

## Classified Senate Regular Meeting Agenda

Tuesday, September 12, 2017, 2 pm  
College Center Building 10, College Heights Conference Room (Room 468)

*Meetings of the CSM Classified Senate are open to the entire campus community, are open to the general public, and are accessible to those with disabilities. Start times are approximate. The public may address the Senate on non-Agenda items during the Announcements & Hearing of the Public items on the Agenda. Members of the public may participate in discussions only when recognized by the Chair.*

- I. Call to Order**
- II. Roll Call**
- III. Approval of the Agenda**
- IV. Approval of the Minutes of Prior Meeting(s)**
- V. Announcements & Hearing of the Public (15 minutes per topic, 3 minutes per speaker)**  
*At this time, members of the public may address the Senate on non-Agenda items.*
- VI. Reports**
  - a. Officers**
    - i. President Fauzi Hamadeh
    - ii. Vice President David McLain
    - iii. Treasurer Arianna Avendano
    - iv. Secretary Melina Boyd
    - v. Events Committee Chair Kathy McEachron
  - b. Senators**
    - i. Nick Dellaporta
    - ii. Alicia Frangos
    - iii. Cindy James
    - iv. Margaret McGugan
    - v. Carol Ullrich
    - vi. Mary Vogt
- VII. Unfinished Action, Discussion, and Information Items**
- VIII. New Business, Discussion, and Information Items**
  - a. Joint Meeting with CSM Academic Senate re: Guided Pathways**  
The Senate shall discuss and consider scheduling a joint meeting with the CSM Academic Senate to discuss the College's Guided Pathways initiative; possible action to take place.
  - b. Professional Development Committee and Program**  
The Senate shall review, discuss, and consider the current classified professional development committee and ways to promote, enhance, and broaden its scope and impact; possible action to take place.
  - c. Issues of Equity, Diversity, and Access**  
The Senate shall discuss and consider recent incidents locally, statewide, and nationally that impact the campus community in the areas of equity, diversity, and access; the Senate may also discuss how best to respond and the role it should play in the campus dialogue; possible action to take place.

**IX. Agenda Items for Future Classified Senate Meetings**

*At this time, members of the Senate may suggest agenda items for consideration for future meetings.*

**X. Final Announcements & Hearing of the Public (15 minutes per topic, 3 minutes per speaker)**

*At this time, members of the Senate and members of the public may voice any concluding comments.*

**XI. Adjournment**

## **Classified Senate of College of San Mateo**

### **Classified Senate Minutes**

Thursday, August 10, 2017, 2:30 pm

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

#### **Call to Order**

The meeting was called to order at 2:42pm by President Fauzi Hamadeh.

#### **Roll Call**

**Members Present** President Fauzi Hamadeh; Vice President David McLain; Secretary Melina Boyd; Senators Margaret McGugan, Mary Vogt, Nick Dellaporta, Carol Ullrich, Alicia Frangos

**Members Absent** Treasurer Arianna Avendano; Events Committee Chair Kathy McEachron; Senator Cindy James

#### **Approval of the Agenda**

Motion to approve the agenda as presented by Senator Mary Vogt; seconded by Senator Margaret McGugan. Hearing no objections, the motion carried.

#### **Approval of the Minutes of Prior Meeting**

Motion to approve the Prior Meeting Minutes as presented by Senator Mary Vogt; seconded by David McLain. Hearing no objections, the motion carried.

#### **Announcements and Hearing of the Public**

No public comment

#### **Reports**

President Hamadeh welcomed everyone back for another great school year. Reminder to be sure to do the HR Diversity Training for hiring committees. The training is good for 3 years and there will be several available in the Fall.

SMCCD will be restricting travel to states that have legislation that discriminates against the LGBTQ+ community. This may impact PD funding for out of state conferences unless the conference has information vital to the health and safety of our employees or students.

VP McLain reminded everyone that the catalog is now online and is pdf hosted. If needed, the bookstore can print the whole pdf but it is at a price.

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

No items to discuss.

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

##### **a. Appointment to the Classified Senate**

President Hamadeh suggested Carol Ullrich as Senate replacement for Mike Mitchell who stepped down. Motion to approve new Senator as presented by Senator Mary Vogt; seconded by David McLain. Hearing no objections, the motion carried. Welcome Senator Ullrich.

### **b. Proposed Bylaws Regarding Classified Senate Appointments**

President Hamadeh drafted the Bylaws. CSEA is still the official body of representation for vacancies, hiring committees and remains a joint effort of participatory governance with Classified Senate. President Hamadeh worked with CSEA Chapter 33 President Annette Perot and reached out to other colleges that have both CSEA and Classified Senate to draft the Bylaws. Appointments and recommendations will need to be approved by both parties.

President Hamadeh explained that a sub-committee of IPC is starting to ask and define committees and their outcomes. Topics such as term limits, shared governance responsibility, budgeting and other best practices will be discussed in September. Cañada has a handbook, which members agree is a strong idea. This will help to determine which committees should follow the Brown Act and/or Robert's Rules and other defining issues. Senator Ullrich mentioned that with better, more defined rules more classified employees will be able to participate.

Motion to approve the Bylaws regarding Classified Senate as presented by Senator Alicia Frangos; seconded by VP Dave McLain. Hearing no objections, the motion carried. Bylaws adopted.

### **c. Proposed Delineation of Duties and Responsibilities Document**

President Hamadeh did research regarding similar documents at other colleges. This was largely adopted from Mt. San Jacinto College. Committee requested small edits.

Motion to approve the Delineation of Duties and Responsibilities Document as presented by Senator Mary Vogt; seconded by Alicia Frangos. Hearing no objections, the motion carried. President Hamadeh will now bring back to CSEA.

### **d. Meeting Day and Time for 2017-2018**

President Hamadeh will send an email to confirm, but 2<sup>nd</sup> or 3<sup>rd</sup> Tuesdays might work for the Fall. Start time may change.

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

VP McLain asked about the Professional Development Committee and requested we discuss further next meeting. Discussion: How will these committees work? President Hamadeh gave the background on Classified Senate at CSM. After it was disbanded, classified employees still wanted to keep the activities committee. These Committees are now in charge of the Classified Employee appreciation breakfast and the Scholarship money collection. The group discussed what more Classified Senate can be doing. Suggestions include more social activities, a mini retreat, and more special lunches. Perhaps a speaker series as well as a separate program from the District/College PD. VP McLain mentioned how hard it was to find Classified PD forms online. We need a better process with definition.

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

None

### **Adjournment**

Motion to adjourn at 3:45pm by Senator Margaret McGugan; seconded by Senator Mary Vogt. Hearing no objections, the motion carried.