

Classified Senate Regular Meeting Agenda

Tuesday, July 10, 2018, 2 p.m.

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 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

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|---------------------------|------------------|
| 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. Recap of District Classified Professional Development Day

The Senate shall review and discuss the recent SMCCCD Classified Professional Development Day. No action to take place.

b. Recap of 4CS Classified Leadership Institute

The Senate shall review and discuss the recent Classified Senate for California Community Colleges Classified Leadership Institute. No action to take place.

c. Meeting Days and Times for Fall 2018

The Senate shall discuss and consider establishing meeting days and times for Fall 2018. Possible action to take place.

d. Fall 2018 Flex Days

The Senate shall discuss and consider plans for the Fall 2018 Flex Days. 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 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.

XI. Adjournment

Classified Senate of College of San Mateo

Classified Senate Minutes (Unapproved)

Tuesday, December 12, 2017

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

The meeting was called to order at 2:05 p.m.

ROLL CALL

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

APPROVAL OF THE AGENDA

Motion to approve the agenda by Events Committee Chair McEachron; seconded by Senator Ullrich. Hearing no objections, the motion carries.

APPROVAL OF THE MINUTES OF PRIOR MEETING(S)

Motion to approve the minutes of the Tuesday, November 14, 2017, joint meeting with the CSM Academic Senate by Senator James; seconded by Senator Ullrich. Hearing no objections, the motion carries.

ANNOUNCEMENTS & HEARING OF THE PUBLIC

None.

REPORTS

President Hamadeh welcomed everyone to the meeting. He also thanked the group for their time and service over the last semester as the Classified Senate got up and running.

Events Committee Chair McEachron reported that the recent classified staff fundraiser had brought in over \$1,000.00 for the student scholarships. Senator Ullrich was the top ticket seller for the drawing.

Senator James reported that the Cosmetology Department is developing a partnership with the San Mateo County Jail to bring cosmetology services to the Maple Center Jail and to incorporate the program into Project Change.

UPDATE ON PROFESSIONAL DEVELOPMENT

Vice President McLain reported that the Classified Professional Development Committee held an initial meeting two weeks ago to discuss the current state of the program and to brainstorm ways to improve it. The committee will be meeting in January to review the forms related to professional development and to discuss the current policies and procedures for the program.

UPDATE ON STATEMENT OF ETHICS

President Hamadeh presented the proposed District Classified Employee Statement of Ethics. This is a new version of the statement with input from Cañada, CSM, and Skyline. This version will be sent out at all three colleges and District Office for a vote of all classified employees. The group agreed that the statement read better than the previous version and encapsulated a more optimistic, proactive philosophy.

PLANS FOR SPRING 2018 FLEX DAYS

Vice President McLain stated that he is developing a workshop for the Spring 2018 Flex Days in January. The workshop will be titled Campus Connections and will include a panel of college employees sharing their educational and

professional experiences, the role of their departments or programs on campus, and an open question and answer session. Mr. McLain hopes this will be the first in a series of workshops on future Flex Days.

MEETING SCHEDULE FOR SPRING 2018

President Hamadeh proposed that the Senate move to two meetings per month for the Spring 2018 semester. Members agreed but were concerned that sometimes a second meeting may not be necessary. Mr. Hamadeh asked that two meetings per month be scheduled, with the second meeting being somewhat optional. The group agreed this was a good approach. Mr. Hamadeh will send out a Doodle poll to determine the best day and time for the Spring 2018 meetings.

Agenda Items for Future Classified Senate Meetings

- Review of District Public Safety Study Results

Final Announcements & Hearing of the Public

None.

Adjournment

Motion to adjourn the meeting at 3:18 p.m. by Senator Frangos; seconded by Senator Ullrich. Hearing no objections, the motion carries.

Submitted by,

Fauzi Hamadeh
President, Classified Senate
College of San Mateo

Classified Senate Minutes (Unapproved)

Tuesday, April 10, 2018

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

The meeting was called to order at 2:07 p.m.

ROLL CALL

Members Present: President Fauzi Hamadeh; Vice President David McLain; Treasurer Arianna Avendano; Events Committee Chair Kathy McEachron; Senators Cindy James, Margaret McGugan, Carol Ullrich, and Mary Vogt.

APPROVAL OF THE AGENDA

Motion to approve the agenda by Senator McGugan; seconded by Events Chair McEachron. Hearing no objections, the motion carries.

APPROVAL OF THE MINUTES OF PRIOR MEETING(S)

The minutes of the Tuesday, March 13, 2018, meeting were not available. Hearing no objections, the item was tabled until the next meeting.

ANNOUNCEMENTS & HEARING OF THE PUBLIC

None.

REPORTS

Events Committee Chair McEachron informed the group that the Classified Staff Appreciation Breakfast will take place on Wednesday, May 23, at 8:30 a.m. in the College Heights Conference Room (10-468).

Senator Vogt reported that the College's annual Earth Day celebration will take place on Wednesday, April 18, in and around College Center.

DISTRICT SUSTAINABILITY PLAN

Hilary Ego, District Utility and Sustainability Specialist, shared the College's updated Sustainability Plan with the Senate. Each campus has developed its own plan, which help support the goals of the District to be more sustainable. Specifically, the Colleges have embarked on several initiatives, including zero waste by adding composting to the established recycling program; increased energy efficiency via new and existing construction and remodeling projects; reduction in water consumption by utilizing recycled water where possible; and integration of sustainability topics into the curriculum. At CSM, students in one of Professor Paul Hankamp's courses engaged in a water survey, measuring the amount of water used by various faucets and other fixtures around campus. The information from the assessment was used to help reduce the campus' overall water consumption. Many initiatives are ongoing and will take many years to implement.

Agenda Items for Future Classified Senate Meetings

- Updated on Education Master Plan (EMP)
- Meeting Days and Times for Summer and Fall 2018
- Fall 2018 Flex Days
- District Classified Professional Development Day

Final Announcements & Hearing of the Public

None.

Adjournment

Motion to adjourn the meeting at 2:55 p.m. by Senator Vogt; seconded by Events Chair McEachron. Hearing no objections, the motion carries.

Submitted by,

Fauzi Hamadeh
President, Classified Senate
College of San Mateo

Classified Senate Minutes (Unapproved)

Tuesday, May 22, 2018

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

The meeting was called to order at 2:05 p.m.

ROLL CALL

Members Present: President Fauzi Hamadeh; Vice President David McLain; Treasurer Arianna Avendano; Events Committee Chair Kathy McEachron; Senators Alicia Frangos, Margaret McGugan, Carol Ullrich, and Mary Vogt.

APPROVAL OF THE AGENDA

Motion to approve the agenda by Senator Ullrich; seconded by Events Chair McEachron. Hearing no objections, the motion carries.

APPROVAL OF THE MINUTES OF PRIOR MEETING(S)

The minutes of the Tuesday, April 10, 2018, meeting were not available. Hearing no objections, the item was tabled until the next meeting.

ANNOUNCEMENTS & HEARING OF THE PUBLIC

None.

REPORTS

President Hamadeh welcomed the group to the final meeting of the 2017-18 academic year. He thanked the members of the Classified Senate for serving for the last year as the group was re-established at CSM.

Events Committee Chair McEachron reminded the group that the Classified Staff Appreciation Breakfast will take place on Wednesday, May 23, at 8:30 a.m. in the College Heights Conference Room (10-468).

UPDATE ON EDUCATIONAL MASTER PLAN

President Hamadeh reported that the Institutional Planning Committee (IPC) reviewed the feedback from the multiple EMP sessions held across the campus over the last semester. PRIE synthesized the feedback into five broad topics, which IPC reviewed and refined. A task force will meet over the summer to develop two to three objectives for each topic. These will become part of the College's next "Five-In-Five" initiative.

MEETING DATES AND TIMES FOR SUMMER AND FALL 2018

President Hamadeh asked that the group consider meeting at least once over the summer and look at days and times for the fall semester meetings. The group agreed that the week of July 9 would be a good time to meet as it was after both the District Classified Professional Development Retreat and the Classified Leadership Institute (CLI). President Hamadeh will look at everyone's calendars and send out an invite. The group will review possible meeting days and times for the fall at the July meeting.

FALL 2018 FLEX DAYS

The Fall 2018 opening days will be on Monday, August 13 (District) and Tuesday, August 14 (College). Since this is a busy time for many classified staff, particularly those in Student Services and the Business Office, it was decided to focus on the Flex Day on Wednesday, October 10. The Senate expressed a strong desire to see College offices close so that classified staff may participate in the sessions, similar to what was done for the spring. President Hamadeh and Vice

President McLain will work with the President's Office and the Professional Development Committee to begin plans for the fall. The group brainstormed possible topics for workshops, which included changes to the tax code, changes to CalPERS, and safety.

DISTRICT CLASSIFIED PROFESSIONAL DEVELOPMENT DAY

President Hamadeh reminded the group that the District Classified Professional Development Day is coming up on Thursday, June 28. Mr. Hamadeh encouraged folks to register for the day as there is not much representation from CSM. The Professional Development Day will be held at AT&T Park in San Francisco.

Agenda Items for Future Classified Senate Meetings

- Recap of District Professional Development Day
- Recap of Classified Leadership Institute
- Meeting Schedule for Fall 2018

Final Announcements & Hearing of the Public

None.

Adjournment

Motion to adjourn the meeting at 3:04 p.m. by Events Chair McEachron; seconded by Senator McGugan. Hearing no objections, the motion carries.

Submitted by,

Fauzi Hamadeh
President, Classified Senate
College of San Mateo