

Classified Senate Regular Meeting Agenda

Tuesday, October 10, 2017, 2 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. Carol Ullrich
 - vi. Mary Vogt
- VII. Unfinished Action, Discussion, and Information Items**
- VIII. New Business, Discussion, and Information Items**
 - a. Update on Professional Development Program**
The Senate shall hear, discuss, and provide feedback regarding an update on the Classified Professional Development Program; possible action to take place.
 - b. 2018 Classified Leadership Institute (CLI)**
The Senate shall discuss and consider plans to send a delegation to the 2018 Classified Leadership Institute, June 14 – 16, 2018, in Ventura, California; possible action to take place.
 - c. Update on Proposed Districtwide Classified Staff Code of Ethics**
The Senate shall hear, discuss, and provide feedback regarding an update on the status of the proposed districtwide Classified Staff Code of Ethics; possible action to take place.

d. Plans for All-Staff Meeting on Flex Day

The Senate shall discuss and consider plans for the All-Staff Meeting on the Fall 2017 Flex Day, Wednesday, Oct. 11, 2017; possible action to take place.

e. Classified Staff Events Committee

The Senate shall review, discuss, and consider the Classified Staff Events Committee and ways to promote, enhance, and broaden its scope and impact; possible action to take place.

f. Classified Senate Goals for 2017-18

The Senate shall discuss and consider developing goals 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 Regular Meeting Agenda

Tuesday, September 12, 2017, 2 pm

College Center Building 10, College Heights Conference Room (Room 468)

Call to Order

The meeting was called to order at 2:10pm by President Fauzi Hamadeh.

Roll Call

Members Present President Fauzi Hamadeh; Vice President David McLain; Treasurer Arianna Avendaño; Secretary Melina Boyd; Senators Nick Dellaporta, Alicia Frangos, Cindy James, Margaret McGugan, Carol Ullrich, Mary Vogt
Members Absent Events Committee Chair Kathy McEachron
Other Attendees Ada Delaplaine (VPI Office), Robin Lee (VPI Office)

Approval of the Agenda

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Approval of the Minutes of Prior Meeting

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Announcements & Hearing of the Public

October 4th – Campus Unity Rally 10am-1pm, in the Plaza.

Reports

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Unfinished Action, Discussion, and Information Items

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New Business, Discussion, and Information Items

a. Joint Meeting with CSM Academic Senate re: Guided Pathways

Guided Pathways Initiative, like Year One but statewide – gives students a menu – to help students follow a path. CSM developing a proposal – classified and academic senate together on Tuesday November 14th in room 18-206 with the Academic Senate to review the Guided Pathways Initiative.

b. Professional Development Committee and Program

Will review Program Committee when Events Committee Chair Kathy McEachron is in attendance.

The Professional Development Program was discussed and the desire to beef it up and revamp to get more participation. Vice-President McLain will meet with the current committee consisting of Ludmila, Annette and Juanita. Right now, Flex day programs are geared towards faculty, not staff. Professional development should not be limited to Flex days. The available monies could be used to make professional development more available. We have to decide if we want to work with the other colleges or do we want to work with our own money. Tuition re-imbursement needs a revamp and to be clarified and have improved access to that money.

President Hamadeh explains that there are four different professional development committees; each one covers different topics from college tuition reimbursement to conferences. Some have higher limits than others. There is also the Professional Development Academy, which is available to all Classified Staff; subjects like Microsoft Office and public speaking are available. The Academy is in partnership with Community Education. There has been a push for Faculty to spend more of their Flex Day money. Theresa Martin was the coordinator for the last 2-year term and she helped make Flex Day more available for Classified Staff to participate. However, there are now fewer activities to sign up for and Flex Days are 2 days before classes start so it is not ideal for Classified Staff. Faculty also tends to take the day off.

Senator Carol Ullrich mentioned that we need a culture change that allows for offices to close down for a few hours while Classified Staff are at these Flex Day activities. These activities should be something that staff wants to go to and are encouraged to go to.

Vice President Dave McLain proposed an idea for an exchange activity where paired classified staff could shadow each other for a few hours then switch. This could be a great opportunity to see how we can better help our students. It could even be taken a step further to have a faculty and classified staff switch for a full view of the student experience.

President Hamadeh added that both Skyline and Cañada had mandatory professional development days where they close offices. They also have some social activities. There is an additional pot of District money, however that can only be used for District events. As of now, all 3 campuses have the same limits per employee. Some staff are using their limit in the Fall leaving no funds for Spring and Summer events which is an issue that needs to be addressed. The 3 schools have different processes for how they distribute the funds.

Senator Ullrich suggested using PD funds for a workshop explaining what is available to all Classified Staff. There we can introduce/suggest an improved process. Administrators need to be on board for this so that everyone can attend and approve offices being closed for a short time. Next Flex Day is on 10/11 so there is time to plan. President Hamadeh will talk to CSM President Mike Claire to see about possibilities. If we do not get the green light for 10/11, Classified Senate will make this a long-term goal. Vice President McLain will put professional development information together so we can start championing for more classified employees to get involved.

c. Issues of Equity, Diversity, and Access

President Hamadeh handed out proposed resolutions for Jennifer Hughes, Louise Piper and Henry Villareal; all retiring this Fall. Motion to approve by Senator Mary Vogt; seconded by Vice President Dave McLain.

President Hamadeh opened a conversation about Diversity. There have been some District-wide happenings including an incident last school year at Cañada regarding free speech and the protest of a Conservative Rabbi guest speaker. Also, an incident at Skyline where an instructor allowed a student to wear 'blackface' in a presentation about popular TV show Orange is the New Black. A formal complaint was made after the instructor used a picture of it later in the semester.

In response to these and other incidents, student led group "Rise Up", which is not associated with the school affiliated student groups on campus, made a list of demands to the District last year. One of which was having Dream Centers on all campuses, which has happened. Another was microaggression training for all employees as well as more equity and diversity awareness. CSM President Mike Claire made an honest statement at IPC in which he admitted there are issues regarding Equity and Diversity but it is time to look underneath the surface and start having these difficult conversations. We need to transform CSM into a more inclusive campus.

Senator Alicia Frangos mentioned that we need more support services for all students and we need help in making sure every student has the help they need across the whole campus. Senator Ullrich added that the old tactic was to not get in the face of the student but now students need more direction to be successful. Treasurer Arianna Avendaño looks at her work with students as guidance rather than help. As classified staff we need to show them where to go rather than solving the problem for them. Senator Margaret McGugan mentioned that Classified Senate is the body that needs to oversee who students connect with for support. President Hamadeh said that IPC will be looking at the structure of committees; term limits, reasoning for sitting on committee, etc.

President Hamadeh presented the subject of the open email to CSM Faculty by Academic Senate President Jeremy Wallace that addresses microaggression and taking personal ownership in regards to Equity and Diversity. President Hamadeh encouraged staff to talk with Director of Equity, Jeremiah Sims. Please allow yourself to learn from him and be sure to not let these types of issues be an afterthought. Secretary Melina Boyd suggested people say something if they witness microaggressions or other situations that could leave a student or employee feeling unsafe. President Hamadeh will be drafting a similar email for all Classified Employees, but will share with the Classified Senate first.

Agenda Items for Future Classified Senate Meetings

President Hamadeh would like to add the following to future agendas: programming for the events committee, more about Professional Development and setting goals that the Classified Senate would like to attain. Senator Alicia Frangos inquired about a Classified Employee Survey. It was agreed that Classified Senate will tie a new survey into the possible Flex Day meeting on 10/11.

Final Announcements & Hearing of the Public

None

Adjournment

Motion to adjourn at 3:30pm by Senator Mary Vogt; seconded by Senator Carol Ullrich. Hearing no objections, the motion carried.