

## Classified Senate of College of San Mateo

### Classified Senate Minutes (Approved)

Tuesday, July 11, 2017, 2:30 pm

College Center Building 10, City View Conference Room (Room 401)

#### Call to Order

The meeting was called to order at 2:43pm by President Fauzi Hamadeh.

#### Roll Call

**Members Present** President Fauzi Hamadeh; Vice President David McLain; Treasurer Arianna Avendano; Secretary Melina Boyd; Events Committee Chair Kathy McEachron; Senators Cindy James, Margaret McGugan, Mary Vogt, Nick Dellaporta

**Members Absent** Senator Alicia Frangos

**Other Attendees** Juanita Celaya, Carol Ullrich, Tabitha Conaway, Autumn Newman

#### Approval of the Agenda

Motion to approve the agenda as presented by Senator Kathy McEachron; seconded by Senator Cindy James. Hearing no objections, the motion carried.

#### Approval of the Minutes of Prior Meeting

No prior minutes to date.

#### Announcements and Hearing of the Public

No public comment

#### Reports

President Hamadeh announced Mike Mitchell will no longer be a Senator on Classified Senate moving forward. No other reports.

#### Unfinished Action, Discussion, and Information Items

No items to discuss.

#### New Business, Discussion, and Information Items

##### a. Overview of the Ralph M. Brown Act

President Hamadeh explained The Ralph M. Brown Act and main points of focus. Agendas must be sent out at least 72 hours before the meeting. Agenda items can be removed but not added after the 72 hours. All sessions of Classified Senate are open to the public. Closed sessions are only for personnel or legal issues. Brown Act language should be posted so all classified employees have an understanding of policies.

##### b. Overview of Parliamentary Procedure/Robert's Rules of Order

President Hamadeh opened the conversation about parliamentary procedure and Robert's Rules of Order. He mentioned that both are considered 'best practice'. All votes of the Classified Senate are public – there will be no secret ballots and all documentation must be made available to the public. Robert's Rules of Order is a book of rules for meetings and committees that is intended to help the majority get work done, while the minority is still heard.

##### c. Classified Senate Bylaws

President Hamadeh asked for volunteers to help develop the Bylaws. Volunteers: Vice President Dave McLain, Secretary Melina Boyd, Senator Mary Vogt and Autumn Newman, Classified Employee.

#### **d. Delineation of Roles between Classified Senate and CSEA**

President Hamadeh gave a handout of the Comparison of Roles for De Anza College. In order to avoid issues between The Union (CSEA) and Classified Senate, the goals for each must be understood. Shared Governance is a policy for decision making, while some committees are created to collect information. The College President has the final say in anything not related to curriculum. Classified Senate cannot deal with issues regarding hours, wages, and conditions of employment. CSEA will remain the official body for classified staff.

Classified Senate members understand that there is no need for makeup time for Senate meetings. Please speak to President Hamadeh if there is any pushback.

#### **e. Proposed District Code of Ethics**

President Hamadeh handed out the SMCCCD Code of Ethics with the intention of updating the language. Several issues with semantics arose and the group would like for it to include more cohesive and aspirational language. President Hamadeh will take the discussion regarding changes to email as well as work with the Classified Senates from Skyline and Cañada in regards to a District wide Code of Ethics.

#### **Agenda Items for Future Classified Senate Meetings**

President Hamadeh asked about best times to meet moving forward. Attendees agree to the 2nd Thursday of each month. Please send all future agenda items to President Hamadeh or Secretary Boyd.

#### **Final Announcements & Hearing of the Public**

Autumn Newman announced an LGBTQ+ Ally event for Staff and Faculty on August 15th at 3pm in Building 10. Vice President Dave McLain addressed that Marketing will no longer be printing the catalog for free distribution. The PDF is available online or you can order from Copy & Post for a fee. Senator Cindy James announced that the Cosmetology Department will be having Photo Day on July 17<sup>th</sup>. This is a final project for students in which they can work together to create looks for a photoshoot.

#### **Adjournment**

Motion to adjourn at 3:34pm by Senator Kathy McEachron; seconded by Senator Cindy James. Hearing no objections, the motion carried.