

Classified Senate Regular Meeting Agenda

Tuesday, September 25, 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 | Alicia Frangos |
| v. Events Committee Chair | Kathy McEachron |

b. Senators

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

VII. Action, Discussion, and Information Items

a. Appointment to Classified Senate

The Senate shall discuss and consider an appointment to the Classified Senate. Possible action to take place.

b. Update on Guided Pathways

The Senate shall hear a presentation and discuss the progress made on the College's Guided Pathways initiative. No action to take place.

c. Review of Proposed Revisions to District Policies

The Senate shall discuss and consider the proposed changes to District Policy 2.36, Policy on Use of Student Email Addresses, and District Policy 2.52, Local Law Enforcement. Possible action to take place.

d. Classified Senate Goals for 2018-19

The Senate shall discuss and consider establishing goals the group would like to accomplish during the 2018-19 academic year. Possible 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, September 11, 2018
College Center Building 10, City View Conference Room (Room 401)

The meeting was called to order by President Fauzi Hamadeh at 2:06 p.m.

ROLL CALL

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

APPROVAL OF THE AGENDA

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

ANNOUNCEMENTS & HEARING OF THE PUBLIC

None.

REPORTS

President Hamadeh welcomed the group to the first meeting of the 2018-19 academic year.

- President Hamadeh mentioned that the anti-abortion group Project Truth will be on campus September 17th and 18th. This group displays large graphics and may provoke confrontation with members of campus community. They are not allowed to block progress of any person, block ingress or egress of buildings, or use amplified sound. President Claire has sent email to faculty and staff to make them aware of the group's visit. Student Life will be hosting other student activities to draw attention away from the group. According to President Claire, "CSM is committed to protecting the right to free speech while ensuring the safety of our campus community and the study and work of our students, faculty and classified staff."
- The District Participatory Governance Council (DPGC) who seeks to ensure that faculty, staff and students are able to participate effectively in District and College governance needs a classified representative from CSM. The Council meets once a month from 2:15 to 4 pm. It reviews for policies and procedures before they are finalized by the board. Senator Vogt expressed possible interest
- Vice President McLain expressed that it has been a busy time on campus with lots of new programs. He mentioned that he is running for the position of classified representative to the District Housing Board, which is a minimum two-year commitment.
- Events Committee Chair McEachron stated that the Classified Staff raffle ticket sale is underway and she is collecting items and requesting donations for prizes. Goal is to raise at least \$1100 and exceed last year's funds raised. Six scholarships are awarded from these funds including two to full-time students, two to part-time students and two to veterans.
- It was noted that the annual Classified Appreciation Luncheon was not held this summer. There will be an Ice Cream Social on 9/27 that will combine years of service celebration with welcome for all new faculty, classified staff and administrators. Discussion followed regarding the preference for having two separate events.

- Senator Dellaporta reported that the library has dedicated a classroom as a makerspace and they are getting ready for the annual Family Science Day to be held October 20th.
- Senator Vogt reported that the College is gearing up for the accreditation visit in fall 2019.

APPOINTMENT OF CLASSIFIED SENATE SECRETARY

The Senate discussed the appointment of a new Classified Senate Secretary. Senator McEachron nominated Senator Frangos. Senator Vogt seconded the nomination. Senator Frangos was appointed to the position of Classified Senate Secretary. President Hamadeh noted the need to appoint a new Senator to fill the resulting opening.

UPDATE ON ISER AND ACCREDITATION SITE VISIT

The Senate reviewed and discussed the College's Institutional Self-Evaluation Report and upcoming site visit of the ACCJC. President Hamadeh stated that ACCJC will send a team of administrators, faculty and support staff visit the College to verify Institutional Self Evaluation Report (ISER) reliability. In preparation for the 2014 ACCJC visit the accreditation, the report was 400 pages and CSM accreditation was reaffirmed by the ACCJC.

A different approach is being taken this time – Each member of Cabinet has been given a standard to work on; Teams are working on bullet lists in response to each standard. Madeline Murphy will write the final document – first draft late this semester to constituency groups. Classified Senate will review and provide feedback. When finalized, it will be sent to Board, approved, and then sent to ACCJC. Site visit will be fall 2019.

UPDATES FROM IPC

- President Claire wants to establish a Finance Sub-Committee as part of the Institutional Planning Committee (IPC). This had previously existed as the Budget Sub-Committee, but has been gone for years. The purpose of the committee is to provide transparency and oversee fiscal stability in accordance with the College Mission and provide input into proposals to IPC that would require budget. The committee will consist of President Claire, Vice President Roecks, College Business Officer Prisecar and 3 faculty, 2 classified staff and 2 students.
- President Claire has called for people to participate on the Transportation Task force. President Hamadeh stated that Skyline has shuttle from Bart to Skyline and Canada has shuttle from EPA to Canada. These programs are run with funding that may become exhausted. President Claire feels that CSM needs to focus on the issue of transportation and build a program that is responsive to the needs of students and can be continued into the future. A student survey of transportation and food challenges was done, but results have not been released yet. Ideas proposed included a possible shuttle between the three campuses and possible partnership with Uber/Lyft. It was noted that Samtrans is difficult to work with. Students can spearhead the transportation discussion once they settle issue of student trustee.
- President Hamadeh stated that the Educational Master Plan (EMP) is being updated, but will not be done in time for Program Review. EMP data was gathered from various sources including collecting qualitative data from administrators, faculty, staff and students in all College divisions. This was distilled into 5 priority areas which will become part of the College's next "Five-In-Five" initiative. A summer task force created objectives for each priority. The draft will go back to constituency groups before final approval by IPC. Focus of the EMP is on where students come from, what

happens here and where they go afterwards. It will include data about various challenges – housing, food, employment.

- IPC has reviewed membership in the interest of have the committee be balanced in its composition of members of the College community. There are now 3 chairs, VPSS, Academic Senate President and Classified Senate President. Other members include College President, VPI, VPA, some deans, 7 faculty, 6 classified and 3 students.
- President Hamadeh explained that members of IPC is the overall coordination committee for the College. There was discussion of how IPC positions are appointed – 3 chairs, 7 faculty, 6 classified, 3 students, VPI, VPA and some deans. Additional required members are Director of Marketing and Business officer. There was a discussion of whether classified required to be appointed by virtue of their position should count against classified staff total. As of now, we need additional classified staff to serve on IPC and there was discussion of how to addition classified to serve on IPC.

2019 4CSD ANNUAL CONFERENCE

President Hamadeh mentioned that this is a possible professional development activity for Classified Staff. Secretary Frangos noted that we could also consider submitting a proposal regarding our new handling of professional development as a Classified Senate. The event will be held March 6-8, 2019 at the Doubletree Hotel, Claremont, CA. Proposals are due October 30, 2018.

CLASSIFIED SOCIAL EVENTS FOR FALL 2018

There was discussion of planning brownbag lunches or potlucks near the holidays to get classified staff together outside of work. We can continue the discussion at the next meeting.

FALL 2018 FLEX DAY

President Claire has agreed that departments will be closed so that classified staff can attend fall flex day. The schedule of flex day events is not out yet. Professional Development Chair Ellen Young, who coordinated Flex Day, has moved on to Canada. New Chairs are Arielle Smith, from Counseling and Liz Shuler from ESL.

AGENDA ITEMS FOR FUTURE CLASSIFIED SENATE MEETINGS

FINAL ANNOUNCEMENTS & HEARING OF THE PUBLIC

None.

ADJOURNMENT

Motion to adjourn the meeting at 3:25 p.m. by Events Chair McEachron; seconded by Senator McGugan. Hearing no objections, the motion carries.

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