

CLASSIFIED SENATE MINUTES

DATE: 09/15/2017
TIME: 2:00-3:30 P.M.
LOCATION: CCR-233

EXECUTIVE BOARD: Benjamin Gamboa, Michelle Tinoco, Brandice Mello, Steve Rush, Laura Oliver

SENATORS: ~~Herbert Jacob~~, Jason Lee, ~~Monique Marrujo~~, Mary Bender, ~~Mike Bedoya~~

MEMBERS: All permanent classified staff members are voting members of the Classified Senate

GUESTS:

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.

CLASSIFIED NINE-PLUS-ONE:

- Curriculum systems integrations and implementation;
- Degree and certificate requirements;
- Educational program development;
- Standards or policies regarding student services, support, and success;
- College governance structures, as related to classified roles;
- Classified roles and involvement in accreditation processes;
- Policies for classified professional development activities;
- Processes for program review and annual planning;
- Processes for institutional planning and budget development;
- Any other district and college policy, procedure, or related matters that will have a significant effect on Classified Staff.

TOPIC	DISCUSSION	FURTHER ACTION
Call Meeting To Order	2:03pm	
REPORTS TO THE SENATE		
Campus Community Reports: <ol style="list-style-type: none"> 1. Administration 2. Academic Senate 3. Student Senate 4. CSEA 	None to report	

<p>Senate Reports:</p> <ol style="list-style-type: none"> 1. President 2. Treasurer 3. Committees <ol style="list-style-type: none"> a. Senate Ad Hoc b. Shared Governance 	<ol style="list-style-type: none"> 1. Our data shows that we have grown in FTES, in headcount, and in relation to Valley (percentage wise). Serving 200 more students; will be up 30 FTES. One and a half percent is equal to 10 FTES; \$150,000 growth in budget with the 30 FTES. We are doing what we need to do grow, but we must continue to do so. Reach out to current students and future using retention type services. President's goal is to work with PD to help explain what retention services are from a classified perspective. What is a retention service that we provide? 2. \$789.22 3. a. Classified Professionals Week is the second week of June. If there are any suggestions, what workshops will be done, how lunch will be, etc. please let the E-Board now. b. Herberth attended the <u>SSE</u>: reviewed committee evaluation. Points about the prep of material and info presented to members before discussing funds. Request from V.C. Torres to allocate part of this budget to help relieve the general fund. Using equity and SSSP funding. Laura O. attended <u>Accreditation Committee</u>; it went to board. Self-evaluation will be in 2019. <u>Attended Homeless Committee</u>: discussed ways to work together to help the students beyond what is required (opening showers, Coach Cupboard, etc) <u>PD Committee</u> is working on flex day. Kathy W. <u>District Assembly</u>: Bruce stated they were moving forward to hiring a grants writer that it will benefit the district. Believes it will help us all. Ben G. Crafton Council: discussion on what grants to move forward with. This is under Keith, who is tackling grants. Major grant coming up: Guided Pathways. 	<ol style="list-style-type: none"> 1. Brought up that all Classified should be notified or have an understanding of processes to be that one-stop shop for students. 2. Follow up with Carrie to see if the classified donations are being accumulated. 3. b. Invite Rebecca and Kirsten to next meeting to discuss this. In order to do so, this type of allocation needs to be discussed through shared governance.
ITEMS FOR ACTION		
<p>Approval of Minutes:</p> <ol style="list-style-type: none"> 1. 06/08/2017 2. 08/25/2017 	<ol style="list-style-type: none"> 1. MSC Laura Oliver/Kathy Wilson to approve 2. MSC Laura Oliver/Kathy Wilson to approve 	
<p>Old Business:</p> <ol style="list-style-type: none"> 1. Classified Senate Program Review 2. Classified Senate Logo 	<ol style="list-style-type: none"> 1. E-Board will respond to the questions listed on the Planning Notes. Planning on having it written in October for the E-Board and then brought to senate. Need it finalized in order to put forth budget requests: CLI, CP Week, membership with CCCC, funds to attend classified senate workshops, etc. 	

	2. Mandy is going to give it to her art students. Ben gave them our mission statement to go off of. It is open to everyone to put forth their own logo. Looking at December or January to bring to E-Board to choose a design.	
New Business: 1. Shared Governance Appointments a. Planning & Program Review b. Institutional Review Board c. District Applications Work Group 2. Purpose Statement for Senate Foundation Account 3. Priorities for 2017-2018	1. a. Planning and Program Review: Brandice Mello volunteered. MSC: Mary Bender/Jason Lee to approve b. Institutional Review: Still open c. DAWG: Steve Rush volunteered. MSC: Brandice Mello/Michelle Tinoco to approve 2. The Foundation went through an audit and the classified account needs to have a purpose statement attached. Motion to accepting the Purpose Statement with changing “should” to “will”. MSC/Kathy Wilson/Steve Rush 3. Improve participation and involvement of classified in senate as well as in the committee appointments. How do we encourage our classified to come? Hopes that this program review will push for more involvement.	
Public Comment	None	
ITEMS FOR INFORMATION		
Future Agenda Items: 1. Resource25 Implementation		
Announcements: 1. Equity in Action Brainstorm, Oct. 18, 12-1pm, LRC-226 2. Equity in Action Follow-Up, Nov. 15, 12-1pm, LRC-226 3. 2018 Classified Professionals Week, June 11-14 4. 2018 Classified Leadership Institute, June 14-16, Crowne Plaza Ventura Beach		
Next meeting: Sept. 29, CCR-233, 2 p.m.	Adjourned at 3:32pm	
MISSION STATEMENT: To advance the educational, career, and personal success of our diverse campus community through engagement and learning. 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. VALUES: Academic excellence, inclusiveness, creativity, and the advancement of each individual.		