

## CLASSIFIED SENATE MINUTES

Monday, April 23, 2018

3:00-5:00pm

Room CC3-316

**Members Present:** Nicole Almassey - **President**, Deborah Baskin **Vice President**, Andrew Murphy - **Treasurer**, Michelle McQuaid – **Council**, Sharen McLean - **Council**, Tammy Oranje - **Council**, Shondra West - **Council**, Mary Oleson, Paul West, Grace Villegas, Phoebe Keesey, Ninnette Alfaro, Eric Sanchez, Justin Nogarr, Catt Wood, Courtney Diputado

**Guest:** Carla Rosas

**Members Excused:** Sandra Mills and Imelda Lares

Item	Agenda	Outcomes
1. 2. 3.	<b>Welcome</b> <b>Announcements</b> <b>Public Comment</b>	Meeting called to order <ul style="list-style-type: none"><li>• <b>Welcome</b> - Nicole welcomed everyone to the Classified Senate (CS) Meeting.</li><li>• <b>Announcements</b> - Nicole attended the Classified Senate President Retreat in Fresno (2<sup>nd</sup> oldest community college); April 20, 2018. Nicole reported on Chancellor Eloy Ortiz Oakley's discussion about the New Funding Formula and the minimal budget impact it will have on the colleges; 50% FTES, 25% serving low income students, 25% student success. May revise will have more information on the new funding formula structure.<ul style="list-style-type: none"><li>○ Nicole shared her discoveries regarding other colleges CS President release-time structure.</li></ul></li><li>• <b>Public Comment</b> - None</li></ul>
4.	<b>A. Agenda</b> <b>B. Minutes</b> <b>C. Treasurer's Report</b>	A. <b>Agenda</b> - <b>Action:</b> approved with date correction 4.23.18 (M/S: S. West/G. Villegas, All in favor) B. <b>Minutes</b> of 3/12/18 - <b>Action:</b> approved (M/S: T. Oranje /D. Baskin, All in favor) C. <b>Treasurer's Report</b> - Andrew shared no major changes to the budget. The only updates are travel expenses for Nicole and Deborah attending CSCC/DGC meetings.
5.	<b>Presentations:</b> <b>EEO - New Employee Survey</b>	<ul style="list-style-type: none"><li>• Carla Rosas presented on a New Employee (NE) survey seeking constructive feedback from senate. The purpose of the survey is to retain NE staff. EEO subcommittee would like to retrieve information about their experience with districtwide orientation, department orientation/training, communication/relationship with supervisor/manger/dean, professional development opportunities, employee evaluation process, access to tools/resources, support, and NE feedback. The information received from the survey will be shared with the EEO committee, President's Cabinet, and PDAC to address the needs and concerns. The Senate was questioned if having the person's identity revealed be helpful to address any specific concerns. HR would oversee the anonymity of the surveys being distributed to NEs. Carla and Senate members reviewed the survey together. The following concerns and recommendations were shared:<ul style="list-style-type: none"><li>○ <b>Question 1</b> - time frame of the survey should be completed 6 months after hire date.<ul style="list-style-type: none"><li>▪ Offer a follow-up survey during the second year</li><li>▪ HR tracking may pose a concern.</li></ul></li></ul></li></ul>

## CLASSIFIED SENATE MINUTES

Monday, April 23, 2018

3:00-5:00pm

Room CC3-316

- **Question 2** - by asking what department employees work, has the potential of revealing the person. It's easy to determine which departments have new employees.
- **Question 5** - merge 5 into 4, as letter d.
  - The purpose of 5, need to understand the effectiveness of department orientations. This question would be kept separate from district orientations.
  - Add information about effectiveness of the local/campus orientation
  - Create a table outlining District, Campus, department orientations with checkboxes or rating scale to include responses from effective to ineffective (1-5).
- **Question 7** - change 24 hours to 1-2 days and 24 or longer to other
- **Question 8** - add not sure option
- Eric questioned the process in which to hold management accountable and should HR oversee the filtration or intervention to correct problem areas.
- The survey address employees at a lower level which may not specifically address the concerns of professional development opportunities or employee and management training. Suggestion to survey both new and existing employees to determine the overall campus needs.
- Paul shared add a statement - have you been encouraged or discouraged to participate in PD opportunities? Language that reference negative terms “discourage” or outline problems will detour employees from sharing.
- Justin shared to create two types of surveys for new and existing employees.
- Mary suggested that EEO cross reference the management checklist that is completed when managers oversee new employees
- **Question 13** - be conscious this question has the potential of being a Local 1 Contract issue related to evaluation.
  - Add language referencing if an employee evaluation has been completed?

Clearly identify the survey goals. Is the goal to retain new employees, offer professional development, address management training, and look at areas of concerns to identify the gaps? The survey is not clear what the primary goal is. The EEO subcommittee was charged with maintaining culture in the workplace.

- **Question 12** - revise do you have resources and support to help you work in diverse community, e.g. student diversity.
- New employees may be confused by the terminology and acronyms, e.g. EEO and Shared Governance. Clarify or include the groups' mission statements.

# CLASSIFIED SENATE MINUTES

Monday, April 23, 2018

3:00-5:00pm

Room CC3-316

		<ul style="list-style-type: none"> <li>○ Add language reference who is the Local One and Classified Senate contacts</li> <li>○ M. Oleson shared in the past retaining person of color was a concern of the EEO committee, is that the issue being addressed with this survey? <ul style="list-style-type: none"> <li>▪ Focus is retention - address turnover/movement between campuses</li> <li>▪ Look how to cultivate the campus environment</li> <li>▪ Enhance the onboarding process.</li> </ul> </li> </ul> <p>Senate members can share additional feedback by emailing Carla.</p> <ul style="list-style-type: none"> <li>• Carla introduced Phoebe Keesey as the new Interim Foster Youth/Starfish Senior Program Coordinator.</li> </ul>
6.	<b>Committee Input and Report Outs:</b>	<p><b>District Reports</b></p> <ul style="list-style-type: none"> <li>A. <b>District reports</b> - develop calendar dates for future board meetings</li> <li>B. <b>Shared Governance Council</b> – New Resource Allocation (RAP) process was approved. A new online process will make submitting a proposal easier for departments. The information can be stored electronically, recycled, and updated for future submissions. Joellen Hiltbrand sent an email notification about the progress on increased completion rates from modifying the assessment, multiple measures, AB1705, and prerequisite/transfer requirement process.</li> <li>C. <b>Enrollment Management</b> – no meeting</li> <li>D. <b>Safety Committee</b> – Department emergency supply list will be sent to departments for inventory purposes and police services will check the working condition of safety equipment for each departments. Pizza with a cop was a successful event. New emergency announcement speakers have been placed in meeting rooms/classrooms. The speaker has an emergency button to immediately contact police services.</li> <li>E. <b>EEO</b> - addressed in item 5</li> <li>F. <b>Planning Committee</b> – Beth submitted a report: The committee is preparing for the new accreditation cycle, accreditation trainings will be provided, new enterprise technology tool coming soon, closing the loop on the educational master plan, discussions on the comprehensive program review process, and reviewing the status of completion of the 2016-17 goals. Planning committee is drafting a report of their progress. Beth is running a report for PDAC, Mary will share the results with EEO.</li> <li>G. <b>TAG</b> – no meeting</li> <li>H. <b>IDEA</b> - no meeting</li> <li>I. <b>Sustainability</b> – no meeting</li> <li>J. <b>Professional Development Advisory Committee</b> – no meeting</li> <li>K. <b>3SP</b> – no meeting</li> </ul>
7.	<b>Council Business</b>	<b>A. Scholarship/Kennedy King Donation</b>

# CLASSIFIED SENATE MINUTES

Monday, April 23, 2018

3:00-5:00pm

Room CC3-316

		<ul style="list-style-type: none"><li>○ Scholarship winners were selected by the committee (R. Hall, G. Villegas S. West). Five continuing students and five transfer students will receive \$500.00 from CS Scholarship fund.</li><li>○ In the past CS donated money to Kennedy King as a staining contributor. The senate agreed to continue with donating \$300. <b>Approved:</b> (M/S: D. Barnes/S. McLean), all in favor</li></ul> <p><b>B. Elections Update</b> - open positions for President, Treasurer, secretary and council members have concluded; nominations were submitted running unopposed. They will start their positions June 1<sup>st</sup>. The president position remains vacant - no nominations were submitted. Nicole will remain as interim president until the position is filled.</p> <p><b>C. Bylaws</b> - bylaws were approved; 33 votes out of 115 Classified. Recommendation to make the process electronic. Difficult maintaining an electronic process with anonymity.</p> <p><b>D. Logo</b> - CS Logo style was created and voted upon. The top three styles were shared among the senate which was narrowed down to one. Justin will modify the agreed upon logo for final approval.</p> <p><b>E. Business Procedure 18.04</b> - outlines funding allocations and use for Academic Senate and the Classified Senates at CCC, DVC, LMC, CCCC, and District Governance. Nicole shared inequities with the business procedure in which Academic Senate President receives a stipend and release time, whereas the CS President does not. Currently, the AS Council is seeking a stipend increase, whereas CS Presidents would like to receive a stipend apportionment.</p> <ul style="list-style-type: none"><li>• Nicole has been tasked with finding five like colleges to LMC population/dynamics to determine if release-time exists and how much. There are variations among other colleges where some CS Presidents receive 50% to 1 hour per month release-time, others do not receive any release-time, or managers have consented to CS President full participation in governance, unofficial release-time.</li><li>• A proposal was submitted for campus-wide CS Presidents to receive a stipend. The work of a CS President requires time outside of one's work schedule to uphold the integrity of senate business. The possibility of release-time may pose difficulties regarding the commitment and training to backfill the CS President's position - 25%. Student services positions are unique and may be difficult to backfill, e.g. financial aid certifying Pell Grants, admissions &amp; records certifying transcript audit, assessment process multiple measures, etc. It's easier to backfill a position at 100%, e.g. the Local One Rep. Nicole will follow-up with President Bob and Chancellor Wood regarding a CS stipend.</li></ul> <p><b>Other</b> - none</p>
8.	Adjourn	<b>Action:</b> The meeting adjourned at 4:31 pm (M/S: D. Baskin/P. West), all in favor