistant for the LRC director and every director has an admin. Missing a position. Online education resources position. Dr. Fulbright's administrative assistant box needs to remain vacant. The position is not filled as there is only a part-time position supporting at the moment. Strong Workforce is all under Academic Affairs. Where does community education go? It falls under Academic Affairs. Strong workforce is an area of the reorganization that we will need to continue gathering information. Strong workforce is under grants but there needs to be a connection to the Development Department. Another tie-in would be JFK; community education serves areas outside of the four schools. In the Student Services section, what about adding a Transfer Center Director, Ed Advisor, clerk, and success coach? Shouldn't there be an administrative assistant for the Career Center. Student Activities needs more classified support. Propose a staff member to assist faculty and staff already working there. Athletic Trainer has clearance from CSEA to offer the position as a short-term. There will be the addition of Cross-Country as a spring sport. Clarification was requested as Cross-Country sport's designation as a spring sport. There really needs to be a full-time AA III position in Student Life. In the Career Center, a clerk is not listed under the area that they are working at. Needs to reflect the staff that are working there not based upon reporting lines. In Health Services, a full-time counselor/psychologist is needed. A&R needs an Enrollment Services Coordinator. We need a Welcome Center. We are the only campus without a welcome center and since the call center was successful, this is something that we may want to look into. The question was asked as to whether some positions are going to be added post-reorganization. High school programs need more success coaches as the dual enrollment programs are growing. The program is completely grant funded, however, we need more information on grant funded positions. Two full-time educational advisors at minimum was suggested. High school programs grant funding ends next year. We need more information on what is grant funded. There was a question on whether the Veterans Resource Center needs an admin or a clerk. We will follow-up. The counseling clerk is going through a re-class phase. The position has a different job description than an IDS due to nature of the counseling department. It

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is changing and not adding. At the moment, nothing is changing but being paid differential. In the Assessment Center, they are considering a name change. No model of what the center should look like from the state yet. This is being worked on with the dean of Student Services. This is still a very rough draft. In Strategic Planning and Development, this needs a little clarity. What does an office like this look like in other colleges? Need a fund development coordinator and alumni relations specialists. The Dean of Institutional Effectiveness has a substitute position at the moment. Rationale for Dean of Strategic Office Grants Admin Specialist more than an AA because they are working with granting responsibilities. It is a different type of work that the person would be doing. In Business Services, it was discussed the Safety Coordinator positioning. Need more input in this area. Another IT Analyst is needed and added. Cashier would be moved to Business Services. On all of this, the Senate still needs more feedback and rationale for needs. Also to verify grant positions.

- b. Senate Logo – No update.

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 – Art Club wants to do a mural outside of the library. Currently working on the college's mission statement.
- f. SSPC – Lilia Garcia
- g. BFPC – Dan Lambros
- h. Legacy – Bernice Delgado
- i. Safety – Justin Czerniak – Safety survey sent out. Lock blocks were installed on campus. Instructional video on how they work was made. Class tomorrow on ICS.
- j. Grants – Caitlin Welch
- k. Technology – Lenny Riley

VI. CSEA Report – Andy Aldasoro/Trae Bell

VII. Open Forum

VIII. Adjournment – Patti Brusca motioned/Nicole Brown seconded. Adjourned at 12:25pm.

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