

Classified Senate Minutes

Date: 09/09/2016
 Time: 2:00-3:30 p.m.
 Location: CCR-233

Executive Board: Benjamin Gamboa, Ginger Sutphin, Brandice Mello, Steve Rush, Laura Oliver
Senators: Naomi Lara, Jason Lee, Monique Marrujo, Mike Bedoya, Mary Bender
Members: All permanent classified staff members are voting members of the Classified Senate

Classified Senate Code of Ethics:

The Crafton Hills College Classified Senate and its individual members, while conducting Senate business, will be consistent with democratic principles and will adhere to the following:

- Base all decisions on all available facts.
- Uphold the majority decision of the Senate.
- Work to develop a governance system that is inclusive of all members of the campus community.
- Support a campus environment that values the diversity of our campus population.
- Recognize that unwelcome attention toward any member of the campus community is not permissible and will not be condoned.
- Maintain integrity in all aspects of service.
- Advocate the prudent and responsible expenditure of public funds.
- Vote with honest convictions despite unwarranted influences.

TOPIC	DISCUSSION	FURTHER ACTION
Call Meeting To Order – 2:00 p.m.	Called to order: 2:03 pm	None
Introduction of officers and senators	Introduced new officers and senators. All in attendance.	None
Reports to the Senate		
Campus Community Reports: (1 st monthly meeting, 5 min. each) 1. Administration 2. CSEA 3. Academic Senate	None attended	None
Senate Reports: 1. President a. Fall Shared Governance Workshops	1) Ben showed the senate the updated website. a) There was a call for workshops explaining what shared governance is.	1) Email Ben if there needs to be any corrections or additions a) There was small attendance at workshops, but those who did attend enjoyed the information. i) Will offer workshops in future; possibly middle of semester. ii) The prior presentation workshop is posted on website

<p>b. Comments on Educational and Facilities Master Plans</p> <p>c. New shared governance committees: Enrollment Strategies, Diversity & Inclusion, Facilities Planning</p> <p>d. Ideas for growing FTES (ITT Tech, Promise Program, WebAdvisor, Outreach, Retention, 24-drop policy)</p> <p>2. Treasurer</p> <p>3. Committees</p> <p>Approval of Minutes</p>	<p>b) Please read Educational and Facilities Master Plan in order to comment on what is written. The strategic planned allowed for Student Services to comment, even to comment if there is some confusion.</p> <p>c) Enrollment Strategies is breaking away from SSEEM</p> <p>i) Ben is working with Breanna Andrews to implement classified side in Diversity & Inclusion.</p> <p>ii) Facilities is planning to breakaway from Educational Master Plan</p> <p>d) Plan to grow additional 4% to create 5,010 FTES; currently at approximately 4,900.</p> <p>i) ITT Tech closed and need to reach out to students</p> <p>ii) Promise Program- trying to develop this more; it will pay for what is not covered through aid</p> <p>iii) WebAdvisor is being pushed hard to update</p> <p>iv) Outreach centered on ITT for the immediate moment</p> <p>v) Retention and 24-drop policy may be tied together; the policy was created around 2010/11 to manage enrollment</p> <p>2) Currently have \$1145.75</p> <p>3) Lot of board policies pertaining to this; most committees are filled</p> <p>Approved MSC Ginger Sutphin/Steve Rush</p>	<p>b) Read the strategies in Chapter 2, No. 1-9. Provide an opinion and plan to implement them. For the Facilities Master Plan, begin after page 71; discusses office spaces, moving, etc.</p> <p>c) Consider being a representative for new committees.</p> <p>d) Classified participation with students is essential to this; think up way to outreach or build this.</p> <p>i) Possibly do so by raising the amount of business and computer classes for ITT students.</p> <p>ii) This will give free tuition and fees if students meet requirements/criteria; covers financial aid package.</p> <p>iii) Have to make sure classified has input in this since classified primarily works with this program.</p> <p>iv) There will be two meetings on Tuesday, September 13th to reach out to students; held in CCR 233 AT 10:00am and 5:00pm</p> <p>v) From Keith Wertz study, 1600 students that were dropped did not re-enroll; possibly have registration in Spring for upcoming Fall; broaden the catalogue.</p> <p>2) Expecting check for \$152 from JoJo's; maybe have them here twice a month. Get 15% of sales from them</p> <p>3) Consider being a representative for unfilled appointments.</p>
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<p>Old Business:</p> <ol style="list-style-type: none"> 1. Priorities and goals of the Senate for the 2016-2017 Academic Year 2. Impact of Classified Professionals on the direction of CHC 3. Classified Senate Administrative Unit Outcomes (examples) 4. Classified Senate Program Review 5. Resolution 2016-1 Classified Senate Nine plus One (9+1) 6. Resolution 2016-2 Participatory Governance 7. Committee appointments and vacancies 8. Committee Reporting Tool 	<ol style="list-style-type: none"> 1) Professionalize the senate; need to discuss outcome assessments for what the senate hopes to achieve; be at the forefront; be a part of Program Review-get money for classified members; send classified members for leadership conferences. 2) Posting policies discussed; only post in designated areas and with approval?; MSC Mike Bedoya/Jason Lee to develop resolution on late night safety procedures for students. 3) Ben broke down outcomes; accrediting body. MSC Mary Bender/Ginger Sutphin to establish AUOs and glossary of terms in outcomes assessment 4) Formulate this first, then insert it. MSC Ginger Sutphin/Steve Rush to adopt program review process. 5) Tabled to next meeting 6) No need of resolution due to changes in CSEA bylaws; MSC Ginger Sutphin/Kathy Wilson to table indefinitely 7) District Strategic Planning needed and District Safety needed 8) Tabled to next meeting 	<ol style="list-style-type: none"> 1) Kathy mentioned enlightening other classified; Mary said to focus on trying to get the money to help with training; training that would be outside of the district. <ol style="list-style-type: none"> i) Ginger said if anyone finds a training that a person is interested in then to notify her and she will see if she can provide ii) CSEA is providing more on job skills training; maybe partner with them. iii) Partner up with Valley College iv) Apply to professional development for funding; relate to equity plan to be reimbursed v) Show how training impacts 2) Need clarification on approval for postings <ol style="list-style-type: none"> i) Formulate a resolution to find the time when the CCR closes and recommend safe places for late night classes. 3) Develop AUOs and glossary for adoption by Senate. 4) Process to be developed and implemented over the academic year 5) Everyone to read for next meeting 6) None 7) Monique Marrujo interested for District Safety Committee; Mary Bendet interessted for Unit 4 Senator and District Assembly. 8) None
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<p>New Business:</p> <ol style="list-style-type: none"> 1. Bylaws Review Ad-Hoc Committee 2. Senate Logo Redesign Ad-Hoc Committee 3. <u>Policies and Procedures</u> requiring input: <ol style="list-style-type: none"> a. AP 3515 Reporting of Crimes b. AP 3516 Registered Sex Offender Info. c. BP/AP 3520 Law Enforcement d. BP/AP 3530 Weapons on Campus e. AP 3720 Computer and Network Use f. BP/AP 7600 District Police Dept. 4. Request for \$100 financial support for “Welcome Back Feasting” 	<ol style="list-style-type: none"> 1) Tabled to next meeting 2) Tabled to next meeting 3) There is a link provided in the agenda to the left to read over. 4) MSC Kathy Wilson/Mary Bender to donate \$100. MSC Ginger Sutphin/Mary Bender to amend motion to request sponsorship recognition. 	<ol style="list-style-type: none"> 1) None 2) None 3) Need to provide input in the next 3 months 4) Will donate with the sponsor guarantee
<p>Adjourn – 3:30pm</p>	<p>Adjourned at 3:37pm</p>	<p>Add discussion of M&O third shift to future agendas.</p>
<p>College Mission Statement: To advance the educational, career, and personal success of our diverse campus community through engagement and learning.</p> <p>College Vision Statement: Crafton Hills College will be the college of choice for students who seek deep learning, personal growth, a supportive community, and a beautiful collegiate setting.</p> <p>College Values: Academic excellence, inclusiveness, creativity, and the advancement of each individual.</p> <p>Classified Senate Mission Statement: To support the missions of Crafton Hills College and the San Bernardino Community College District while enhancing participation in shared governance for Classified Professionals.</p>		