

Organize Your Senate Effectively TODAY to Shape the Future Leaders for Tomorrow!



*Pasadena City College: Classified Senate
Classified Leadership Institute
June 14, 2018*

Welcome!

Graciela Caringella
President, Classified Senate
Pasadena City College

Workshop Learning Objectives:

- ▶ **LEADERSHIP: WHAT IS IT?**
- ▶ **HOW TO ORGANIZE YOUR SENATE**
- ▶ **INNOVATION THROUGH PROFESSIONAL DEVELOPMENT**
- ▶ **BUILDING FUTURE LEADERS**

LEADERSHIP: WHAT IS IT?

What is leadership?

LEADERSHIP: WHAT IS IT?

- ▶ Leadership is both a research area and a practical skill encompassing the ability of an individual or organization to “lead” or guide other individuals, teams, or entire organizations.

LEADERSHIP: WHAT IS IT?

- ▶ Academic environments define leadership as “a process of social influence in which a person can enlist the aid and support of others in the accomplishment of a common task.”

LEADERSHIP: WHAT IS IT?

Shared Governance:

- ▶ Classified Senate
- ▶ College Council Committees
- ▶ Standing Committees
- ▶ Hiring Committees
- ▶ AdHoc Committees
- ▶ Leadership in your own division/department

LEADERSHIP: WHAT IS IT?

- ▶...ability of an individual or **organization** to “lead” or guide other individuals, teams, or entire **organizations**.

In order to lead
our senates **MUST** be organized!!

HOW TO ORGANIZE YOUR SENATE:

Pasadena City College:

- ▶ 18 Senators
- ▶ 6 Officers
- ▶ 12 Senators

HOW TO ORGANIZE YOUR SENATE:

President - Graciela Caringella

Vice President - Cheryl Storms

Secretary - Felisia Mitchell

Treasure - Nicholas Valsamides

Parliamentarian - David Colley

Board of Trustees - Audrey Joseph

Senators - 12 Representing various areas

HOW TO ORGANIZE YOUR SENATE:

- ▶ Senate Goals and Objectives: Who is doing all the work?
- ▶ Are the responsibilities of fulfilling senate goals and object being met? By all officers and senators? Some?
- ▶ Is all of the shared governance responsibility falling only on officers?
- ▶ Is there only “warm bodies” filling seats in senate meetings
- ▶ Is there inclusion?

HOW TO ORGANIZE YOUR SENATE:

Meet Senate Goals
and Objectives by
creating **delegations**.

HOW TO ORGANIZE YOUR SENATE:

Senate Delegations

President	Vice President	Secretary	Treasure	Parliamentarian
College Assistant	Senator	Senator	Senator	Senator
	Senator	Senator	Senator	Senator
	Senator	Senator	Senator	Senator
	Senator			

HOW TO ORGANIZE YOUR SENATE:

- ▶ Delegations reduce responsibility of “all the work” falling on officers while other senators are left wondering what they should be doing.
- ▶ Delegations reduce the confusion senators might have as to what role they should be contributing.
- ▶ Delegations contribute to inclusion and equity, where the work is shared amongst the senate.

HOW TO ORGANIZE YOUR SENATE:

President	Vice President	Secretary	Treasure	Parliamentarian
Agenda	Appointing Committees	Minutes	Accounts Report	Maintain Order During Senate Meetings
Shared Governance	Fall General Meeting	Newsletter	Fundraiser	Bylaws & Constitution
Professional Development Workshop	Professional Development Workshop		Scholarship	Professional Development Workshop
Classified Days	Spring General Meeting		Professional Development Workshop	

INNOVATION THROUGH PROFESSIONAL DEVELOPMENT:

- ▶ Professional development is learning to earn or maintain professional credentials such as academic degrees to formal coursework, conferences and informal learning opportunities situated in practice.

INNOVATION THROUGH PROFESSIONAL DEVELOPMENT:

- ▶ **EDUCATION CODE - EDC**
- ▶ **TITLE 3. POSTSECONDARY EDUCATION [66000 - 101060]**
(Title 3 enacted by Stats. 1976, Ch. 1010.)
- ▶ **DIVISION 7. COMMUNITY COLLEGES [70900 - 88922]**
(Division 7 enacted by Stats. 1976, Ch. 1010.)
- ▶ **PART 51. EMPLOYEES [87000 - 88270]**
(Part 51 enacted by Stats. 1976, Ch. 1010.)
- ▶ **CHAPTER 1. Provisions Applying to All Employees [87000 - 87164]**
(Chapter 1 enacted by Stats. 1976, Ch. 1010.)
- ▶ **ARTICLE 5. Community College Faculty and Staff Development Fund [87150 - 87154]**
(Article 5 added by Stats. 1988, Ch. 973, Sec. 26.)

INNOVATION THROUGH PROFESSIONAL DEVELOPMENT:

- ▶ 875150 - There is hereby established the Community College Professional Development Program, to be administered by the board of governors, the purpose of which is to provide state general funds to community colleges for **supporting** locally developed and implemented faculty and **staff development programs**.

INNOVATION THROUGH
PROFESSIONAL DEVELOPMENT:

HOW?

INNOVATION THROUGH PROFESSIONAL DEVELOPMENT:

- ▶ **Current Status:**

 - What are we offering now?

- ▶ **Resources:** Who has funding for us?

- ▶ **Delegation:** Who can help?

INNOVATION THROUGH PROFESSIONAL DEVELOPMENT:

PASADENA CITY COLLEGE CLASSIFIED SENATE PROFESSIONAL DEVELOPMENT

FUNDING PROPOSAL FOR 2017-18

OVERVIEW

On behalf of the Classified Senate, we are pleased to submit this proposal to our Professional Development committee for consideration. We hold our classified staff in high esteem and are determined to continue to provide professional development to all of our constituents. We would like to expand professional development opportunities this year to our classified staff and therefore are submitting detailed proposal. Thank you for your consideration.

The Objective

We would like to offer the following Professional Development opportunities this year:

- <Need #1: Offer three Professional Development Classified Days
- <Need #2: Offer four Professional Development Workshop Series
- <Need #3: Continue to offer funding for individual Professional Development conference or workshop requests

The Opportunity

- <Goal #1: Facilitating three professional development Classified Days will provide an opportunity for all Classified employees to attend. In the past, we have only offered one Classified Day with a maximum of 140 in attendance. We have 332 Classified employees and we would like to offer all 332 employees an opportunity to attend a Classified Day event.
- <Goal #2: In offering four professional development Workshop series on campus, we are able to educate our classified employees regarding the various professional development opportunities. This would be through the form of serving on any form of shared governance committee, attending a classified day, attending a workshop to understand the funding request process, providing information on the SanFac mentoring program, educating

INNOVATION THROUGH PROFESSIONAL DEVELOPMENT:

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INNOVATION THROUGH PROFESSIONAL DEVELOPMENT:

- ▶ **The Objective**
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INNOVATION THROUGH PROFESSIONAL DEVELOPMENT:

▶ The Opportunity

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- ▶ <Goal #2: In offering four Professional Development Workshop series on campus, we are able to educate our classified employees regarding the various professional development opportunities. This would be through the form of serving on any form of shared governance committee, attending a classified day, attending a workshop to understand the funding request process, providing information on the SanFac mentoring program, educating the campus regarding further professional development opportunities.
- ▶ <Goal #3: By continuing to offer individual profession development funding, the support of classified employees to continue to advance in their individual areas of expertise is supported.

INNOVATION THROUGH PROFESSIONAL DEVELOPMENT:

▶ EXPECTED RESULTS

▶ Professional Development Benefits

- ▶ <Result #1: All Classified Staff will be able to attend Classified Day for the first time in PCC history. This is an equitable and inclusive approach for our classified staff.
- ▶ <Result #2: Classified employees will be educated as to the various shared governance and Professional Development opportunities on and off campus.
- ▶ <Result #3: Specialized professional development skills will be acquired and useful for each individual classified expert area.

WHO IS ELIGIBLE?

▶ **The Solution**

- ▶ Recommendation #1: Funding for three Classified Days, \$16,000
- ▶ Recommendation #2: Funding for four Professional Development Workshops, \$1,000
- ▶ Recommendation #3: Funding for Classified staff to attend individual professional development opportunities, \$8,000
- ▶ Total Proposal Request \$25,000

WHO IS ELIGIBLE?

▶ The Solution

- ▶ Recommendation #1: Funding for three Classified Days, **\$20,000**
- ▶ Recommendation #2: Funding for four Professional Development Workshops, \$1,000
- ▶ Recommendation #3: Funding for Classified staff to attend individual professional development opportunities, **\$14,000**
- ▶ Total Proposal Request **\$35,000**

INNOVATION THROUGH PROFESSIONAL DEVELOPMENT:

DEMYSTIFYING CLASSIFIED SENATE



Classified Senate Workshop Series
WORKSHOP 1: DEMYSTIFYING CLASSIFIED SENATE

CLASSIFIED SENATE PRESENTS: KNOW YOUR CAMPUS RESOURCES



Classified Senate Workshop Series 2017-18
WORKSHOP 3: KNOW YOUR CAMPUS RESOURCES

CLASSIFIED SENATE PRESENTS: PROFESSIONAL DEVELOPMENT



Classified Senate Workshop Series 2017-18
WORKSHOP 2: PROFESSIONAL DEVELOPMENT – WHAT IS IT? WHO IS ELIGIBLE?

WHAT IS IT?
WHO IS ELIGIBLE?

CLASSIFIED SENATE PRESENTS: KNOW YOUR CAMPUS RESOURCES PART II



Classified Senate Workshop Series 2017-18
WORKSHOP 4: DEMYSTIFYING CLASSIFIED SENATE

INNOVATION THROUGH PROFESSIONAL DEVELOPMENT:

Classified Professional
Development Day

Mark Your Calendar
May 30, 2018

[Register Now](#)

LIVE.
LAUGH.
LEAD.

Presented by: PCC Classified Senate

Classified Days:

- ▶ **May 30, 2018**
Huntington Library - Day
- ▶ **June 20, 2018**
Huntington Library - Day
- ▶ **July 11, 2018**
PCC Campus - Evening

BUILDING FUTURE LEADERS:

- ▶ **Rotate people through different jobs.**

You want to give senators or classified staff first-hand experience in many different roles throughout your college. They'll gain exposure to different, committees, divisions, departments and gain new expertise.

BUILDING FUTURE LEADERS:

- ▶ **Challenge them with unfamiliar jobs.** Stretch assignments are growth-oriented exercises with some inherent risk. They're designed to push senators or participating staff past their skill level. Even failure offers valuable lessons that can add new skills, improve confidence and solidify shared governance or campus commitment.

BUILDING FUTURE LEADERS:

- ▶ **Create mentoring programs.** Typically, employees are paired with more senior employees at their college through programs which match employees with other mentors. When mentors and mentees meet for the first time, they should determine the mechanics of their relationship – when will they meet, how often, and how will they communicate outside those meetings. Mentors and mentee should get to know each other before tackling specific issues. Spending time discussing objectives, work styles, personalities and backgrounds.

BUILDING FUTURE LEADERS:

- ▶ **Ensure participants get frequent feedback and coaching through previous senators or committee members or participants advice.** You want them to stretch but not break, so make sure they have adequate support in new assignments. Frequent evaluations will help catch and address problems early on. Classified who have previously served can help others to build on potential future leaders.

BUILDING FUTURE LEADERS:

- ▶ **Allow senators or staff to take turns or switch out.** Not every classified staff will have the desire to be a good leader. Therefore, appoint new committee members, new senators and have former senators mentor new appointees.

Questions & Thank you!

