

# **Classified Senate of College of San Mateo**

## **Classified Senate Minutes**

Tuesday, March 12, 2019  
College Center Building 10, 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, Nicholas Dellaporta, Cynthia James and Carol Ullrich

Additional attendees: Alana Utsumi, Madeleine Murphy (English Faculty, ISER)

### **APPROVAL OF THE AGENDA**

Motion to approve the agenda by Secretary Frangos; seconded by Vice President McLain. Hearing no objections, the motion carries.

### **APPROVAL OF THE MINUTES**

President Hamadeh asked for any changes to the minutes from the February 12, 2019 meeting

Motion to approve the agenda by Vice President McLain; Seconded by Senator James. Hearing no objections, the motion carries.

### **ANNOUNCEMENTS & HEARING OF THE PUBLIC**

None.

### **REPORTS**

- President Hamadeh announced that Spring 2019 Commencement will be ticketed. This is due to potential hazard caused by the Gym being overloaded during the event. Students will receive a designated number of tickets for their families. Remote viewing areas will be set up. College faculty and staff (who are not volunteering) will also be able to receive tickets.
- Vice President McLain reported that summer 2019 schedule is on campus. We are moving to rolling drop for non-payment. Students will be dropped if they have not paid within 7 days of registering for classes. Students receiving financial aid or in special programs will be coded as such so they will not be dropped.
- Secretary Frangos reported that the Priority Enrollment Program (PEP) for incoming high school seniors is in full swing
- Senator Cunningham reported that free tax help is being offered by students who are overseen by IRS agent – bring checkbook, SS card, medical information Last year 500 returns were done. Open to all.
- Senator James reported on the safety meeting. Signage is needed; speakers for emergency drills need to be updated. Building captains received draft of Building Captain and Floor Manager Program. There will be 3-day, 120-hour training for Building Captains.
- Senator McGugan reported Writing Center can help drop-in students with applications and other writing needs 12-2:30 M-Th.

## **INSTITUTIONAL SELF-EVALUATION REPORT – ISER**

Madeleine Murphy gave an overview on the [ISER](#), which is the self-evaluation that CSM is working on to submit to the Accrediting Commission for Community and Junior Colleges (ACCJC) in preparation for the accreditation visit.

The ISER is composed of 4 standards that address college operation, each composed of specific themes. Each standard contains 128+ statements – Each addresses how we handle each area of operation. Evidence is used to back up how we address each of the standards – Typical Evidence is Educational Master Plan, Planning Manual, Organization Charts, Program Review, etc. Examples are given to illustrate each – committee minutes, emails, etc.

The ISER team is requesting feedback from the campus community. Feedback is requested from employees – People can search within the documents using keyword searches to find sections that apply to their work. Do not worry about formatting, proofreading, etc. Look for any erroneous information that needs attention. Comments may be submitted through the website

The time line for the ISER and accreditation visit is:

- All College review due March 15<sup>th</sup>
- Draft to IPC on March 27<sup>th</sup> – to Board on April 15<sup>th</sup>
- ACCJC visit in September 2019

## **CLASSIFIED PROFESSIONAL DEVELOPMENT INSTITUTE**

President Hamadeh reported that there are funds in the Professional Development fund to send people to the Classified Professional Development Institute. Discussion followed. Maybe no limit this time since this is good for the development of our Senate. Need to clarify when early bird registration closes. Let President Hamadeh know by 3/29 if you wish to attend.

## **PROPOSED REVISIONS TO DISTRICT POLICIES AND PROCEDURES**

Senator Vogt was not present. President Hamadeh will send the proposed revisions to all classified personnel for review.

## **ANNOUNCEMENTS**

**March 29<sup>th</sup> Flex Day** will be a collaboration with Skyline and the event will be held at Skyline. Campus is closed. Employees can report to CSM and then go to Skyline for the events. Hot breakfast and lunch will be served. A fact sheet about the day is being drafted. Canada is not participating this year (doing their own at Canada). Next year, this flex day will be a 3-campus collaboration.

Cesar Chavez day is an Administrative Holiday – campus will be closed

Thursday, April 4<sup>th</sup> – District Classified Retreat will be held at the San Francisco Zoo -- 8:30 am to 3 pm Workshops in the morning and then lunch; visit to the Zoo

There is a limit on number of people who can attend for each group – District, CSM, Skyline, Canada. Encourage CSM people to attend.

## **DISCUSSION AND GENERAL FEEDBACK**

## **ELECTIONS**

Senate Executive Board elections will be held this May and are required even if someone is running uncontested. There are no term limits

Alana Utsumi asked if other classified employees could be members of the senate. President Hamadeh explained that the Brown Act requires a representative Senate meaning that everyone who is a member of the Senate is a Board member and represents other classified personnel.

A possible new Board position could be created – Historian

We will continue the discussion at the next meeting

### **Ideas for future meetings:**

- Invite Sue Harrison to discuss the contract
- New Employee Welcome
- Invite and introduce the new VPI, Michael Holtzclaw
- Invite people from various departments and divisions

## **FUTURE CLASSIFIED SENATE MEETINGS**

Next meeting will be February 26th

Agenda to follow

## **FINAL ANNOUNCEMENTS & HEARING OF THE PUBLIC**

None.

## **ADJOURNMENT**

Motion to adjourn the meeting at 3:26 p.m. by Senator McGugan; seconded by Senator Ullrich; Hearing no objections, the motion carries.

Submitted by Alicia Frangos

Secretary, Classified Senate

College of San Mateo