



California Community Colleges Classified Senate Board of Directors Meeting

Minutes

March 13-14, 2015

Fresno City College

Fresno, California

*Present (*conference call):* President Maureen Chenoweth, Foothill College; President Elect Debbie Weatherly, Santa Rosa Junior College; North Vice President- Karen Smith, Foothill College; Secretary Cari Plyley, Butte College; Treasurer Norma Talley, Butte College. Area Representatives: North 2 – *Deborah Knowles, Sacramento City College; Bay 1 – Shondra West, Los Medanos College; Bay 3 – Laurel Kinley, West Valley College (Saturday); South Vice President - Rocio Sandoval, San Diego Mesa College. Representatives: Central 2 - Ernie Garcia, Fresno City College; Southwest 2 – Peder Nielsen, Ventura College. Southeast 2 – Karen Martin, Irvine Valley College; President Emeritus Jim Wilson, Sierra College Retiree

Absent: Past President Russell Hamilton Sr., Saddleback College; Bay 2 Area Representative- Linda Allen, Skyline College; Laurel Kinley, West Valley College (Friday); Associates: Dennis Gordon, Irvine Valley College; Jose Hueso, San Diego Community College; My Loi, Mission College; Leo Lieber, Diablo Valley College Retiree; Angela Mahaney, Irvine Valley College; Janet Pedersen, San Joaquin Delta College

Guests: Susi Nitzel

1. **Call to Order**

4CS President Maureen Chenoweth called the meeting to order at 9:00 am. Deborah Knowles and Linda Allen are expected to join the meeting by conference call.

2. **Welcome and Introduction**

Ernie Garcia welcomed 4CS to Fresno City College and introduced members of the Fresno City College Classified Senate and the scheduled activities for the day. Lunch will be provided by the FCC Culinary Students.

3. **Agenda Approval**

Approved changes to the Agenda:

Add 2015-25 to the Consent Agenda, “*Cassandra Thomas, Letter of Resignation.*”

Add to 9. Area Representative Reports:

- a. *Area Representative Report Form*
- b. *Communication with Members*
- c. *Individual Reports*

4. **Consent Agenda**

2015-01 Approval of Minutes of November 2014
2015-02 Pat Murray, Retirement/Letter of Resignation
2015-03 Application of 4CS Committee Participation
2015-04 4CS Service Award Application
2015-25 Cassandra Thomas, Letter of Resignation
M/S/U Plyley

5. **President’s Report**

President Chenoweth emailed out updates in January and February and turned over to Debbie reporting on statewide committees

- a. *CCLC Board*

The January Board meetings major topic was hiring of the new League President.

Met with Board President Louise Jaffey with questions about 4CS participation on the Board.

A description of CCLC for new members.

- Advocacy system for community colleges. Promote leadership on all levels and legislative advocacy.
- Not so much faculty or mid level management.
- Important relationship and CLI partnership.

CCLC is now posting summary for BOG meetings and Consultation Council meetings.

CCLC Initiated a BOT Training Program

- Jim said board of trustee members who are unable to do training need to receive 4CS information.
- Jim suggested that perhaps 4CS could volunteer to do a short session on 4CS and classified staff.
- Maureen will check on whether senate information is included in trustee training and if she can get a list of trustees who do not go through training.

b. Professional Development – A Classified Definition

- The Chancellors Office is establishing a clearing house for professional development initiative.
- Lebaron Woodyard is giving latest AB 2558 updates at 4C/SD conference.
- Title will have changes because classified are now included.
- 4CS needs to develop a comprehensive definition of what professional development means for classified staff.
- Maureen suggested Four Areas:
 - job specific training/ongoing training
 - governance and leadership training
 - accreditation. No statewide process is in place.
 - training in specific campus initiatives
- Other suggested areas:
 - *personal training. Career ladders.*
 - *personal effectiveness*
 - *work smarter, not harder*
 - *personal improvement*
- In the past 4CS has had input with the development of accreditation standards. Classified staff should be funded to participate on accreditation teams.
- Use survey to get members to provide input and see if new areas are needed.
- Suggestion to have a Professional Development week statewide and have at a slow time.
- Can work with 4C/SD and make this a goal for both groups.
- Open survey to all classified, not just senates, to increase impact.
- Survey: What is Professional Development to you? List ALL areas.
- Karen – kick off at CLI, outline at beginning and get results by business meeting.

c. Speaker's Bureau – Scheduled Events

- March 20 - San Jose City College, President Chenoweth and Laurel Kinley
- March 26 – Contra Costa College, President Chenoweth and Shondra West
- April 1 – Napa Valley College, Debbie Weatherly
- April 1 – Las Positas College. Cari Plyley, Shondra West

d. Institutional Effectiveness Partnership-Initiative (IEPI)

- Three new initiatives
- IEPI : (Reports coming)

- Maureen attended first meeting when the Chancellor spoke. When the Chancellor's Office (CO) was sufficiently staffed they look at reports from campuses and provided support in needed areas. The CO is so short staffed, this hasn't happened. So the CO wrote a grant to provide assistance for actual money for campuses that are struggling with accreditation and resources. The CO is putting together teams made up of all constituents, 2 classified are part of each team. Workshops will be all over the state. Representatives go back and talk with their members. Encourage classified to be on these teams – if they need help, or if they can be an excellent resource for others. Classified staff can initiate a team.
- Peder Nielson is attending one in LA at Fullerton.
- Request for Peder to do a report on the listserv for this.

6. Unfinished Business

- 2015-64** Deborah Knowles reported on the previous request to develop policy and procedures for 4CS Board travel from the last meeting. Travel form was presented for approval.
Motion to approve form and zip code process for meals. M/S/C Plyley.

7. New Business

- 2015-05** 4C/SD budget items \$50 membership fee, \$1800 travel budget.
Motion to approve. Plyley, M/S/U

- 2015-06** President Maureen Chenoweth presented the nomination for Lebaron Woodward for the Leadership Award.
Motion to award Dean Lebaron Woodyard the 2015 4CS Leadership Award. Plyley, M/S/U

- 2015-07** 4CS Classified Senate President Service Award. Five nominees
Discussion:
- Didn't consider board members might be nominated.
 - Suggestion to prohibit active board members from receiving.
 - But College presidents nominate for this award and no one should be prohibited.
 - Didn't establish one award or more.
 - Since both of these issues had not been considered, should all 5 nominees be awarded this year?
 - Motion to table until tomorrow to make a decision
 - Suggest recognizing all 5 and explain the difficulty in making the decision
 - Make criteria clear for future awards.
 - Tabled to tomorrow for further discussion.

Workforce Development Initiative – Issues and Follow-up

- President Chenoweth put forward a request to the CO to include classified staff in the Initiative process.
- The response was that there currently is no position available on the workforce.
- Maureen White, Chancellor's Office (title) suggested on ways to incorporate us (classified) in the future:
 - Join the eNotice
 - attend regional workshops
 - have a conference call to provide 4CS input
 - pull up "best ideas" on the site. Chancellor's office site, divisions, institutional development.
- White will provide a Friday afternoon breakout session at CLI on her dissertation.
- White will provide a Saturday CLI presentation on workforce development

- 2015-08** 4CS Sponsor Competition Winner: Chaffey College
 Participants:

Butte College – 15 pts
Chaffey College – 71 pts
Sacramento City College – 15

2015-09 4CS Calendar

Motion to add the following meeting sites to the 4CS Calendar of Meetings.

M/S/U Plyley

September 12-13, 2015 at Santa Rosa Junior College

March 11-12, 2016 at Ventura College

September 9-10, 2016 at Los Medanos College

8. Board Reports

- a. North VP-Saturday
- b. South VP-Saturday
- c. Secretary
- d. Treasurer's Report

2015-10 Treasurer Report

- Question about what should go into savings.
- What percentage of our income should go into savings.
- Need a healthy savings for CLI deposit
- Increase visibility and increase travel budget for board members

9. Area Representative Reports

Discussion on difference between Area report and Vice President reports.

a. Area Rep Report Form

- Discussion on ways to improve the Area Representative Report Form.
- Smith and Martin will work on these.

b. Communication with Members

- Discussion on ways to improve communication between Area Representative and members.
- Add other all officers to 4CS Officer's Listserv

c. Individual Reports

Shondra West, Bay 1 Report (attached to these minutes)

Ernie Garcia, Central 2 Report (attached to these minutes)

Deborah Knowles

- Sac City College
- IEPW team

Peder Nielsen (attached to these minutes)

- Oxnard College Classified Senate Report
- Ventura College Classified Senate
 - 20th Retreat. All participating in accreditation process
 - Team for Institutional Diversity and Staff Development.
 - Scholarships in May 2 \$500
 - District-wide professional development committee as a result of CLI experience.
 - Personal professional development plan rolling out this month. PDPP

10. Committee Reports

a. 2015-11 Audit Committee Closed Session Report

b. Budget

2015-12 Chart of Accounts (Information)

2015-13 Tentative 2015-2016 Budget (Information)

CLI Budget Changes

- 4CS has assumed charges for CLI lodging deposits and payments for Executive Board members, scholarship winners, speakers and special guests.
- Will require more of the 4CS budget to be set aside to cover these costs.

c. *Conference Development – Debbie Weatherly, Conference Chair*

- Debbie reported that she, Cari, and Maureen visited Granlibakken on an overnight trip to tour the changes in the facilities. Debbie had never been to the site.
- **Resolutions Process:** Maureen reported that during the trip to Granlibakken, they discussed integrating the resolutions plenary process into the CLI event.
- **Possibly two resolutions for June.** Will decide after 4C/SD conference.
 - *Define what professional development means to classified staff.
 - Maureen suggested that a second resolution on the funding piece, depending on how the senate survey goes. There is still a question of where funding will go and for what so Maureen would like to wait until the 4C/SD conference to see what LeBaron Woodyard has to share and what is happening in the Chancellor's Office. The question is of consistency of funding for classified professional development. There is no consistency across the state. Limits on funding per classified person make it impossible sometimes for a staff member to even take advantage of what is available for them.
- Debbie will be in charge of the **plenary sessions**.
 - Plenary session first day of CLI prior to new participant session.
 - The president's breakfast the second plenary session.
 - Culminating in a vote at the General Session on Saturday.
- **Poster Session** focus will be on both sustainability and professional development.
 - Request posters and provide butcher paper to let people write what people are doing and add driving questions
- Conference T-shirt
 - Discussion on conference shirt and what items to sell in auction.
- Wednesday night potluck and planning session
 - Sign up on Google Docs
 - Rsvp spouses
- Awards dinner – Karen Smith, Awards and Recognition Committee Chair
 - Decorations theme
 - Rocks, water, fire, air (balloons)
 - Important to have enough board members and volunteers to set up quickly.
- Volunteers
 - Deborah Knowles in charge again
 - Include technology support people
 - Debbie needs a list of needs so she can solicit volunteer specialties.
 - Photographer to take photo of the Board during the introduction.
- Preloaded PPT presentations are more dependable for presentations.
- Introducing Board at the beginning of the conference. Everyone needs to be available and in the general session to be introduced.
- Icebreaker to connect with those in your Areas.
 - Cari will discuss name badge colors to icebreaker and exchange game.
- Thursday night buffet and roundtables
 - Representatives will use their time for the subjects they want.
 - Have list of things to tell them they need to do for 4CS
 - **Governance Roundtables** because not all are with senates.
- VP tables for people who don't have reps
- Map of meeting rooms in packet/bags
- Workshops
 - Discussion on workshops and presenters

- CCC Confer will be holding a virtual meeting on Thursday afternoon. Deborah is a certified CCC Confer trainer, she should be on hand to coordinate.
- **Maintaining and Growing a Senate.** Really need to offer this each year. **Senate 101** can mean many things. Could be the steps to start a new senate. Linda Allen would be good for 101. Plyley can attend and support.
- Should be sign up sheets for emailing materials passed out at event.
- Suggest directing people to the speaker's bureau to have person give presentation to a college so sources and resources are not an issue.
- Comments from participants that they sometimes prefer non-PPT workshop and more personal interactive.
- Ask presenters for their materials, PPT, and citing resources with a Share Agreement of what can be posted. "Do you have resources that would benefit our participants that we can link to?"
- DJ – Drew Kwondo from the Tahoe area. Will provide website so participants can provide requests.
- Email senates on listserv to pick delegates.
- Board attire:
 - Thursday – t-shirts and button
 - Friday – Green polos and buttons
 - Saturday - black executive shirts and buttons
- ALL Board Members need to be present promptly for introduction and Annual Business meeting. Board members need to be prepared to be present.
- Announcements:
 - Please do not use your cell phones
 - Don't forget to vote
- Election - Delegate sign in at business meeting
 - Discussion on recognizing voters in audience
 - We do not want the voice vote.
- College roll call: Can colleges sign in?
 - Discussion on calling all senates for roll call.
 - Secretary will read list of colleges registered and ask if anyone was not called.
- CLI program – Rocio
- Newsletter - Karen Martin
- Awards program – Cari Plyley

d. *Awards Committee*

2015-14 Model Senate Awards

Not all senates have been interviewed for the model senate status. Karen Smith is working on this with her committee and will send out email survey to vote on recipients of the award.

2015-15 Website Competition Awards

Flier and application has been posted on the web. Karen Smith is setting up her committee.

2015-24 2015 CLI Scholarship Recipients

Rochelle Franco, Folsom Lake College
 Molly Sealund , Merritt College
 Neary Sim, San Diego City College
 Michele Haggar, Skyline College
 Trisha Albertsen, Chaffey College, Sponsor Competition Scholarship

Karen Martin and Karen Smith will Co-Host the Friday dinner.

Continued *discussion* on SERVICE AWARD for 2015 and the future:

FUTURE

- Recognize all who are nominated
- Nominations roll over
- List all board members by college
- Rating
- Outside voices
- Has the person been recognized at local level
- Set criteria

2015

Give award to:

All – 6 votes

One – 3 votes

2 abstain

e. Fundraising

- CLI Auction
- 2016 calendar
- Pens
- Shirts

f. Nominations and Elections – Rocio Sandoval, South VP

2015 Election

Rocio reported the areas up for election and open vacant position with one-year left in the term.

g. Resolutions Task Force

- Discussion on Resolutions Guide for Board of Directors and members.
- Members will be asked to vote on the process.
- Cari will write up outline for what will go to members on resolution vote.
- PP Committee will come back with policy on resolution process.
- Jim volunteered.

2015-18 Special Election – Member Vote

Discussion on the process for a special election to vote on the resolution/plenary process.

2015-19 Resolutions Handbook Draft

- The Academic Senate provided their Resolution Handbook for editing and use by the 4CS.
- Plyley will review, edit, and submit draft to the Resolutions Task Force and the new handbook will be distributed to the board for approval.
- A Members Guide will be developed and given to the membership for approval.
- The complete Resolution Handbook will be posted on the 4CS website.

2015-20 4CS Professional Development Resolution

President Chenoweth will draft the Professional Development Resolution for the CLI plenary sessions.

2015-16 Roll Over of Letters of Intent/Associates

Motion to approve changes to Procedure 3.4.A.D Area Associates. Kinley. M/S/U

2015-17 PP Resolutions Committee

Motion to approve:

Changes to Procedure 5.1 Committees and Task Forces

Policy 5.8.15 Standing Committees/Resolutions Committee

Procedure 5.8.15.A. Composition of the Resolutions Committee

Weatherly. M/S/U

- 2015-21 PP 5.8.10 Public Relations Committee. Karen Martin
Motion to approve Procedures 5.8.10 Public Relations Committee. Plyley. M/S/U**
- 2015-22 Statewide Committee Participation**
Discussion on appointments of non-Board members to statewide committees.
Draft Committees Application reviewed.
- 2015-23 PP Committee Revisions**
Motion to approve:
Procedures 5.2.1. 4CS Executive Board Assignments
Procedures 5.2.2. Committee Chairs
Policy 5.7. Conference. Regional and Area Retreats
Procedures 5.7.2. Classified Leadership Institute. Conference Chairs. Silent Auction.
Exhibitors Showcase
Procedures 5.8.13. Commission on Senate Issues
Talley. M/S/U

- i. Student Success Advisory Board. No report, has not met.
- j. Institutional Effectiveness*. Not available at this meeting (attached to these minutes)
- k. *Public Relations. Karen Martin*
Listserv Communications
- Cari received instructions from a senate member on how to set your email to return directly to the sender. Cari provided the instruction sheet.
 - The PR Committee will review the handout and see if it will be useful when using the listservs.
- June Newsletter
- Karen Martin will be sending out an email to members asking for articles.
 - Cari will forward the list of articles generally found in the June edition.
 - Karen is asking for a deadline of early April.
 - Cari stated that some items, such as the Classified Senate Directory, will be one of the last items for the newsletter before printing due to spring elections that may not be done by early April.
- l. *Legislative Awareness/ACL. No Report, Linda Allen absent.*
Linda has been distributing legislative materials to the Senate and Classified Listserv and directly to the Board.
- m. *Technology*
Website Maintenance
- Send requests for changes to the website to Jim and Cari.
 - Always include the website link for where the change is needed.
 - Karen Martin will undergo training for the website, then changes can also be directed to her.
- o. *Membership. Cari Plyley*
Cari reported on membership statistics:
65 current senates
48 updates received for 2014-15
46 official updates received (update forms or website with dates)

11. Good of the Order

Deborah Knowles is a trained CCC Confer person and can do training.

Laurel Kinley, Fundraising:

- Discussion on Board of Directors role in fundraising.

Motion to change title of Fundraising Committee to “Development” Committee.

Plyley. M/S/U

As a result of Laurel's presentation, 4CS brought in \$1,100 during today's board meeting.

Rocio asked for her 4CS email to be forwarded to her personal email because of problems at work. She is not allowed to do anything 4CS at work and now has to use her vacation time to participate in 4CS. Maureen expressed disappointment that Rocio's college administration does not intercede. 4CS is a senate activity and is one of the highest forms of professional development and participation in governance.

12. Adjournment

President Chenoweth adjourned the meeting at 4:05 pm

Attachments: Area Reports
North 2: Deborah Knowles
Bay 1: Shondra West
Central 2: Ernie Garcia
Southeast 2: Peder Nielsen

Transcribed by Cari Plyley, 4CS Secretary



March 2014 Classified Senate Reports

AMERICAN RIVER COLLEGE – Classified Senate President Tamara Floyd

ARC's Classified Senate is hosting their 2nd annual Classified Professional Development Conference on March 20, 2015. There will be a motivational speaker, a variety of workshops, and a collaborative professional development facilitated brainstorming session for classifieds to enjoy. ARC's Classified Senate did not have a quorum in February to conduct an official meeting, and will meet on Wednesday, March 11, 2015.

FOLSOM LAKE COLLEGE – Classified Senate President Rochelle Franco

Congratulations to Admissions & Records/Evaluator Gayle Brown for being named the Physical Education Staff Member of the Year by the California Community College Physical Educators (CCCPE). Gayle serves as the college's Athletic Eligibility Officer.

This month's webinars include: "5 Ways to Deliver Noteworthy Customer Service" and "Developing Trust and Respect in the Workplace."

Classified staff will be assisting with the 2nd Annual "Steps to Success" event on March 21. Steps to Success will provide first time freshman the opportunity to complete their orientation, assessment and academic planning all in one day. In addition, there will be tours of the campus, a Resource Fair and activities/workshops for both students and parents. We look forward to welcoming incoming freshman to FLC.

SACRAMENTO CITY COLLEGE – Classified Senate President Sandra Belmares

1. Classified leaders, including Senate President Sandra Belmares, High School Outreach Specialist Tanya Anderson, and Research Analyst Ghada Al Masri attended the *Achieving The Dream (ATD) Annual Institute on Student Success* in Baltimore, MD, from February 16th to 20th, 2015 along with a larger Los Rios team of representatives from all campuses. The Los Rios ATD team met for a debrief on March 6th.
2. Classified leaders, including Senate President Belmares, Admissions and Records Supervisor Kim Goff, Admissions and Records Clerk III Jake Kattan, Language and Literature Instructional Division Administrative Assistant Janice Hans, and Research Analyst Ghada Al Masri plan to attend the Institutional Effectiveness Partnership Initiative (IEPI) Workshop jointly administered by the California Community Colleges Chancellor's Office and College of the Canyons during the month of March.
3. Classified leaders helped to promote the SCC Student Club Day on March 5th on the main campus and helped to recruit students to run for Student Senate officer positions.
4. Classified Connections Committee members, Janice Hans, Kelly Irwin, Sandra Belmares, and Irina Marsant, are presenting the Connections Customer Service Academy to a group of SCC classified employees on March 6th and 13th, 2015.
5. SCC's Classified Spring Retreat Committee leaders have been busy planning the 23rd Annual Classified Retreat which will be on Wednesday, April 1st, 2015.

6. Classified members are excited to see the implementation of the new Student Success and Support Program Specialist position district wide. This is excellent news considering the number of classified positions that were eliminated or remained vacant during the recent economic downturn.
7. Classified Senate President Belmares completed IBA Facilitator Training and is looking forward to helping to facilitate future IBA workshops. She is also serving on the Los Rios District Food Service RFP committee during the current spring semester.
8. Classified leader Lizzy Lynch has been busy helping to coordinate the Study Abroad Program for the district. At the beginning of February, 16 students left for Florence, Italy and they will return in May. These students are from each campus throughout the district. Oftentimes, students interested in our Study Abroad Program choose to attend Los Rios because their home campuses don't offer a program like ours. Each student takes 12 units while abroad from a list of courses that meet general education and transfer requirements. Many of these students are from low-income backgrounds and worked very hard to be able to go on this trip. It's exciting that our program has received continued support from each campus, as well as, at the district level. The Study Abroad Program is now beginning preparations for the fall trip to Barcelona, Spain where we anticipate 20+ students to attend.

COSUMNES RIVER COLLEGE – Classified Senate President, April Robinson

February and the start of March have been very busy for classified here at CRC.

The campus had a successful Town Hall meeting to begin the search for the new College President. Classified were able to voice their interests for the next College President. We would like to thank everyone who was involved in the Town Hall meeting.

The Classified Senate provided a Trauma workshop that was offered to faculty during the Spring flex. The workshop informed staff about the prevalence of trauma experiences our students have faced. It is also important to note that staff then had the opportunity to discuss the implications of trauma awareness on their interactions with students. Thank you to Jeanne Edman and Lesley Gale for putting this workshop on.

Classified were able to have Tea with the President and the Vice Presidents. The classified were able to hear firsthand updates from the President and Vice Presidents. Thank you to all those who came.

We are wrapping up the finishing touches to kick off our clothing drive. We look forward to see the success that this drive will have to help with the Classified Student Scholarship.

Bay 1 4CS Report – Shondra West

Contra Costa College (CCC):

No report. CS President, Erika Greene was not reachable via email and phone.

Contra Costa Community College District (CCCCD):

CS President, Georgette Stewart conducts monthly meetings every 3rd Wednesdays. Currently they have a full senate, all positions are filled. Two new people have joined the committee as treasurer and honorary secretary. Moving forward they are sending four people to 4CLI even though the conference conflicts with Classified JobLinks (June 4). JobLinks is a professional development event for classified to receive training, tips on work efficiency, or strategies to achieve professional enhancements.

The Classified Council made up of CS Presidents from three campuses (CCC, DVC, and LMC) plus District Office are coordinating a leadership conference on 3/26 for district-wide CS members. 4CS representative, Maureen Chenoweth will attend to provide a leadership presentation.

Los Medanos College (LMC):

CS President, Linda Kohler coordinated the annual Chili cook-off fundraiser; March 10. All proceeds goes towards student scholarships.

The committee is working on several projects:

1. Preparing for upcoming elections. A subcommittee has been formed to assure nominations announcements and election ballots are sent and votes are tallied. The election process will begin April.
2. Updating their bylaws and constitution. It was recommended that the bylaw subcommittee review 4CS website for guidance.
3. Reviewing senate goals whether to maintain the existing or new ones.
4. Developing a subcommittee to take action on responses received from a survey evaluation of senate. The responses received were qualitative and the subcommittee task is to transform the information into quantitative data that's measurable.
5. Working with Professional Development committee (PDAC) to develop a process for classified to access funding to attend training enhancement activities.

Diablo Valley College (DVC):

No report. CS President Scott Haden has been out due to furlough; senate business has been temporary on hold.

Berkeley

No report. CS President, Roberto Gonzalez no response via phone.

Alameda

CS President, Brenda has reached out to 4CS to update her information. As her last year as the CS president, she has shared her interest to join 4CS in the future. Regarding senate business she continues to be challenged with senate participation. It has been suggested to have a 4CS representative visit the college to illustrate the importance of being proactive with the decision making process.

Laney

CS President, James Blake shared over the phone that everyone is preparing for the accreditation visit the week of March 9. With much anticipation to be expected around accreditation, it has created a heavier workload to meet the requirements needed by ACCJC. With the heavy demands, James continues to focus on the primary issues he faces with classified and administration.

1. Lack of participation on participatory committees.
2. Helping classified understand the mission of senate “why we are here” from a customer service perspective and being proactive in the decision making process.
3. Classified voice lately has been nonresponsive. A professional development survey was sent, with no responses.

As a 4CS representative, I offered to visit the college and speak on the importance of participation goes beyond showing up to work to show one's devotion, when the future of the institutional structure lies within the decision. Hopefully this can happen around spring break.

As a suggestion, pick one person from each department to oversee that everyone completes the survey.

Merritt

No reports. CS President, Dorris Hankis no response.

Chabot

CS President, Gordon Watt shared over the phone the importance of classified participation within the hiring process in regards to developing the questions, criteria, and rubric. This process would be inclusive to classified positions request submitted via the program review process. The hiring committee will be responsible for making recommendations to the President's Cabinet.

Los Positas College

CS Co-President, Todd Steffan and Frances DeNisco. As co-president Todd and Frances share CS responsibilities. Todd attends District Board meetings while Frances attends campus meetings. CS is planning a Flex Day for classified to take place April 7th and they would like to have 4CS representative available to speak about the relationship between senate and union. Cari and I agreed to provide the presentation together.

Solano

No Report

Goals for Shondra West:

1. ~~Increase Bay 1 communication~~
2. ~~Send holiday emails; Thanksgiving and Christmas~~
3. Visit the remaining colleges; CCCD, DVC, Peralta, and Chabot College for 2015.
4. Attempt to have a meet-and-greet for Bay 1 senates (TBD)
5. Increase Bay 1 attendance for 4CLI Conference

Central 2 Report – Ernie Garcia

FCC & SCCCDO Classified Senate Report

- The Fresno City College & District Office Classified Senate is celebrating its 30-year anniversary. We are the second oldest Classified Senate in the state. (Chaffey College was founded in 1982). The Classified Council was established in 1984 after the accreditation process to represent classified staff in matters affecting the college.
- Worked with Technology Support Services to create a shared drive on the college's network for all Senate documents, thus ensuring the history of our senate continues past its current membership. Also had an email account set up, which will direct to the Senate President:
classifiedsenate@fresnocitycollege.edu
- Created and approved a set of goals for the 2015-2016 academic year, which include increasing Senate visibility among the campus community as well as developing a means to recognize exceptional classified employees at FCC and the District Office.
- The Senate approved our CS President to sign off on the ACCJC midterm report.
- Approved the FCC Professional Learning Plan. We are very excited about this and the signing of AB 2558 by Governor Brown as this opens up more opportunities for professional learning for classified staff in conjunction with the rest of the campus.
- Submitted an Action Plan for its own separate funding for professional learning to the Office of Instruction. We are still waiting to hear if we were funded or not.
- We donated \$750 to Hope for the Holidays, which provides holiday gift cards to students in need. The program is almost entirely supported by donations and last year 183 students were awarded a holiday gift card.

- Our annual Classified Senate Staff Development Day was a great success with more than 140 employees in attendance. President Cantú was there to welcome us in the morning, despite having a horrible cold, and Chancellor Stewart and Trustee Nishinaka joined us for lunch. Each year we send out a survey and the responses were fantastic.
- Spent most of spring semester preparing for the 4CS Executive Board Meeting.
- We met yesterday, where we reviewed and approved some slight changes to our Constitution and Bylaws.
- Voted to become a supporting member of 4CS.

Clovis Community College Center Classified Senate Report

- All of their classified staff has participated on accreditation committees, both writing and collecting evidence.
- Some of their classified staff attended staff development activities at FCC on Veteran's Day. Many thanks for FCC's Classified Senate for including them in their activities.
- Clovis Community College Center's Classified Senate held two very successful fundraisers this fall and were able to present two of their Federal Work Study students with \$100 Save Mart gift cards for their families for Thanksgiving. They also gave a gift card to a fellow Classified Professional whose family was struggling.
- CCCC had their Accreditation site visit the week of March 9-12, 2015. This is the final step before attaining full College status (expected Fall 2015).

Reedley College Classified Senate Report

- Recently changed our Constitution/Bylaws. We have now combined the two documents based on the modern suggestion of "Roberts Rules of Order" for bylaws for small non-incorporated organizations. With these changes we were able to fill seats and have a few waiting to help serve on committees until next year's elections.
- Approved the ACCJC midterm Report.
- Transfer Day was held on Thursday, September 11th, Classified Senate along with Academic senate was able to help with the informational table and help with the "Spirit Award" for all staff to participate.
- Their "Coats for Kids" drive was a great success and they collected over 100 coats. Special thanks to Nate Saari, MaryLou Wright, and Karen Elliot.
- They adopted a family in need from the surrounding community and decorated a Christmas tree, donated by President Caldwell, which they gave to their adopted family when they deliver their gifts.
- RC continues their Kampus Kudos program:
<http://www.reedleycollege.edu/index.aspx?recordid=84&page=1526>

The three senate presidents are trying to synchronize their schedules to meet to discuss district wide collaboration amongst our senates.

Ventura College Report

Peder Nielsen, Southwest region 2 rep. Ventura College, Moorpark College
Athletic Equipment Manager/ Current Ventura College Classified Senate President

How often are you holding your Classified Senate meetings:

Ventura 8 times a year.

Moorpark monthly.

Have you had any problems meeting quorum? If so, describe here:

Ventura, sometimes, Classified feel they cannot leave there desks.

Moorpark, Rarely.

What are some of the issues you are discussing:(IE: meeting quorum, participation issues with managers/administrators, governance participation (active or lacking).

changing/rewriting by-laws, fundraising, retreat days, classified appreciation day/week. *These are just examples; tell us more!*

Ventura, All the above plus accreditation, governance, retreat, professional development, board happenings, 3SP, Equity, Nomination process for Classified of the Year, appreciation luncheon, governance committee reports, Service awards, earth day events.

Moorpark, governance, professional development, classified frustrations,

Are there any topics that might benefit from a resolution? Resolutions create a classified senate college voice on a local or statewide level. If you didn't know this already, Academic Senates create MANY resolutions yearly. Let us know what frustrates you so we can work together and benefit from this effective process Governance.

Ventura, is making a resolution to get a 9+1 governance here at the college. It will not be legally binding, it will be college base of understanding that classified should be involved when issues in our 9+1 are presented.

Moorpark, Push for Classified involvement in Professional Development activities. Need to make sure management let's there classified participate in Professional development activities.

Do you feel you've made an impact regarding your Senate since the beginning of the Academic year (Fall 2014 or semester/quarter (winter 2015)? Tell us more!

Ventura, Yes, our attendance has increased. We have an equal number of reps on a work group going over and rewriting our governance process at the college. We will be giving out four scholarships this year instead of one or two. We are starting to do much better job fundraising money for senate use and scholarships. We have five people attending CLI this year up from three last year. We have many more people interested in being part of classified leadership. We developed our first senate logo.

Moorpark, Yes, raised our profile on campus and at district. Classified now feel more involved.

Where are your struggles?

Ventura, Participation, we are getting better but still need to improve. Truly valued in shared governance process, we need to start pushing for a 9+1 or 10+1 like students and faculty so our participation is mandated by law and accreditation. Management and faculty support.

Moorpark, Complete management support of classified dealing with governance participation.

What do you wish you had help with?

Ventura, Getting a 9+1 put into law to guarantee classified participation in the governance process in our colleges and districts.

Share with us what's working well. How did that happen? A hard struggle? Piece of cake? Tell us about it.

Ventura, We are getting more participation do to changing our meeting structure. At our meetings we are showing (we have committee reps give updates from there committees) those who do participate in the governance process are getting some really good things done. I believe this is due to the fact that we have some young energetic blood who have brought in allot of new ideas. They are taking advantage of our new place in accreditation that the college and district must demonstrate classified participation in the governance process. This has been very hard work to start changing people thoughts and ways (mainly mine as I am thirty year person). The old way of doing business at community colleges is over and we need to adapt to the new.

Moorpark, Classified feel more a part of college life. Learning to speak up and point out the role of classified in education. Not easy, and still have a long way to go, but progress in is happening.

Since its inception, the Institutional Effectiveness Partnership Initiative (IEPI) has been working diligently on providing a framework for the 72 districts of the California Community College System to avail themselves of technical assistance and preparation for meeting the demands of accreditation and continued pursuit of improving internal and external methods of addressing institutional effectiveness at a campus and district level. I have attended meetings for both the Professional Development and Policy workgroups – in Professional Development, during the February meeting, discussion covered the need for developing the series of workshops on the IEPI which have already been held throughout the month of March. At the most recent meeting, I took up my official workgroup assignment on the Policy committee, chaired by Vice-Chancellor Theresa Tena. During our workgroup meeting in March, we discussed creating a framework of policies and procedures for assisting colleges and districts in implementing protocols for institutional effectiveness, based on the items sent forward from the professional development committee. The subsequent meeting will include the continued development of documents and protocols for implementation of the IEPI.

---- Neill K. Kovrig

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M/S/C: Moved, Seconded, Carried;

M/S/F: Moved, Seconded, Failed;

M/S/Postponed: Moved, Seconded, Postponed;

M/S/U: Moved, Seconded, Unanimous

M/S/R: Moved, Seconded, Referred;

M/S/A: Moved, Seconded, Acclamation.

“Be naive enough to ask the right question”