

Classified Senate Regular Meeting Agenda

Tuesday, December 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	<i>vacant</i>
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. Update on Professional Development**

The Senate shall review and discuss an update regarding the Classified Staff Professional Development Committee; possible action to take place.
 - b. Update on Statement of Ethics**

The Senate shall review and discuss an update on the proposed District Classified Employee Statement of Ethics; possible action to take place.
 - c. Plans for Spring 2018 Flex Days**

The Senate shall review, discuss, and approve activities for the Spring 2018 Flex Day; possible action to take place.

d. Meeting Schedule for Spring 2018

The Senate shall discuss and consider establishing a meeting schedule for the Spring 2018 semester; 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 Minutes (Unapproved)

Tuesday, October 10, 2017

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

CALL TO ORDER

President Fauzi Hamadeh called the meeting to order at 2:07 pm.

ROLL CALL

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

APPROVAL OF THE AGENDA

Motion to approve the agenda as presented by Events Chair Kathy McEachron; seconded by Senator Carol Ullrich.
Hearing no objections, the motion carried.

APPROVAL OF THE MINUTES OF PRIOR MEETING

The following corrections were made to the Sept. 12, 2017, meeting minutes:

1. Motion to approve the agenda of the September 12, 2017, meeting by Senator Mary Vogt, seconded by Senator Cindy James.
2. Motion to approve the minutes of the August 10, 2017, meeting by Senator Vogt, seconded by Senator James.

Motion to approve minutes as amended by Senator James, seconded by Senator Margaret McGugan. Hearing no objections, motion carried.

ANNOUNCEMENTS AND HEARING OF THE PUBLIC

No public comment.

REPORTS

Events Chair Kathy McEachron reminded everyone that fundraising underway. The sellers are: Kathy McEachron, Annie Mitchell, Carol Ullrich, Alicia Frangos, Nick. Final day of sales is Oct. 26. Funds raised go to the Classified Staff student scholarship.

UPDATE ON PROFESSIONAL DEVELOPMENT PROGRAM

Vice President David McLain update of professional development program. The small committee met for the first time two weeks ago and it went well. They met for about an hour and had a very good starting discussion. A few things that were decided were: There will be a change in structure and it will no longer be ad hoc. At this point the small group consists of Annette Perot, Juanita Celaya, Ludmila Prisecar and David McLain. Ludmila will be there for budget management and then there will be 2 represented classified employees and 2 non-represented classified employees, plus a committee chair. Juanita will stay on the committee, but Annette will likely step down. The Committee approves things now, but they now want to make more efficient.

Some other things they want to figure out include if textbooks will be included in tuition reimbursement and they believe it should be. Other to dos include: More flexibility with forms and a need to modify them.

Future discussions include setting the goals of PD, program alignment and monetary limits as well as a communication and promotion plan. President Hamadeh mentioned that we will be rebuilding the inherited structure so we make it fit for CSMs needs.

Vice President McLain needs 2-3 more people to be on the committee: President Hamadeh will send an email tomorrow regarding volunteers. Likely there will be a monthly meeting or every other month then after the initial set up, 2-3 meetings a year.

2018 CLASSIFIED LEADERSHIP INSTITUTE (CLI)

Classified Leadership Institute is a 3-day conference happening on June 14-16 2018 in Ventura. President Hamadeh asked if we interested in sending someone. There are scholarships and someone could also use PD funds. Senator Ullrich asked if it's something you do every year or if you go once and then someone else can go. President Hamadeh said it would be beneficial either way. There is some State CS meetings, some CCs that are trying to start at CS and some CCs that have a lot of experience with their CS. President Hamadeh will send into on scholarships.

UPDATE ON PROPOSED DISTRICTWIDE CLASSIFIED STAFF CODE OF ETHICS

President Hamadeh talked to other CS presidents at Cañada and Skyline. They had developed a statement and they brought to us. There was a feeling that it could be improved so the brakes were put on it. CSM not going to sign on to something just to push it through. Fauzi took the feedback back to them and they felt that they should have a district wide Classified Senate meeting to hash it out. Everyone wants to get this finished before next accreditation.

PLANS FOR ALL-STAFF MEETING ON FLEX DAY

All Classified Staff meeting on Flex Day – 10/11/2017

We want to have an open discussion with anyone that shows up. The message about ALL HANDS ON DECK not really getting out. The flex day email needs to go to ALL CSM EMPLOYESS, not just the Classified staff. There are a good number of sign-ups so far. We are expecting PD to be a huge topic. President Hamadeh will also pass out the Code of Ethics to start the discussion. Flex Day has moved to 10-192, but perhaps will change to building 5-202.

Senator Alicia Frangos brought up Mike Claire's email strategic plan and the metrics to be shared. There is a draft going to the BOT and is a simple list of measures. It looks like first time cohorts are an important focus. There are goals set that this metrics are for the state.

CLASSIFIED STAFF EVENTS COMMITTEE

Right now the Events Committee consists of Senator McEachron, Senator Frangos, Senator Ullrich, Senator Dellaporta, Annie Mitchell, Alma Gomez and Jane Wong.

In the old days they did all sorts of things; sports games, pizza sales, tours, ice cream socials, but the interest started to dwindle. Now there is the breakfast in May and the raffle in October. The Classified committee does all the work to appreciate the classified staff. There is only 2 events and the classified does the planning; also the service awards.

The district has gotten conservative about events especially in regards to food preparation. President Hamadeh mentioned that the campus is feeling the lack of events and needs to change. President Hamadeh will continue to work with students and faculty to see how we can get something going. It's a bit boring on campus and it needs to be more like a college feeling – not just class.

CLASSIFIED SENATE GOALS FOR 2017-18

We will talk about goals next session. Next meeting will be with Academic Senate about pathways. President Hamadeh suggested we meet maybe 2 meetings a month. Next meeting is 11/14 in 18-206/

AGENDA ITEMS FOR FUTURE CLASSIFIED SENATE MEETINGS

No future items.

FINAL ANNOUNCEMENTS & HEARING OF THE PUBLIC

No announcements

ADJOURNMENT

Motion to adjourn at 3:35pm by Senator Kathy McEachron; seconded by Senator Alicia Frangos. Hearing no objections, the motion carried.

Classified Senate of College of San Mateo

**Classified Senate Regular Meeting Minutes (Unapproved)
Joint Meeting with College of San Mateo Academic Senate**

Tuesday, November 14, 2017

North Hall Building 18, Center for Academic Excellence (Room 206)

CALL TO ORDER

The meeting was called to order at 2:30 pm.

ROLL CALL

Classified Senate Members Present President Fauzi Hamadeh; Vice President David McLain; Treasurer Arianna Avendaño; Events Committee Chair Kathy McEachron; Senators Alicia Frangos, Cindy James, Margaret McGugan, Carol Ullrich, Mary Vogt

Academic Senate Members Present President Jeramy Wallace, Vice President & Interim Secretary Peter von Bleichert, Treasurer Rosemary Nurre; Senators Allie Fasth, Tatiana Irwin, Margaret Kaluzny, Stephanie Roach, Kathleen Sammut, Mike Schmidt, Mick Sherer, Kevin Sinarle

Others Present Katie Bliss (ASLT), Tabitha Conaway (BSI/EEC), Lorraine DeMello (Skyline College faculty), Jesenia Diaz (Counselor/LAC Co-Chair), Carla Grandy (Skyline College faculty), Jessica Hurless (Skyline College faculty), David Laderman (Academic Senate Past President), Charlene Frontiera (Dean, Math Science), Dan Kaplan (AFT), Justin Merritt (Marketing), Mustafa Papal (Skyline College faculty), Anniqua Rana (Dean, ASLT), Jessica Raskin (Skyline College faculty), Kristi Ridgeway (Interim Dean, Language Arts), Colby Riley (President, Associated Students), Krystal Romero (Dean, Counseling), Arielle Smith (Counseling), Annie Theodos (ASLT), Ellen Young (CAE Chair)

APPROVAL OF THE AGENDA

Motion to approve the agenda as present by Alicia Frangos; seconded by Mick Sherer. Hearing no objections, the motion carries.

APPROVAL OF THE MINUTES OF PRIOR MEETING

Hearing no objections, this item was tabled until the next meeting.

ANNOUNCEMENTS & HEARING OF THE PUBLIC

Mick Sherer announced that the Writer's Ruckus, sponsored by the Language Arts Division, would take place on Thursday, November 16, from 2 pm to 4 pm in the Bayview Dining Room (Building 10).

GUIDED PATHWAYS

Representatives from Skyline College shared their experiences developing the college's Guided Pathways program. The group shared lessons learned, including bundling majors into "Meta-Majors," the structure of their design team and affiliated workgroups, and their methods of inquiry.

The group stressed that the first step should be research and inquiry. The group also mentioned the importance of student input into the design process and looking at the student experience holistically. Skyline's Guided Pathways project is part of the college's comprehensive redesign, and includes looking at barriers to student success, the Promise Scholars Program, teaching and learning, and student services.

Tabitha Conway asked how part-time students are served by Guided Pathways. The Skyline team admitted that the program is modeled around full-time students, but that they are looking at including part-time students as well. The group also pointed out that their model stresses "units" rather than "semesters." Arielle Smith mentioned that this model may prove challenging for students who take courses at multiple campuses in the district. The Skyline team is hoping to start discussions districtwide in order to address this issue. Colby Riley pointed out that offering more afternoon or evening classes may help students. The team pointed out that class scheduling should be designed around student schedules, not necessarily the college's schedule, and that course sequencing is part of the group's data analysis. The college is also looking at longitudinal scheduling over an entire year so that students may better envision their paths.

Alicia Frangos and Carol Ullrich inquired about transfer students, particularly those who are coming back to a community college after being at a UC or CSU ("reverse transfers"). The team indicated this is an area that they need to explore. Anniqua Rana stated that CSM is looking at professional development opportunities around Guided Pathways. She also asked at what point the Skyline team felt they had enough momentum behind them. The team stated that it was after about a year of work at which point all degree and certificate courses had been mapped into the Guided Pathways Meta-Majors. The team agreed that this was an important milestone.

During the transition between topics, Kevin Sinarle took the opportunity to announce that tickets for the Disability Resource Center Assistive Technology Fundraiser are now available.

EDUCATIONAL EQUITY

Jeremy Wallace stated that there is an ad-hoc task force within the Academic Senate developing a resolution outlining the Senate's commitment to equity. In the spring, the Senate will work on developing best practices and a framework for implementation.

Fauzi Hamadeh stated that the Classified Senate is in the process of reviewing ways classified employees can play a role in the dialog around equity. Fauzi stated that classified employees sometimes get excluded from these conversations because there is a perception that their jobs on campus do not lend themselves to having any impact on these issues. There is a consensus among the Classified Senate that the entire campus community has a role to play in the discussions of equity and access.

Tabitha Conway reported that she and Jeremiah Sims will be offering an educational equity "train the trainer" series in the spring. The series will be a semester-long "course" designed to give faculty, classified staff, and administrators training and skills in cultural fluency, pedagogy (critical reality), cultural responsibility, and peer teaching and learning. There will be in-person sessions twice a month, along with an online component. The goal is to have 20 participants in the pilot program and then expand.

Peter von Bleichert asked of additional brown-bag lunch sessions around topics such as equity were being planned. Mick Sherer pointed out that the brown-bag sessions were not well attended due to poor marketing and communication, and inconvenient time slots. Tabitha indicated she would speak with Jeremiah about offering additional brown-bags, improving communication, and alternate time slots.

FINAL ANNOUNCEMENTS & HEARING OF THE PUBLIC

None

ADJOURNMENT

Hearing no objections, the meeting was adjourned at 4:30 pm.

Submitted by,

Fauzi Hamadeh
Classified Senate President

Based on draft minutes provided by the Academic Senate

Update on Professional Development

There is no printed material related to this item.

Classified Employees Statement of Ethics

I. Equity, Diversity, and Inclusion

Classified support individuals based on their needs in order to be successful, recognizing and welcoming the cultural richness within our community.

- We work to identify and eliminate barriers that impede student learning and development or discriminate against full participation by all students
- We examine the influence of power on the experiences of diversity and equity to reduce marginalization and foster community
- We promote authenticity, mutual empathy, respect, and engagement within human interactions

II. Student Success and Engagement

Classified encourage students to develop their curiosities and passions through active learning, collaboration, and exposure to leadership opportunities

- We foster an environment where students feel empowered to make decisions
- We create environments that are educational and supportive of the growth and development of the whole person
- We provide and complement in-class learning with experiential learning
- We collaborate with others for the good of our students
- We recognize the critical role that classified play in student success

III. Community Partners and Collaboration

Classified foster cooperative and collaborative engagement to create a positive impact in our community.

- We promote positive change in society through education
- We prepare students for success in a global economy
- We engage in open lines of communication
- We collaborate with others for the good of those whom we serve

IV. Professional Learning and Autonomy

Classified promote and support best practices and educational opportunities for the development and empowerment of our community.

- We strive for quality and excellence in the work that we do

- We foster an environment where colleagues feel informed, connected, and empowered to make decisions
- We engage in continuing educational, professional, and personal development

V. Accountability

Classified maintain high professional and personal standards while fostering an environment of truth, trust, and transparency.

- We pledge to do no harm
- We demonstrate loyalty and commitment to our community
- We honor and operate within the framework of laws and policies
- We maintain confidentiality of interactions, student records, and information related to legal and private matters
- We strive for transparency and aim to avoid conflicts of interest or the appearance thereof
- We exercise good stewardship of resources

*Some concepts from this statement were taken from Council for the Advancement of Standards (2006). CAS statement of shared ethical principles. In Council for the Advancement of Higher Education (Ed.), *CAS professional standards for higher education* (6th Ed.). Washington, DC: Author.

Plans for Spring 2018 Flex Days

There is no printed material related to this item.

Meeting Schedule for Spring 2018
There is no printed material related to this item.