

Classified Senate Regular Meeting Agenda

Tuesday, February 12, 2019, 2 pm
Health and Wellness Building 5, Room 339

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 and 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 and 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	Alicia Frangos
v. Events Committee Chair	Kathy McEachron

b. Senators

- i. Russell Cunningham
- ii. Nick Dellaporta
- iii. Cindy James
- iv. Margaret McGugan
- v. Carol Ullrich
- vi. Mary Vogt

VII. Action, Discussion, and Information Items

a. Review of Proposed Revisions to District Policies and Procedures

The Senate shall be review and discuss the proposed changes to District Policies and Procedures. Possible action to take place.

b. Spring 2019 Flex Days

The Senate shall discuss and consider plans for the Spring 2019 College Flex Days. Possible action to take place.

c. District Classified Professional Development Retreat

The Senate shall review and discuss plans for the District Classified Professional Development Retreat on Thursday, April 4, 2019. No action to take place.

VIII. Agenda Items for Future Classified Senate Meetings

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

IX. Final Announcements and 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.

X. Adjournment

Classified Senate of College of San Mateo

Classified Senate Minutes

Tuesday, December 11, 2018
College Center Building 10, City View Conference Room (Room 401)

The meeting was called to order by President Fauzi Hamadeh at 2:07 p.m.

ROLL CALL

Members Present: President Fauzi Hamadeh; Vice President David McLain; Secretary Alicia Frangos; Events Committee Chair Kathy McEachron; Senators Arianna Avendano, Russell Cunningham, Cynthia James, Carol Ullrich, and Mary Vogt.

Other attendees: Alana Utsumi

APPROVAL OF THE AGENDA

Motion to approve the agenda by Senator James; seconded by Senator Vogt. Hearing no objections, the motion carries.

APPROVAL OF THE MINUTES

President Hamadeh asked for any changes to the minutes from the November 13, 2018 joint meeting with Academic Senate.

- Events Committee Chair McEachron noted that Events Committee Chair McEachron was referenced as Senator McEachron.
- Secretary Frangos mentioned that the roll call sheet had been misplaced and roll call will be added to the minutes later.
- Senator Vogt proposed asking members to print meeting minutes or have them available electronically in order to save paper. There were no objections.
- Motion to approve the agenda with correction by Senator Vogt, seconded by Events Committee Chair McEachron; Hearing no objections, the motion carries.

ANNOUNCEMENTS & HEARING OF THE PUBLIC

None.

REPORTS

- President Hamadeh stated no December social event was planned due to busy schedule. He suggested possibly planning something in spring semester.
- Events Committee Chair McEachron announced that Classified Fundraiser raised \$1200 towards student scholarships
- Senator Cunningham attended the Learning Center Committee meeting. He reported that printing system in the labs is changing to use credit card payment rather than cash. Writing Center is currently using the system. Possible new registration fee that would go to student printing. Planning still in the works. We need new ways to cover costs of student printing. President Hamadeh noted that Student Senate cannot cover costs.
- Senator Vogt announced that the District Planning Governance Council (DPGC) selected policies and procedures to be reviewed. Senator Vogt distributed these policies. Send feedback to Senator Vogt by February 1, 2019.

- President Hamadeh reported that the ISER Draft will be available February 2019 and will go out campus-wide and Hilary Goodkind will visit constituencies for feedback; then, it will go to the Board of Trustees for review. Final draft to constituencies late April-May; Classified and Academic Senates will hold a joint meeting for the final constituency review. Finally, it will go to Board for final review. The ACCJC Site visit will take place in September/October 2019. ACCJC may want to meet with Classified Senate; Senator Ullrich noted that any flex day activity regarding the ISER should be during the March flex days when campus is closed so that classified personnel can attend.

STAFF MENTORSHIP AND WELCOME PROGRAM

A program is needed to welcome new classified employees to campus. Senator Vogt, Senator Cunningham, and LaShonda Kennedy have volunteered and will begin meeting in spring to develop the program.

Pamphlet of pertinent info is needed; District Employee Handbook is online, but does not include campus-specific information; possibly solicit donation from bookstore of CSM swag. Senator Ullrich proposed Adopt a new employee/mentorship; Senator Vogt proposed new employee info meeting; Senator James added that a blog would be helpful.

Discussion will continue at future meetings.

UPDATE ON JANUARY 11 FLEX DAY/DISCUSSION OF FUTURE FLEX DAYS

Draft agenda went out:

All College meeting – Overview of CSM budget

Workshops:

Morning

- Bridging the Gap with Workforce and Employers
- Working with ESL students
- AB 705
- Guided Pathways
- Working with SI Leaders

Afternoon

- Textbooks
- Y1 Promise
- Supporting LGBTQ+ students
- Personal Stress management
- Counselor training
- District Emergency Preparedness Plan
- Canvas drop-in
- Survey Development with Hilary Goodkind

Senator Ullrich noted the need for more information/cooperation around safety procedures. Discussion followed regarding problems with current procedures.

March will have two flex days. March 6th, campus will be closed.

Senator Ullrich proposed notifying all classified personnel soon, and survey people as to preferred topics for the flex day session.

- Possible topics: Benefits, Banner 9, Ad Astra,
- Survey will be done at beginning of spring semester

Good of the Order

- June 13-15 – Classified Leadership Conference, Ventura, CA
President Hamadeh will providing more information
- Senator Ullrich announced that Karrie Mitchell met with Assessment Coordinators – will continue to meet with other groups regarding CRM usage;
- Senate Meetings will be 2nd and 4th Tuesdays for spring semester.

FUTURE CLASSIFIED SENATE MEETINGS

Next meeting will be January 22nd

Agenda to follow

FINAL ANNOUNCEMENTS & HEARING OF THE PUBLIC

None.

ADJOURNMENT

Motion to adjourn the meeting at 3:19 p.m. by Senator Vogt; seconded by Vice President McLain.

Hearing no objections, the motion carries.

Submitted by Alicia Frangos
Secretary, Classified Senate
College of San Mateo