

**CLASSIFIED SENATE  
MEETING MINUTES**

Wednesday, December 20, 2017  
10:00 a.m. – 11:30 a.m.  
Room: C-217

**Attendees:** Yajaira De La Paz, Graciela Caringella, Audrey Joseph, Tony Casillas, Nicholas Valsamides

**Guest:** Jeannie Sullivan

**Absent:** Dorion Hilliard, Mark Mintz, Felisia Mitchell, Juan Ramirez, Denise Albright, Richard Caldwell, Miranda Castaneda, David Colley, Candelario Diaz, Melanie Fields, Cheryl Storms, Carmita Veliz, Katina Williams

**Meeting Called to Order: 10:05 a.m.**

**A. Approval of November 1<sup>st</sup> and December 6<sup>th</sup>, 2017 minutes:**

Quorum not met for approval- tabled.

**B. Constituency Reports & Special Guest:**

Shelagh Rose not present- tabled

**C. Old Business:**

1. **AP4011 Flexible Calendar Program:** Graciela indicated that she has not received further documentation to request edits for AP4011, however we still need to meet and approve. Quorum not met, tabled.
2. **CCLC Report- Felisia Mitchell:** Felisia not present-tabled.
3. **Work Shop Series #2- “Professional Development”-Report:** Had thirty in attendance for this workshop. Our first workshop “Demystifying Classified Senate” only had 16 in attendance. This was a 50% increase. Officers suggested cancelation of workshop since there was competing events but we still went forward with workshop and happy we did as our attendance doubled.
4. **Senator Resignation:** Dorion Hilliard has requested to resign from the senate. As quorum not met, tabled.
5. **Professional Development Coordinator- Appointment (Nomination or Vote):** Mark Mintz expressed interest in taking over as PD Coordinator. Denise Albright is serving as interim Parliamentarian and cannot serve in both capacities. Mark Mintz is currently serving in this role until we are able to formally vote on an appointment from the President of the senate. Item tabled as quorum not met.
6. **Committee Appointments:** Provided appointments from last senate meeting that Cheryl Storms had provided. As quorum not met, appointments tabled.

7. **Standing Committee Reports:** Audrey reported on student success committee stating “We didn’t meet yesterday or last week. Next meeting will possibly be February 20<sup>th</sup> 2018.”
  - a. Mark Mintz is not present but wanted to talk about the Accreditation report. As Graciela also serves on this committee, she provided the report on his behalf. The accreditation committee is putting together an informational item to educate the campus on the accreditation process. As we currently do not have an upcoming site visit and we have submitted our midterm report, we are in a position right now to educate that campus on what accreditation is. The flyer or video will be titled to the extent of “What does accreditation mean to you?”

D: **New Business:**

1. **Workshop Series #3- “Know Your Campus”:** - December 11<sup>th</sup> met with Dr. Vurdien who loved the idea for us to use this workshop series to educate the campus regarding individual divisions and departments giving a perception of how these work together to bring success and cohesiveness to our campus in supporting student success. This will help staff direct students as to where they need to go when they have questions.
2. **Classified Senate Equity Goals:** Audrey Joseph: Senator Joseph requested to table this item until quorum has been met so the majority of senators can participate in the equity exercise provided.
3. **AP7150 Performance Evaluation of Administrators:** 1<sup>st</sup> read- Graciela, Jeannie and Carol Calandra met with College Council and discussed AP 7150: Graciela explained the evaluation process of managers and administrators. She discussed what the recent process was in which one third of managers were evaluated by a designated committee. There were a lot of questions and concerns around the process. Administrators felt that even though it was an anonymous process they felt the evaluation was being done by employees who did not interact with them or did not report to them. The Management Association recommended changing the composition of the committee from ten to five screeners. Dr. Vurdien requested at College Council for revision request to be discussed with each senate. We will continue this discussion into the next two senate meetings as College Council will not meet until next year.
4. **AP 5075 Course Adds & Drops:** - This is current AP, however revisions are being proposed. Graciela will invite Susan Bricker to present at the second meeting in January in order to fully understand this AP.

E: **Officer’s Report:**

**President:** Graciela attended College Council on December 15<sup>th</sup> and discussed AP7150 and AP5075. Also discussed at College Council was shared governance guidelines, membership vacancies, updates; academic affairs updates, administrative updates. Prior to that meeting the executive senate met with Sandra Serrano who is leading the presidential search. We had a great discussion with her regarding the job announcement for the president vacancy, primarily we discussed what we wanted in the announcement in regards to the perspective from Classified Senate and staff. We informed Sandra we would like to continue the health relationship we have with our current president in which we recruit a president who is going to

be in support of Classified Senate. A president who will be a great leader, transparent, and will continue to support the needs of classified staff. We also met with Dr. Vurdien on 12/11/17. We provided an update to Dr. Vurdien as to how the senate was doing. One of the questions asked by Dr. Vurdien and both Sandra Serrano was how active the Senate is. Graciela informed both that the senate is very active. To date we have not had to cancel a senate meeting. With Dr. Vurdien, we also talked about the approval of the accreditation report, the PD Workshops and Flex Day. Dr. Vurdien asked us to compare and contrast release time that other Classified Senate have at other colleges.

**Vice President:** Not Present

**Treasure:** Working on Fundraiser ideas for next year's fundraiser. Ideas such as holding fundraisers in conjunction with the nearby restaurant where part of the proceeds will be donated to the senate. Audrey and Yajaira both offered to help Nick in the event his delegation is not able to support him.

**Board of Trustee:** Meeting last week there was a reorganization of the board of trustees. Officer Chan was promoted to Police Sergeant. There was also a lengthy presentation for presidential search using the consulting firm. Sandra Serrano is encouraging the Board, Senate, and Shared Governance groups to volunteer ideas and provide feedback to finalize the job announcement. Finalists will participate in forums which will most likely take place in March or early April.

**F: Audience Participations/Announcement:**

Yajaira: The President's Latino Advisory committee (PLAC) met recently and discussed the presidential election. In the meeting the members of PLAC expressed their concern regarding the presidential process and how it compares to other community colleges. There was discussion made in that meeting that indicated they had concerns over our college's Board of Trustees and how they have a great amount of authority in making the final selection of the college president. Among PLAC's primary concerns is diversity, cultural competency and equity and ensuring all constituency groups on campus are represented as goals need to be inclusive for the needs of our students. PLAC will be holding a collaboration of groups on campus to have voices heard and receive direction to move forward and build on this. There has not been a date set in place but there will be an invitation for groups to come together and have this discussion of transparency and diversity.

Yajaira: The Association of Latino (ALE) employees recently held their annual winter coat drive. She indicated all items received were packed up and will be delivered for donations today. She indicated regretfully there was a great amount of items that were received in poor conditions, in addition to inappropriate items being donated.

Graciela: Reported she attended the #heretostay family event which provided assistance to families in need of undocumented student resources.

**G: Adjourn: 10:48 AM**