



Norco College Classified Senate Minutes

Date 7/7/20

Time: 3:30 PM

Via Zoom

Senate Attendees: Ruth Leal (Marketing/Chair), Suzie Schepler (Technology), Azadeh Iglesias (CSEA), Caitlin Welch (Grants), Patricia Gill (Diversity), Patti Brusca (SSPC), Gilbert DeLeon (Guided Pathways), Leona Crawford (Accreditation/Secretary), Arezoo Marashi (ISPC),

Senate Members Absent: Andy Aldasoro (CSEA), Chris Poole (Safety)

Guests: None

- I. Call to Order - The meeting was called to order at 3:30 pm.
- II. Approval of the 6.2.20 Minutes
 - a. Motion by Patricia Gill. Seconded by Leona Crawford. Approved. One abstention.
- III. Senate Business
 - a. Conflict of Interest & Ethics Policies – Caitlin Welch reported that she and Patti Brusca are working together to update the Conflict of Interest Policy. Caitlin stated they didn't change much. But that the biggest shift is moving basically from a lot of it was just referring to representatives in the Senate meetings and how/what would be a conflict of interest. The team added in stuff about when you're on a committee so sometimes when you're on a committee, there might be reasons to avoid the appearance of a conflict of interest. For example, people don't vote because it has something directly to do with their job or their department or their funding so they will abstain from that vote because they have kind of a person personal interest in it. The changes were really adding in the classified representatives who sit on college committees as well. So it applies whether you're on committees or you're serving on the Senate. It allows for the separation of your work role to your committee role. It aligns with the district policy. The Senate is recommending the appointment of Classified representatives, as part of the new process, to sit on committees and they need to be aware that this policy that we have applies to them as well. The Senate started out with this policy applying to Classified Senate members but it needs to expand as referenced in the committee appointment process. A conflict of interest is conflict of interest, whether you're on the Senate or whether you're sitting as a committee member on the committee. Caitlin asked for any suggestions from the representatives. This was a first view of the revised document. It will come back for any revisions and a vote at the next meeting.
 - b. Committee Appointment Process: Tri-Chair Appointments – The representatives went over the revised document in the Tri-Chair Appointments section. Nominations for the tri-chair position on a committee will be accepted by any and all classified professionals on said committee including self-nominations. Nominations would be sent to the Classified Senate via email. The Senate will review all nominations, including potentially interviewing candidates and make a recommendation on the appointment to CSEA Norco College Vice President. Any candidate will

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be free of conflicts of interest, agree to follow the rules and responsibility of being a representative for the classified body, and attend shared governments workshops, orientations, and forums. It is not really adding too much because the document already states what a member needs to be a representative. In addition, the Senate will maintain an updated list, as well as providing a list of the CSEA VP. This will maintain an updated list reflecting all appointments and vacancies that will be posted on the Senate website for transparency. Annually in the summer, the list will be distributed to the classified body with a vacancy notice. It will be sent out by the Shared Governance Committee.

- i. Motion by Patti Brusca. Seconded by Patricia Gill. Approved. No abstentions.
- c. Classified Professional Shared Governance Forums – The representatives discussed the draft document presented at the last ISPC meeting. It was stated at that meeting that classified professionals would have an opportunity over the summer to get feedback so that the ISPC classified representatives could bring it back to ISPC in the fall. Andy was very good and discussed with Monica Green this needed time for classified professionals. Three hours per month in July and August for these forums, so that the ISPC classified representatives can get feedback from the classified body. The first forum is this month in July, the 17th with the second on the 31st, and then two in August. We will be sending a flyer out and Monica agreed to send out a note of encouragement.
- d. Strategic Planning & Governance Manual Draft – The representatives went through the timeline and were encouraged that the document included a timeline upfront. The first chapters were noted to have the SWOT, Education Master Plan goals, and KPIs as well as the Focus Essays provided to Accreditation. The group looked at starting at chapter six. The document was placed in a shared folder so that each representative could go through and mark it up, adding questions, and comments. It was discussed for the need to reference education code, Title V, and Accreditation to codify statements with evidence. It was stated that the draft was modeled from another institution. Members were encouraged to go through it and add their feedback.

IV. Senate Subcommittees

- a. Update –
 - i. Classified Professional of the Year – No report.
 - ii. Communications – No report.
 - iii. Shared Governance – The committee is looking for additional members.
 - iv. Social Activities – The committee is not planning any activities for July because the calendar looks so booked. They are looking at potentially August since we are unable to have our annual Ice Cream Social.
 - v. Classified Professional Development – The committee is working with the Regional Coordinator for Guided Pathways from the State Chancellor’s Office on a workshop this Friday on Guided Pathways for Classified Professionals. She's been really great working with the committee. And then the committee is presenting the Racial Injustice, Let's Talk About It! Workshop as part of our equity professional development. It should be a good conversation. Next step is to collaborate with classified professionals across the district on professional development in the area of equity.

V. Committee Reports (Written)

- a. Accreditation – Leona Crawford
- b. ISPC – Arezoo Marashi
- c. SSPC – Patti Brusca

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- d. BFPC – Vacant
 - e. Diversity – Patricia Gill
 - f. Safety – Chris Poole
 - g. Grants – Caitlin Welch
 - h. Technology – Suzie Schepler
 - i. Marketing Committee – Ruth Leal
 - j. Guided Pathways – Gilbert DeLeon
- VI. CSEA Report – Andy Aldasoro/Azadeh Iglesias
- VII. Open Forum
- VIII. Adjourned at 4:25pm

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