



## Norco College Classified Senate Minutes

Date 2/9/2021

Time: 3:30 PM

Via Zoom

Senate Representatives Present: Ruth Leal (Chair), Patricia Gill, Patti Brusca, Azadeh Iglesias, Caitlin Welch, Leona Crawford (Secretary), Ruth Jones-Santos, Suzie Schepler

Senate Representatives Absent: Chris Poole, Gilbert DeLeon

Senate Members: None

Guests: None

- I. Call to Order - The meeting was called to order at 3:30 pm.
- II. Approval of the January 12, 2021 minutes
  - a. Tabled. Secretary Leona Crawford did not provide the minutes.
- III. Senate Business
  - a. Classified Professional Liaison to the Academic Senate: Representatives were encouraged to outreach to classified professionals who may be interested in serving in this position. The information about this position was written in the Newsletter, posted on social media, and shared on the Classified Pro Listserv. Two interested classified professionals so far are Daren Koch from the LRC and Kimberly Thomas from Phoenix Scholars. Both names will be submitted to the Shared Governance Committee for vetting and recommendation. This is the process outlined in the CSEA Committee Appointment Process. The Liaison position is a Classified Senate position and does not need approval from CSEA before appointing.
  - b. Committee assignments: There is a vacancy on the Business & Facilities Planning Council. We need to fill this seat and need a representative for the Senate. Classified currently have five seats on the council but only three are filled. When it becomes the Resources Council, classified will only have three seats. The representatives discussed the knowledge and expertise needed to balance out the classified representation on BFPC. As part of the ISPC Workgroup, it was determined that classified could have a representative that has knowledge/experience with grants, categorical funding, budgets, and financials. It was clarified that the classified pro does not need to work in Business Services to sit on the council and in fact, may be preferable to have a different perspective. Info will go out to the classified body about this vacancy. Representatives were encouraged to continue to outreach as that seems to be effective.
  - c. Classified Pros SPGM Recommendations ISPC Workgroup: Ruth Leal and Daren Koch are participating as the classified representatives. Several meetings have taken place. We have successfully brought forth several recommendations that were incorporated as presented, several that were included with a compromise in language, and discussions on others. The college will use the phrase "college governance" instead of "participatory governance" (only one

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reference to this phrase) until ISPC can have the conversation about more clearly defining what it means and how it is structured since it is not defined in education code. We did agree to change to the term co-chair in lieu of tri-chair but only after outlining clearly in the document that all NC councils and committees include a classified professional co-chair, except committees of the Academic Senate. All references to the appointments, terms, etc. of classified representatives and co-chairs points to the CSEA Committee Appointment Process. The Senate reviewed the SPGM and council memberships. The guidelines that were insisted upon were neither job titles nor job duties from job descriptions would be used in the recommended knowledge and experience. Some items need further discussion, such as a proposed meeting schedule that may conflict with student events and activities, and will be placed on future ISPC agendas. Once the process is complete, Daren and Ruth will bring forth a report to the Senate on each item.

- d. Memo on CSEA's Classified Senates: The Senate reviewed the memo. CSEA representatives reported this in November. The college administration is comfortable referencing the Classified Senate as CSEA's Classified Senate to make clear that it is not a separate governance entity outside of CSEA. The college has agreed to provide two hours per month to meet to discuss governance issues as long as the meetings do not conflict with other college standing meetings and are open to all classified professionals. The memo also provides a listserv which is already in place (NC-CLASSIFIEDPRO-DL) for communications. See memo for more details. With this acknowledgement, the representatives will propose the mention of CSEA's Classified Senate in the CSEA section of the SPGM. On all Senate documents, flyers, social media, website, etc. it will still be clearly stated as its official name: Norco College Classified Senate. Discussion ensued on whether to have one two-hour meeting or two one-hour meetings. Representatives were asked to ponder this and further discussion will take place at the next meeting. The representatives voiced their appreciation for the support of President Monica Green regarding governance for classified professionals.
  - Classified Professionals Terminology Statement: a statement is needed to insert into the ISPC minutes from December. The council agreed to have a statement of support in using the terminology classified professionals instead of staff and asked that we insert it into the minutes. Here is the statement: Norco College recognizes employees in the classified service are professionals with knowledge and expertise in their positions and henceforth shall be referred as "classified professionals." Abbreviations can be used such as classified pros or CPROS. The term "staff" is recommended to be used when referring broadly to all employees of Norco College and RCCD.

#### IV. Senate Subcommittees

- a. Update –
  - i. Classified Professional of the Year – An email will be sent out on February 16<sup>th</sup> to nor-all with the nomination link. The committee will be accepting nominations February 17 through March 8. And then, as soon as the nomination process closes, then the Committee will be reviewing the forms and choose a recipient. The committee has a soft deadline around March 26 and then we'll announce the winner on April 22. The nomination form for the Classified Employee of the Year (CCCO) is being completed and will be sent via Monica Green to the Board of Trustees for consideration.
  - ii. Communications – The Senate representatives were thanked for participating in the virtual celebration of Patricia Gill, 2020 Classified Professional of the Year.
  - iii. Shared Governance – No report.

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- iv. Social Activities – No report.
- v. Classified Professional Development – No report.

V. Committee Reports (Written)

- a. Accreditation – Vacant
  - b. ISPC – Leona Crawford. No report.
  - c. SSPC – Patti Brusca. No report.
  - d. BFPC – Vacant
  - e. Diversity – Patricia Gill. No report.
  - f. Safety – Chris Poole. No report.
  - g. Grants – Caitlin Welch. No report.
  - h. Technology – Suzie Schepler. No report.
  - i. Marketing Committee – Ruth Leal. No report.
  - j. Guided Pathways – Gilbert DeLeon. No report.
- VI. CSEA Report –Azadeh Iglesias/Ruth Jones. Still working on the class and comp study. Some issues regarding overtime were brought to CSEA’s attention at the Classified Catch-Up that Ruth is following up on and will circle back with those classified pros. Azadeh reported that contract negotiations will be negotiated soon so the negotiations team has been meeting.
- VII. Open Forum
- VIII. Adjourned at 4:30pm

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