

# Crafton Hills College Classified Senate Minutes

Date: February 7, 2014  
Time: 2:00-3:00  
Location: CL 218

**Members Present (Bold)**     *Members Absent (Italics)*  
**Executive Board**             **Senators**  
**Michelle Tinoco**                 *Kevin Palkki*  
**Kristin Garcia**                   *Floyd Simpson*  
**Ruby Zuniga**                     *Rosemarie Hansen*  
**Nicole Rodriguez**               *Edward Chavez*  
**Lorena Guadiana**

**Members & Guests:** Kathy Wilson, Alicia Hallex, Miriam Williams, Laura Record, Vicky Franco, Kristi Simonson, Ben Gamboa

TOPIC	DISCUSSION	FURTHER ACTION
<b>Call Meeting To Order</b>	Meeting called to order 2:07 pm	
<p><b>Reports:</b></p> <ul style="list-style-type: none"> <li>I. Hay Group</li> <li>II. Mission, Vision &amp; Values</li> <li>III. Classified Hiring Prioritization Process</li> </ul>	<ul style="list-style-type: none"> <li>I.     <b>Classification Study by Hay Group – Ben Gamboa</b> <ul style="list-style-type: none"> <li>a. 80% of data has been collected so far. We are looking for 100% participation, so if you know anyone who has not submitted their form, please encourage them to do so. The Hay Group will also be reaching out to those who have not submitted.</li> <li>b. We are being compared to RCC, Mt. Sac, Chaffey and Victor Valley. The only exceptions are KVCR and IT who will be compared to private sector.</li> <li>c. Every position is being considered independently</li> <li>d. Hay Group will evaluate this month and at the end of February will submit their recommendations for classifications and job descriptions. Decisions will be finalized by the end of March. The District’s goal is to implement by July 1, 2014 – the union will make sure that it is implemented fairly.</li> <li>e. Salary increases will be negotiated separately than the classification study. Any possible new compensation will start as soon as a new salary schedule is started. The union will try to negotiate to have any increases be retroactive.</li> </ul> </li> <li>II.    <b>Mission, Vision, &amp; Values – Ben Gamboa on behalf of Bryan Reece</b> <ul style="list-style-type: none"> <li>a. The Educational Master Plan Committee has considered 15 different edits to the mission, vision, and values of Crafton after collecting input over the past year through surveys and</li> </ul> </li> </ul>	

	<p>workshops.</p> <ul style="list-style-type: none"> <li>b. Ben distributed a memo on behalf of the EMPC outlining the top three choices for mission and vision and top two choices for values for additional feedback from Classified Senate and Academic Senate.</li> <li>c. Classified Senate and members discussed the choices and provided feedback for Ben to return to Bryan.</li> </ul> <p><b>III. Classified Hiring Prioritization Process – Ben Gamboa</b></p> <ul style="list-style-type: none"> <li>a. Faculty felt there was not enough transparency in the how new positions were opened and filled, so a Hiring Prioritization Process was outlined and given to Crafton Council.</li> <li>b. A similar process has been outlined for the hiring process of classified staff and Ben distributed a copy of the draft for discussion. Ben answered questions about the document and received feedback from members. A motion to approve was made and passed.</li> </ul>	
<p><b>Old Business:</b></p> <ul style="list-style-type: none"> <li>I. Approval of Minutes from December 6, 2103 &amp; January 24, 2014</li> <li>II. Classified Professionals Week</li> <li>III. Primm Turnaround Trip</li> </ul>	<ul style="list-style-type: none"> <li>I. Minutes approved by majority</li> <li><b>II. Classified Professionals Week</b> <ul style="list-style-type: none"> <li>a. We have several workshops lined up, but are still requesting ideas for a few more.           <ul style="list-style-type: none"> <li>1. We’re looking into a coffee and chocolate tasting with Auggie’s and another vendor.</li> <li>2. Michelle Tinoco is meeting with Mike Strong next week to discuss any liability issues with having a self-defense workshop.</li> <li>3. Other ideas offered were: Professional Writing (Jonathan Townsend), Watercolor painting (Kristi Simonson), Multi-tasking, Relaxation, U of R present their programs for working adults.</li> </ul> </li> <li>b. Loreno thought it would be nice to have some type of classified recogniton during the week and volunteered to put together a draft idea.</li> <li>c. We still need raffle prizes – looking for ideas.</li> </ul> </li> <li><b>III. Primm turnaround trip</b> will probably be cancelled due to lack of interest. We will plan another fundraiser for scholarships funding or we could use some of the Edustream money.</li> </ul>	

<p><b>New Business:</b></p> <ul style="list-style-type: none"> <li>I. Treasurer Update – Ruby Zuniga</li> <li>II. Committee Updates</li> <li>III. Priority Registration</li> <li>IV. AB 2225</li> </ul>	<ul style="list-style-type: none"> <li>I. We have \$862 in Senate account, \$120 in petty cash and \$1,500 from Edustream pending.</li> <li>II. Committee Updates: <ul style="list-style-type: none"> <li>a. <b>Honors Steering Committee - Lorena Guadiana</b> Gary Williams will be taking the place of Jennifer Floerke as Coordinator</li> <li>b. <b>PPR – Ben Gamboa</b> Annual plans are due and need to be submitted. Mondy the committee has at least three programs to review.</li> <li>c. <b>EMP – Ben Gamboa</b> We’re working on the mission, vision, and values and also strategic goals and objectives on the Educational Master Plan. We’re also working on how to build Engage, Learn, Advance into a measurable plan.</li> <li>d. <b>District Assembly – Ben Gamboa</b> <ul style="list-style-type: none"> <li>1. The smoking policy is being updated to include electronic cigarettes.</li> <li>2. We want to implement and auditing process, where students can sit in class for no credit. Currently it is not allowed.</li> </ul> </li> <li>e. <b>District Budget Committee – Michelle Tinoco</b> Next week there is a meeting of the District Wide Budget Committee and we will be there to argue our point for the 70/30 split between Crafton and Valley. We have met growth numbers and Valley has not so we feel that the evidence for the split is on our side. We recommend that everyone read the College Brain Trust Report.</li> </ul> </li> <li>III. <b>Priority Registration</b> Michelle is working with Rebeccah Warren-Marlatt on the draft of a proposal to get priority B registration for classified staff taking courses on campus. We’re hoping to implement by Fall 2014</li> <li>IV. <b>AB 2225 – Revised Collegial Consultation</b> AB 2225 is the document that outlines standards for collegial shared governance. A revised copy from Cheryl was distributed for input. Classified staff can review and submit any changes to Michelle Tinoco.</li> </ul>	

<b>Public Comment:</b>		
<b>Announcements:</b>	I. F.I.S.H. Training with Cheryl Marshall is scheduled for February 27 <sup>th</sup> , 1-3 pm in room TBD	
<b>Adjourn</b>	Meeting adjourned 3:18 pm	
<b>Mission Statement:</b> To advance the education and success of students in a quality learning environment. <b>Vision Statement:</b> To be the premier community college for public safety and health services careers and transfer preparation. <b>Values:</b> creativity, inclusiveness, excellence, and learning-centeredness.		



[http://www.craftonhills.edu/Faculty\\_and\\_Staff/Classified\\_Senate.aspx](http://www.craftonhills.edu/Faculty_and_Staff/Classified_Senate.aspx)