



# CLASSIFIED SENATE MINUTES

**DATE:**  
**09/14/2018**  
**TIME: 2:00-**  
**3:30 P.M.**  
**LOCATION:**  
**CCR-233**

**EXECUTIVE BOARD:** Brandice Mello, ~~Laura Van Genderen~~, Rebecca Abeyta, Carrie Audet, Herberth "Alex" Jaco  
**SENATORS:** Karen McCartney, Armando Camarena, Kristin Garcia, Eva Bell, Zayne Peraza  
**MEMBERS:** All permanent classified staff members are voting members of the Classified Senate- Steve Rush, Ali Raventos, Ginger Sutphin, Monique Ware,

**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
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Call Meeting To Order –		
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<b>REPORTS TO THE SENATE</b>
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<p><b>Campus Community Reports:</b>  <b>(1<sup>st</sup> monthly meeting, 5 min. each)</b></p> <ol style="list-style-type: none"> <li>1. Administration</li> <li>2. Academic</li> <li>3. Student Senate</li> <li>4. CSEA</li> </ol>		
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<p><b>Senate Reports:</b></p> <ol style="list-style-type: none"> <li>1. President</li> <li>2. Treasurer</li> <li>3. Committees <ol style="list-style-type: none"> <li>a. Senate Ad Hoc</li> <li>b. Shared Governance</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>1. <ul style="list-style-type: none"> <li>• Michelle at SBVC informed Brandi that Classified Senate lost their funding would like to have a combine event district wide in the summer during Classified Professionals week. Something during spring break -close down, bonding activities for CHC campus.</li> <li>• Reach out to your managers or supervisors regarding Guided Pathways conference on November 28<sup>th</sup>. You can also request the funding from Professional development for PD growth. The cost is \$75.00.</li> </ul> </li> <li>2. <ul style="list-style-type: none"> <li>• The balance in Classified Senate account is \$786.83.</li> </ul> </li> <li>3. <ul style="list-style-type: none"> <li>• Exceptions Committee/Steve Rush: Does not have a exact number of students approved, but can report there are more students approved than denied. He can checked with Larry.</li> <li>• Budget/Brandi Mello: Reviewing KVCR monies; Discussion on distribution for 3 million. The discussion has been 50/50 to 70/30 split between SBVC and CHC. New discussion is that SBVC has more needs with re-vamping. PPR has not met but discussion regarding prioritization for departments who participated in program reviews last year. The top priorities will be considered for funding. Specific grants are paying for construction to some of the building on campus. They are hoping to finish fixing everything by Spring 2019. A priority of the top 15 District wide will be fixed.</li> <li>• Steve asked if the funding and will include broken sprinklers through out the CHC campus.</li> <li>• Professional Development/Herberth Jaco: Discussion regarding to many members in PD committee. Discussion on expanding faculty membership for 2 years. PD is open to send classified to Guided Pathways conference. If anyone is interested in going.</li> <li>• Ginger-is not actively serving on a committee but meets with Christina Hannon often has offered to take any questions or concerns.</li> <li>• Brandi requested to have EEO training soon before VPI search.</li> <li>• VPI position scheduled to be filled by Spring.</li> <li>• Current President, Dr. Audre Levy would like to have NEW President to approve VPI. Study session to be completed by holidays ready by January.</li> </ul> </li> </ol>	<p>Brandi will check with Mike Strong for budget regarding maintenance around campus such as broken sprinklers around campus.</p> <p>Ginger will follow-up with Christina regarding EEO training.</p>
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<p><b>Old Business:</b> Classified Professionals Week</p>	<ul style="list-style-type: none"> <li>• Last year's Classified Professionals week were all well attended except for sexual harrasment training. Lowest attendance was 4-5 people. Follow something similar this year. Open to suggestions for the upcoming Professionals week.</li> <li>• Suggest having MS Office 365 with Instructor Alfredo.</li> <li>• Snezana Petrovic has emailed opportunities to participate in professional development trainings at SBCCD EDCT.</li> </ul>	
<p><b>New Business:</b> 1.</p>	<ol style="list-style-type: none"> <li>1. Concerns for large committee's like PD does not have a balance in voting members. Other committee's that are under represented. District Assembly member is in need of being filled. Kathy Wilson's term has ended. District Assembly- Monday afternoon. 1pm. Serving on a committee is to share ideas, to be an active voice in that committee. Coloborate information among Committee and the Senate. Some Faculty/Staff are willing to be a buddy system to get trained.</li> <li>2. Rebranding- Inland Empire Community College District. The district is looking to rebrand and unify all the logos. Recommend going to the board meetings. They are usually held on the 2<sup>nd</sup> Thursday of the month. Next is October 11<sup>th</sup>. Angel is creating the logo. Brandi will reach out to Angel to come to a classified meeting.</li> <li>3. Fundrasing- To support activities for classified week, possible retreat. Provide classified employee of the year and scholarships for students. <ul style="list-style-type: none"> <li>• Ideas: Boss Day &amp; Administrative Professional Day. Pre-sale flowers with a card and deliver the day for \$5.00.</li> <li>• Possible Technology recycle day.</li> <li>• JoJo's during Club Rush 10-4pm.</li> <li>• Chili Cook-off October 31<sup>st</sup>.- in LRC -226.</li> </ul> </li> <li>4. Future- Build relationship among Classified and Faculty by having more events on campus. <ul style="list-style-type: none"> <li>• Alex suggested, Physics club- star gazing night. Dr. Adams – Fundraiser event some proceeds go to Physics club. Alex will talk to Dr Adams.</li> <li>• Last year classified was overlooked during end of the year celebration for employee of the year. Mark was looking to coloborate celebrations for employee of the year and retirees.</li> <li>• Faculty and classified employee of year.</li> <li>• planning of the year, small committee. Maybe in April.</li> </ul> </li> </ol>	<p>Brandi will talk to Ericka regarding fundraiser for JoJo's</p> <p>Steve will contact Jojos for fundraiser.</p>

<p><b>Public Comment</b></p>	<p>Ginger: on behalf of Kevin, CSEA chapter endorsed Sam Irwin for area 4, Jim Hollbrook for area 6 and Joseph Williams for area 2.</p>	
<p><b>Future Agenda Items:</b>  I. Guided Pathways Work Plan  Resource25  Implementation</p>	<p>Move to next agenda</p>	
<p><b>Adjourn – 3:30 p.m.</b>  <b>Next meeting:</b>  <b>September 28, CCR-233, 2 p.m.</b></p>	<p>Called at 3:20</p>	
<p><b>MISSION STATEMENT:</b> To advance the educational, career, and personal success of our diverse campus community through engagement and learning.  <b>VISION STATEMENT:</b> 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.  <b>VALUES:</b> Academic excellence, inclusiveness, creativity, and the advancement of each individual.</p>		