

# NORCO COLLEGE

## Norco College Classified Senate Minutes

Date 3/13/19  
Time: 6:00 p.m.  
Via ZOOM

Senate Representatives Present: Ruth Leal (Marketing/Chair), Caitlin Welch (Grants), Patti Brusca (Accreditation S1), Pam Kollar (Completion Initiative), Daren Koch (Technology),

Senate Representatives Absent: Trae Bell (CSEA), Andy Aldasoro (CSEA), Chris Poole (ISPC/Secretary), Misty Griffin (DBAC), Patricia Gill (Accreditation S4), Leona Crawford (Accreditation S3),

Senate Members: Katie Owashi, Arezoo Marashi  
Guests: None

- I. Call to Order - The meeting was called to order at 6:00 pm.
- II. Approval of the 2.13.19 and 2.26.19 Minutes
  - a. Via E-Vote. 2.16.19 Minutes. Daren Koch motioned/Patti Brusca seconded. Approved.
  - b. Via E-Vote. 2.26.19 Minutes. Patti Brusca motioned/Caitlin Welch seconded. Approved.
- III. Senate Business
  - a. Meeting Status Update – CSEA President Gustavo Segura gave a verbal update to the Senate yesterday about his meeting with Chancellor Isaac and Dr. Reece. Per the chancellor, the Senate is not recognized by the board of trustees and did not agree that the college recognized the Senate. Dr. Reece relayed his reasons why he suspended the Senate. Isaac doesn't feel he has to hear the Senate's side because it isn't a recognized group. Gustavo shared that the Classified Senate is recognized by CSEA and has been recognized by Norco College. He stated that CSEA has an agreement with the Classified Senate to handle shared governance and professional matters for classified staff at Norco College. Gustavo followed up with Patrick Pyle about the law and classified senates. The Senate team met with Dr. Reece, CSEA, and Academic Senate president Peggy Campo today in ST 107. The team felt the meeting went very well. The team read the opening statement and Katie Owashi shared her experience with senates and why she supports it. Dr. Reece outlined his four major concerns: 1) Senate election process 2) communications – he wants us to use nor-all and he recognized at the meeting that he had approved the senate email address and listserv. Meetings and items that should be open to the public should be sent out to nor-all but internal communications that are for the members only can be sent with the listserv 3) meeting times to change that would allow managers to attend but he was open to changing the manager meeting time; and the fourth item was not addressed in the email but he added 4) reporting to ISPC. Dr. Reece felt that if with these four items we came to an agreement he would be comfortable reinstating our release times. The team felt the tone of the meeting was very different from the letter and that he used more compromising language. Dr. Reece did mention that there would be a challenge in the fact that Dr. Isaac does not recognize the senate. The team brought up a few items including the retaliation and institutional bullying that Senate members have been dealing with by some managers. It was discussed about the challenge for staff to participate due to lack of support by managers to which Dr. Reece agreed and felt that staff should have five hours a week for college service. Andy Aldasoro brought up that there have

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been managers telling staff that they can only participate for two hours per week and Dr. Reece said that is not what he told them and would follow-up with the managers to be clear about the five hours per week. It was explained that the meeting times were based on input from staff using their schedules via doodle poll and input at the Senate meetings. Academic Senate president asked about the difference between classified and confidential. The Team explained that the district classifies staff differently and that RCCD allows classified staff to join employee groups but not confidential. Dr. Reece did state that many managers oppose classified having a voice and that is why they oppose having a classified senate. Dr. Reece provided some suggestions on next steps would be to be under CSEA, go through the district approval process to be recognized by the board of trustees, or make a lot of noise. Members discussed how the Senate became a classified senate. The Senate began as the Classified Representatives Council, created by the CSEA VP with approval by the college president Paul Parnell and VPAA Diane Dieckmeyer. When the CRC asked ISPC to become part of the strategic planning process flowchart, ISPC denied it. Working with CSEA and the 4CS, the CRC decided to vote to become a classified senate in an open meeting for all classified staff. The constitution & bylaws were copied from Chaffey College with a minor change in structure. When the college president was notified, he connected with district counsel Ruth Adams who worked with CSEA President Eric Muehlbach on the shared governance agreement and the process to get the Senate recognized. The initial papers included confidential but were removed because CSEA only represents classified. CSEA had to recognize the Senate because they are the exclusive representative for classified staff and an agreement had to be made per Ruth Adams and state CSEA. President Paul Parnell did not provide release time and all the work had to be done by Senate members on personal time. Once CSEA voted to recognize the Norco College Classified Senate as an affiliate organization with the delegated duties of representing staff in shared governance and professional matters, the Senate requested to be placed on the board of trustee's agenda. Chancellor Azarri denied the request and had the Senate provide a presentation to the chancellor's cabinet. Interim Chancellor Sylvia Thomas sent the Senate a letter stating that because the Senate was only at one college and not a district entity, and that because it is a substructure or arm of CSEA as an affiliate, that the Senate did not need board of trustee recognition and should connect with the college to work together. At the May 16, 2018 ISPC meeting the Classified Senate was added to the strategic planning flowchart and has been recognized by Norco College in various venues, in meeting minutes, and documents. In the meeting today, Dr. Reece did recognize that the Classified Senate does exist and has been recognized because the Senate is in a lot of documents. The Team stated that they would take the information back to classified and share it in order to get the feedback of staff. Dr. Reece did approve the Representatives could discuss this item on district email. Members decided to continue to use the Senate gmail because it includes Representatives and members in all emails making it more inclusive and transparent. Members discussed that the Senate already sends the agendas out to nor-all, offered to change the meeting times in the fall when a new calendar is voted upon and he offered to change the management meeting times, ISPC did not invite the Senate to give a report at a meeting, and that the issue with the elections is his opinion. The Team did state that he did relay that his concern is with the flat structure and that there is not one person who can make decisions for the Senate without checking with everyone and it is not timely. Dr. Reece referred to that if he has a concern with the faculty senate he can call Peggy any time on the evenings and weekends and she will make a decision. He wanted it to be clear that if there was a timely issue that he cannot always wait for the flat structure of the Classified Senate to respond. This led to a discussion of how the Senate could provide rapid responses in a process and that this was not brought to the Senate previously as an issue. Members discussed a proposal to possibly electing staff committee co-chairs, elected by classified staff. This would need to be further discussed with wider input from classified staff.

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- b. Staff Forum – Scheduled for Friday, March 15 at 5pm. Location will be Rodrigo’s Restaurant. It is an open forum but staff will be able to discuss the meeting with Dr. Reece that took place on Wednesday, March 7<sup>th</sup>. Representatives were encouraged to make personal contact with staff in their areas and make personal invites. The evening will be fun, food, and friendship. Patti Brusca volunteered to make the reservation.
- c. Planning & Governance Handbook – Members discussed that the handbook was presented to ISPC and that there are a few items that affect staff upon initial review. The handbook includes a proposal to change the tri-chair system to a co-chair system with admin and faculty co-chairs for 10+1 related and others have admin and faculty or classified co-chairs. This would reduce staff voices because they would no longer be involved in creating the agenda and get background information on agenda items. Another proposal was college committees reducing the number of members so that “people can be more focused on doing work and not on committees.” The Tri-Chair Proposal was passed in ISPC on October 2, 2013 which increased staff seats and gave us a staff co-chair position initially on the planning councils and was expanded to all committees. This proposal would reverse all the gains made to increase staff’s voice in shared governance. There is also concern with the use of the term “participatory governance” when historically Norco College has used the term “shared governance.” RCCD still uses “shared governance.” A proposal to change the prioritization process would remove staff from the final prioritization process instead leaving it up to the VPs not the councils. Dr. Reece has stated that this handbook could be delayed until fall.
- d. Big Us Plan – Brandon Owashi and Arezoo Marashi provided a report on the Big Us Plan meeting. Some takeaways from the meeting. The Strategic Plan, Facilities Master Plan, and Governance Handbook do not have to be passed at the same time. Dr. Reece said that it would be fine if our governance structure remains the same for the next year. This is important because there will not be a rush to pass it without people being allowed to provide input. Dr. Reece mentioned the idea of a reduction in the size of committees. He suggested the structure of two staff, two faculty, two administrators, and one student but emphasized that the membership structure is just a hypothetical and he has not talked to either unions. Staff asked Dr. Reece how staff can voice their opinions since the Classified Senate is suspended and he said that staff can talk to the tri-chairs at councils and committees and go to the council and committee meetings. Kevin Fleming added that any staff can meet with any administrator to discuss any issues or opinions they have. Dr. Reece said that if staff feel like we need to have a meeting with him that he is open to it and to reach out to Andy to set it up. Dr. Reece stated ISPC covers a range of issues that is too broad and wants it to be more focused. Staff asked about the Norco 9 and he said that the Norco 9 would replace ISPC and would subsequently become open to the public. Along with this change, Dr. Reece wants to produce a list that states what each council’s role is and essentially what issues do they approve and what issues do they make recommendations on.
- e. Campus Caring Initiative – Katie Owashi reported that she attended the Campus Caring Initiative meeting which is encouraging staff to become more involved with student matters and success. It is an initiative being passed down by the CCCCCO encouraging staff to get involved by coming up with strategies on how staff can increase their student engagement. Dr. Tarrant opened the meeting by expressing how important staff involvement is on campus, and how this initiative will assist with that. Concerns were shared that this is just an initiative, it is a great way to create a plan, but there will be nothing to help see it through beyond its conception. This would have been a great way to involve the Classified Senate, who could continue this initiative throughout the years. It is a good way to remind administration that the Senate is not only in existence to assist the staff and give them a voice, it is also another way for staff to become more connected with students by staying involved in the going-on of campus. Since staff are the people who have the most involvement with students on campus, according to administration, having staff involved in important conversations (and committees) on campus means less misinformation

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regarding procedures and more information regarding what students actually needs means less time between conception of an idea and the actual implementation.

IV. Senate Subcommittees

a. Update –

- i. Classified Professional of the Year Committee – Chair Patti Brusca received a request to extend the nominations and the committee agreed to extend it to Friday, March 14<sup>th</sup> at 4pm. 8 nominations have been received so far. The Senate will be providing the recognition award for the Classified Professional of the Year.
- ii. Communications Committee – No report.
- iii. Shared Governance Committee – No report.
- iv. Social Activities Committee – No report.
- v. Staff Professional Development Committee – Chair Daren Koch discussed that he committee meets over email and that he would gather personal email addresses from the members to continue the work of the committee. They want to create a calendar of all professional development and job skills trainings so that there is one place staff can go to view them.
- vi. Strategic Planning Committee – No report.
- vii. Workplace Environment Committee – No report.
- viii. Election Committee – No report.

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. Report attached.
- f. SSPC – Vacant
- g. BFPC – Vacant
- h. Diversity – Vacant
- i. Safety – Vacant
- j. Grants – Caitlin Welch. Report attached.
- k. Technology – Daren Koch. Report attached.
- l. Marketing Committee – Ruth Leal
- m. Completion Initiative – Pam Kollar
- n. DBAC – Misty Griffin. Report attached.

VI. CSEA Report – Andy Aldasoro/Trae Bell

VII. Open Forum

VIII. Adjourned at 8:00pm

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