

CLASSIFIED SENATE MINUTES

Friday, April 5, 2013

Room CORE 420

Members Present: Linda Kohler, Sandi Schmidt, Keith Parsons, Linda Maniscalco, Sharen McLean, Grace Villegas, Allison Roeder, Eloine Chapman, Demetria Lawrence, Kathy Cullar

Guest: none

Members Excused: Elaine Ortiz, Camme Benzler, Sylvia Benzler, Sandra Mills, Mary Oleson, Imelda Lares

Available: Agenda, and Minutes

Agenda	Outcomes
<p>Welcome</p> <p>Announcements</p> <p>Public Comment</p>	<p>Senate President Linda Kohler called the meeting to order.</p> <p>Late meeting public comment: Concern was brought forward that there was no dialogue or transparency in the Student Services reorganization. It was felt that the Student Services staff was not included in discussion and also noted that the org charts did not list whom the classified staff would report to. It was asked if Program Review was used to make the decisions and who was consulted. There was a feeling that management didn't understand work load or responsibilities of student service staff.</p>
<p>A. Agenda</p> <p>B. Minutes</p>	<p>Agenda approved as written.</p> <p>Minutes for March 15, 2013 were approved.</p>
<p>Council Business</p>	<p>A. Appreciation Lunch April 24: Kohler reported that the Managers will be hosting the Appreciation Lunch.</p> <p>B. Cinco de Mayo May 2: Las Panchitas has given us a price of \$9 per plate and a \$30 delivery charge. La Pinata has given us a quote of \$6.50 per person and this includes the paper goods. It was decided to go with La Pinata. The flyer will be sent out next week. Lunch tickets will be sold at the Cashier for \$12 each.</p> <p>C. STANDARD 1: Meeting and making progress. They are struggling to find evidence. STANDARD 2A: Not too organized. They have turned in their narrative report STANDARD 2B & C: STANDARDS 2B and 2C have been separated. No report. STANDARD 3: No report. STANDARD 4: Committee reviewed part of the narrative. They hope to finish at the next meeting. STERING COMMITTEE: The committee reviewed the March 31, 2013 report prior to it being submitted.</p>
<p>Reports</p>	<p>A. District Reports: The District held a reception for tenured faculty and to honor Carol Love, District Classified Employee of the Year Awardee. There was a 1.5 hour Interest Based Process for a large group on the District Diversity report as printed in the Board packet. It is available on the website. Pete Garcia led the discussion. There were several groups represented from West and East County (Latino Voices, Latino for Education Equity et al). Time did not permit the group to complete the process. Chancellor Benjamin promises follow-up. District Governance Council approved numerous minor Business Procedures.</p> <p>B. Shared Governance Council: SGC had its first session of the RAP (Resource Allocation Process). "Local 1 has concerns that SGC is discussing within the RAP process some items that they feel are meet and confer." RAP is confidential until the President releases his recommendations in May.</p> <p>C. Enrollment Management: No Report.</p> <p>D. Health and Safety: No report.</p> <p>E. Planning Committee: The committee is finalizing the student satisfaction survey. They put together a list of improvements for the program review tool.</p> <p>F. TAG: Attendance is an issue. They reviewed the Mac Technology Use Plan. They are recommending some Macs</p>

	<p>and Mac software in labs. E-mail migration is almost complete.</p> <p>G. Distance Ed: Kamath visited the meeting to receive input on evaluating Distance Ed for accreditation and our self-evaluation of same. The ACCJC team will be meeting with the Distance Ed Committee in Oct. 2014. The committee has been asked to become familiar with the Guide to Evaluating Distance Education and Correspondence Education. There has been substantial change to the D2L training program by Horan and those changes were discussed.</p> <p>H. IDEA (Institutional Development for Equity & Access): The committee discussed recommendations for hiring the Sr. Dean of Institutional Effectiveness and recommended that person join IDEA. The committee is recommending that the Sr. Dean position will have an emphasis on diversity across the college community.</p> <p>I. Sustainability: The committee discussed details for the upcoming Earth Day celebration on Monday, April 22.</p> <p>J. Professional Development Advisory Committee: The committee looked over their strategic goals. Jean Moule will be back on campus on April 26 to do a second workshop. The topic will be on the second level of the iceberg. There will be a morning and afternoon session. The committee is starting to plan for Fall Flex.</p> <p>K. Matriculation: No Report.</p> <p>L. Graduation: Congratulation letters will be sent out to graduating students. Speaker invites will also be included. In 2014, Blas Guerrero will take over graduation. The Chancellor will be at our ceremony as well as Greg Enholm, Governing Board member. Horan will MC. The Gospel Choir will perform.</p> <p>M. District Research: No Report.</p> <p>N. For the Good of the Order: none</p>
<p>Adjourn</p>	<p>The meeting adjourned at 4:40.</p>

Cc: Bob Kratochvil, President
Michael Norris, Academic Senate President
Associated Students President
Business Director

CLASSIFIED SENATE MINUTES

Friday, February 7, 2014

Room CORE 420

Members Present: Linda Kohler, Sandi Schmidt, Keith Parsons, Grace Villegas, Imelda Lares, Yasmine Flagg, George Mills, Linda Maniscalco, Angela Fantuzzi, Demetria Lawrence, Kathy Cullar

Guest: none

Members Excused: Elaine Ortiz, Camme Benzler, Diane Ahlborn, Sharen McLean, Mary Oleson, Sandra Mills

Available: Agenda, and Minutes, Draft District Strategic Plan, BP 1023, BP 2059, District Budget Update

Agenda	Outcomes
<p>Welcome</p> <p>Announcements</p> <p>Public Comment</p>	<p>Senate President Linda Kohler called the meeting to order.</p> <p>Announcements: Student Senate invited the Classified Senate to participate in the Super Hero day. The invitation came after agenda was sent. Senate decided with the participation of T. Sanders and R. Turner, the Senate would be well represented. The invitation was too short notice to plan something.</p> <p>The Holiday luncheon netted \$933.95. \$57.35 more than last year. Thank you, again, to the hosting committee.</p> <p>No Public comment.</p>
<p>A. Agenda</p> <p>B. Minutes</p>	<p>Agenda approved as written.</p> <p>Minutes for December 6, 2013 were approved.</p>
<p>Council Business</p>	<p>A. Chili Cook-off – March 5: The Senate discussed the logistics of the event. It was agreed everyone liked the setup used for the Soup Cook-off. Kohler will contact co-chairs. M. Bransford needs to be contacted about the electrical outlets.</p> <p>B. Have a Heart Campaign - February: The Senate decided that the Have a Heart campaign has run its course. There was very little participation last year. Most folks already donate to the Foundation. Also, many, who have retired, used to donate to the campaign.</p> <p>C. Strategic Plan (District & LMC): The Senate reviewed the Draft District Strategic Plan Overview. LMC should be able to piggyback on to the District's. There is a lot of good stuff that the District can/will do. The Senate liked the one-sentence mission statement.</p> <p>D. BP 1023 Equity in Student Achievement: The Senate recommends sending this Board Policy to IDEA. The Senate questions how we would go about achieving these goals. It will be asked at DGC if a procedure will follow.</p> <p>E. BP 2059 Diversity: The Senate reviewed the policy. It was agreed that it should be requested at DGC definition sentence should be 2 sentences. This area needs to be re-worded for easier reading. The he/she should also be looked at.</p> <p>F. District Budget Update: It was stated possibly the college is at 3340 FTES for spring. There will be no short-term classes added. It was agreed that as good as the budget looks from the news perspective, it isn't. We need to meet our FTES goal.</p> <p>G. Shared Governance Position Paper Review Section 3: After a lengthy discussion, the consensus of the group was to allow managers to vote on the SGC. This was a total change of agreement from the December meeting. By managers having the vote, this makes them accountable and transparent. The vote would be recorded in the minutes. The Senate felt that by giving the vote to managers it didn't necessarily mean that the managers were supportive of the President. Based on prior conversations in Cabinet/Council, the managers may vote differently. The question was asked, "Why</p>

	<p>the President's Cabinet/Council is not considered a Brown Act body?" "What is the function or purpose of the President's Cabinet/Council? "Why isn't the President's Cabinet/Council shared governance committee? The other three groups are.</p> <p>H. Goals for Spring Semester: The Senate decided to table this discussion. The Senate goals will be on the next agenda and the goals will be sent out with the agenda. The subject of bringing Senate members to the meeting brought the discussion of the new employee orientation. PDAC has taken over this responsibility. The Senate would like to make sure a representative is in attendance at PDAC's orientation to talk about the Senate. Even the PDAC orientation has low attendance. Some felt it was redundant to the District orientation.</p> <p>I. Chancellor's Chat – March 28 in Pleasant Hill at the CCCSIG facility. 8:00 – 10:30 am. Please complete the survey. Details to follow. This is sponsored by the Classified Senates Coordinating Council.</p> <p>J. ACCREDITATION: Tabled. STANDARD 1: Planning Committee is reviewing the second draft. STANDARD 2A: Tabled. STANDARD 2B: Tabled. STANDARD 2C: Tabled. STANDARD 3: IDEA reviewed part of the Standard and had recommendations. STANDARD 4: Review the second draft. Senate agreed due to timing, to table this discussion until next meeting. STERING COMMITTEE: Tabled.</p> <p>K. Other: none</p>
<p>Reports</p>	<p>A. District Reports: See above. C, D, E, and F</p> <p>B. Shared Governance Council: The Council spent the majority of the time discussing and recommending changes to the RAP proposal forms. Olatunji has sent out the RAP proposal forms as well as the rating form to the community. The proposals are due to the Business Office on February 21. The proposal is one form.</p> <p>C. Enrollment Management: No meeting.</p> <p>D. Safety Committee: Some Senate members were concerned how site coordinators and sector monitors was asked or chosen. There seemed to be some confusion in wording used to ask employees. Appointments were shared at the Flex Day in January.</p> <p>E. Planning Committee: The committee reviewed Standard I second draft. They went through the whole draft. There is no equity in the document. They reviewed the District Strategic Plan. It does not address how to help African American students. The committee is planning three retreats to work on the LMC Strategic Plan. February 24 1:30-5, March 3 1-5 or 2-6 for the community and March 28 1-4:30. The Senate will host the March 28 meeting. The starting point will be the ideas from Opening Day activities. The committee also reviewed the employee satisfaction survey. Not as many participated this time. Only 29% of Classified participated. The committee is trying to find a better way to ask the questions. The Program Review instrument was reviewed and revised. The next meeting is February 19.</p> <p>F. TAG: Tabled.</p> <p>G. Distance Ed: Tabled.</p> <p>H. IDEA (Institutional Development for Equity & Access): Tabled.</p> <ul style="list-style-type: none"> • Sustainability: The committee met on January 27. David Vashnaik, Energy Manager at the District Office, explained the Proposition 39 energy conservation program. We talked about types of projects that would fit the requirements of the program and would have good return on investment. He also alerted us to the grants offered by Calrecycle for beverage container recycling bins. • LED lighting change out is underway in the Library Room L-109 • We are starting to brainstorm for Earth Day 2014. • We would like to start reaching out to the greater campus community to get more people involved in our committee. As this happens, we would also like to adopt a more formal committee structure.

	I. Professional Development Advisory Committee: Tabled.
	J. For the Good of the Order: none
Adjourn	The meeting adjourned at 4:50.

Cc: Bob Kratochvil, President
Academic Senate President
Associated Students President
Business Director

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