

Classified Senate Regular Meeting Agenda

Thursday, August 10, 2017, 2:30 pm
College Center Building 10, City View Conference Room (Room 401)

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. Mary Vogt
- VII. Unfinished Action, Discussion, and Information Items**
- VIII. New Business, Discussion, and Information Items**
 - a. Appointment to the Classified Senate**
The President shall appoint and the Senate shall discuss and consider an appointment to the open seat on the Classified Senate; possible action to take place.
 - b. Proposed Bylaws Regarding Classified Senate Appointments**
The Senate shall discuss and consider the proposed bylaws regarding classified appointments; possible action to take place.
 - c. Proposed Delineation of Duties and Responsibilities Document**
The Senate shall discuss and consider the proposed document delineating the duties and responsibilities of the Classified Senate and CSEA Chapter 33; possible action to take place.

d. Meeting Day and Time for 2017-18

The Senate shall discuss and consider establishing a permanent meeting day and time for the 2017-18 academic year; 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 (Unapproved)

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 17th. 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.

Appointment to the Classified Senate

There is no printed material related to this item.

Bylaws Article xx – Appointments

Section 1 Vacancies on the Classified Senate

Except for as provided by the Constitution, should a vacancy occur on the Classified Senate, the President may, with the advice and consent of the Senate, appoint a classified employee to fill the vacancy.

- 1.1 The appointment shall be effective immediately upon approval by the Senate and shall be valid until the end of the original term of office.
- 1.2 Approval of the appointment shall require a simple majority (50 percent plus 1) vote of the Senate.

Section 2 Hiring Committees

The appointment of classified employees to hiring committees shall be a joint effort between the Classified Senate, CSEA Chapter 33, and the District Office.

- 2.1 Hiring managers shall forward a list of recommended appointments to the District Office of Human Resources.
- 2.2 Human Resources shall forward the list of recommended appointments to the CSEA Chapter 33 President and the 2nd Vice President for College of San Mateo.
- 2.3 The 2nd Vice President for College of San Mateo shall forward the recommended appointments to the Classified Senate President who shall review and provide feedback.
- 2.4 The CSEA President shall have final approval over all classified employee appointments to hiring committees.
- 2.5 The Classified Senate President shall report all hiring committee appointments at the Senate's next regularly scheduled meeting.

Section 3 Participatory Governance Committees

The appointment of classified employees to participatory governance committees shall be a joint effort between the Classified Senate and CSEA Chapter 33.

- 3.1 Requests for appointments to participatory governance committees shall be made to the Classified Senate President.
- 3.2 The Classified Senate President shall inform the Classified Senate and classified employees of the positions available.
- 3.3 The Classified Senate President, in consultation with the Classified Senate, shall make recommendations for participatory governance appointments to the CSEA Chapter 33 President.
- 3.4 The CSEA President shall have final approval over all classified employee appointments to participatory governance committees.
- 3.5 The Classified Senate President shall report all participatory governance committee appointments at the Senate's next regularly scheduled meeting.

DELINEATION OF DUTIES/RESPONSIBILITIES STATEMENT

California School Employees Association Chapter 33 and College of San Mateo Classified Senate

STATEMENT OF PURPOSE

The purpose of this document is to clarify the different roles that the California School Employee Association Chapter 33 (CSEA 33) and the College of San Mateo (CSM) Classified Senate fulfill in representing the interests and concerns of classified employees. While each has a distinct charter with differing objectives, there are areas where the groups' interests and responsibilities may overlap. Pursuing the objectives of one organization within the framework of the other can be redundant or even counterproductive, thus diluting the overall effectiveness of the organizations in serving classified employees interests. By clearly understanding each organization's primary responsibilities and, we ensure that classified employees have input into the participatory governance process while at the same time are assured that classified bargaining rights are protected.

This document is an understanding between CSEA Chapter 33 and the CSM Classified Senate of the roles and responsibilities herein.

COLLEGE OF SAN MATEO CLASSIFIED SENATE

The role of the Classified Senate is to participate effectively in the formation of District and College policy and procedures and to promote the interests of all classified employees. The Classified Senate expresses the view of classified employees (classified, classified supervisory, professional, classified exempt, academic classified exempt supervisory, confidential) in the participatory governance process, excluding all areas of Collective Bargaining.

The Classified Senate is organized to:

- Fully engage in the participatory governance structure.
- Provide a body representing the needs, concerns, and viewpoints of all classified staff.
- Recruit, from its constituency, representatives to serve on governance and College committees. Articulate the professionalism of the classified staff so that it is properly recognized and valued by faculty, administration, and the Board of Trustees.
- Manage classified staff professional development.
- Promote and represent the interests of the classified staff in the development and formulation of policy and practice related, but not limited, to the following:
 - in-service education
 - facilities and services
 - finance and budget
 - staffing needs

- Formulate and promote cooperative communication with other College and District organizations such as:
 - Classified bargaining unit (CSEA 33)
 - Academic Senate
 - Associated Student Organization (SGA)
 - All participatory governance groups
- Participate in the selection of supervisory and administrative staff.

It shall be the responsibilities of the Classified Senate Officers and Senators to:

- Consider and take official positions on policy and budget recommendations, excluding matters pertaining to collective bargaining.
- Make recommendations and take action on behalf of the classified staff with respect to any and all issues regarding District and College governance.
- Request, obtain and convey to the classified staff in a timely manner, information and/or recommendations on policies and procedures made by the College administration and/or participatory governance system so as to allow effective consideration of these issues.
- Refer all queries, requests, and/or concerns covered by collective bargaining to the Bargaining Units, with strict adherence to the details and dictates of the Bargaining Units' Contracts.

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION CHAPTER 33

CSEA 33 is the exclusive bargaining agent for all basic unit classified employees in the San Mateo County Community College District. CSEA 33 negotiates and represents classified staff in contractual issues such as:

- Wages, including salary schedule and placement, promotions, seniority, layoff and reemployment rights, initial classification and reclassification.
- Hours of employment.
- Health and welfare benefits, including holidays and vacations.
- Leaves, transfers and reassignment policies.
- Safety conditions of employment, including district-initiated disability leaves.
- Procedures used for the evaluation of employees.
- Organizational security – CSEA 767 has sole and exclusive right to have membership dues and service fees deducted by the District for employees in the bargaining unit.
- Procedures for processing grievances and disciplinary actions.
- Selection of employees to serve as representatives for CSEA 767 in participatory governance groups and in other District and College committees that request or require bargaining unit representation.

JOINT RESPONSIBILITIES

It is the joint responsibility of the Classified Senate and CSEA 33 to ensure that classified staff has meaningful input into the decision-making processes of the District.

It is the joint responsibility of the Classified Senate and CSEA 33 to work cooperatively to further the perspectives and professionalism of classified staff as to ensure a sound institution of higher education and to support student success. The Classified Senate and CSEA 3 have a joint responsibility to avoid the development of divisive or discordant positions and/or goals, and to communicate with each other in a clear and timely manner on any issues that may affect classified staff.

The Classified Senate and CSEA 33 have a shared responsibility in the following areas, and will work cooperatively to ensure that classified employee interests are represented in:

- Selection of Administrative staff
- Staff professional development and in-service education
- Facilities and services
- Recognition awards
- Budget and Finance
- Relations and communication among the various interest groups

To ensure that classified representation is consistently speaking with a united voice it is understood that all parties must approve any public position regarding classified employees, unless the matter relates to a collective bargaining issue in which case CSEA 33 will speak for all its bargaining unit members.

TERMINATION OF STATEMENT

This Delineation of Duties/Responsibility Statement may be changed or terminated by any party by giving the other two parties thirty (30) day notice of its intent to request change or termination. The parties agree to use those thirty (30) days to meet and attempt to resolve any concerns that led to the request.

Adapted from the Delineation of Duties/Responsibilities Statement between CSEA Chapter 767 and Mt. San Jacinto College Classified Senate.

Meeting Day and Time for 2017-18

There is no printed material related to this item.