

**Classified Senate Minutes - DRAFT**

**10/20/14 1:30pm**

Present: Candice Johnson, Matt Lee, Chialin Hsieh, Edith Flores, Roxanne Brewer, Debbie Joy, Joan Tanaka, Jeff Rhoades, Gloria Peña, Georgia Clark, Maria Huning, Jonna Pounds, Luanne Canestro, Peter Tam, Chris Brandin, Adolfo Leiva, Vickie Nunes, Mary Chries Concha Thia

**1. College Recommendation Report (action) – Chialin Hsieh**

- a. Approval of the College Recommendation Report
  - I. College Recommendation #1:  
*In order to improve institutional effectiveness the college should record the robust dialogue that exists at the College between planning councils and governance groups, particularly the exchanges that relate to planning and resource allocation outcomes and processes. (I.B.4)*
- b. In response, Planning & Budgeting Council meetings have been recorded and a report has been put together by Debbie Joy and Doug Herzel. The report explains several processes, including position submissions, prioritization of positions and resource requests.
- c. Some recommendations for grammar and punctuation were given by various attendees. Chialin made note and will update the document soon
- d. Jeff Rhoades moved the College Recommendation Report. Maria Hunning seconded. All in attendance approved. No one opposed the motion or abstained from the vote.

**2. District Recommendation Report (action) – Chialin Hsieh**

- a. Approval of the District Recommendation Report
  - I. The accreditation team made three recommendations:
    - 1) District Recommendation #1  
*In order to increase effectiveness, the District and Colleges should broadly communicate the modification of the evaluation process for faculty and others directly responsible for student progress, which includes student learning outcomes, and ensure that the process is fully implemented. (III.A.1.c)*
      - a) The District modified the faculty evaluation process by including Student Learning Outcomes (SLOs) among other modifications.

2) District Recommendation #2

*In order to improve institutional effectiveness, the Board of Trustees should develop goals for increasing its professional development and orientation of new Trustees. (IV.B.1.f)*

- a) The District developed a template for new Board member orientations and will continue to have an annual goal-building meeting.

3) District Recommendation #3

*In order to improve institutional effectiveness, the District should establish a regular cycle for the evaluation of its services and provide documentation regarding the outcomes of the evaluations. (IV.B.3.b, IV.B.3.g)*

- a) The District developed a program review calendar document.
- b. Jeff Rhoades moved to approve the District Recommendation Report. Jonna Pounds seconded. All in attendance approved. No one opposed the motion or abstained from the vote.

**3. Educational Master Plan Progress Report 2013-2014 (action) – Chialin Hsieh**

- a. Approval of the Educational Master Plan Progress Report for 2013-2014
  - I. The Educational Master Plan has 4 goals and a total of 25 objectives:
    - 1) Teaching & Learning (5 objectives)
    - 2) Completion (12 objectives)
    - 3) Community Connections (4 objectives)
    - 4) Global & Sustainable (4 objectives)
  - II. Over half of the objectives have been 100% completed between Fall 2013 and Summer 2014
  - III. Leads on the project have recommended some changes in the language of the document in each objective, and some attendees of the Classified Senate meeting have requested changes in the language, as well. Chialin has agreed to accommodate their suggestions.
- b. Jeff Rhoades moved to approve the Educational Master Plan Progress Report for 2013-2014. Jonna Pounds seconded. All in attendance approved. No one opposed the motion or abstained from the vote.

#### **4. Assessment Manual (action) – Chialin Hsieh**

- a. Approval of Assessment Manual
  - I. The assessment manual documents the procedures, processes of the campus's SLOs and Service Area Outcomes (SAOs), as well as the accomplishments and completion. It also outlines who does what as far as positions so that there is no overlap of work; it promotes working together cohesively as opposed to duplicating efforts.
- b. Chris Brandin moved to approve the Assessment Manual. Joan Tanaka seconded. All in attendance approved. No one opposed the motion or abstained from the vote.

#### **5. Strategic Plan Progress Report (action) – Chialin Hsieh**

- a. Approval of the Strategic Plan Progress Report
  - I. Strategic plans are organized by school year and categorized by three objectives that vary from year to year. The current progress report includes the 12-13, 13-14 and 14-15 school years. Completion is an objective for every year. 14-15's objectives include Student Engagement and Mentorships/Internships.
  - II. Processes and progress are recorded per plan.
- b. Chris Brandin moved to approve the Strategic Plan Progress Report. Jonna Pounds seconded. All in attendance approved. No one opposed the motion or abstained from the vote.

#### **6. Museum of Tolerance Report – Luanne Canestro and Jeff Rhoades**

- a. Trip took place over 3 days. The focus was on significant moments in U.S. history: how they happened, why they happened and could they happen today. Several speakers, including a Holocaust survivor, one of the Little Rock 9, and creators of a documentary, one of which was a neo-Nazi and the other a member of the LGBT community.
- b. The attendees on this trip were challenged to bring an experience back to their campus
  - I. Speaker Terrance Roberts of the Little Rock 9
    - 1) Cost: \$15,000
  - II. Tim and Matt, who created the documentary and are speakers
    - 1) Cost: \$5,000
  - III. "Wheels," a one-man play
    - 1) Cost: \$2,500
  - IV. Sandra Mendez, member of the Mendez family who, before Brown vs. the Board of Education, challenged the segregation law in CA and won
    - 1) Cost: TBD

- c. It was suggested by (the organizer of the MoT trip (name?)) that the proposals should focus on student engagement for a better chance of obtaining funds
- d. It was also suggested that we attempt to collaborate across campuses to reduce costs (for example, Terrance Roberts charges his fee per campus, so inviting all three campuses to one event would be more cost effective).
- e. It was also suggested that we work with the Social Sciences faculty to bring in Terrance Roberts.
- f. Jeff Rhoades has agreed to take the lead on developing a framework for the follow-up to the annual MoT trip.
  - I. Debbie Joy, Luanne Canestro, Vickie Nunes, Candice Johnson and Adolfo Leiva have agreed to help
- g. Email Debbie Joy if you'd like to be on the list for the next MoT trip

#### **7. Professional Development – Joan Tanaka**

- a. The District has provided more money for classified staff professional development
- b. At the last PBC meeting, it was decided that the application process would stay the same.
- c. Cañada received \$20,724
  - I. We have a total of 88 classified staff
  - II. It covers tuition reimbursement and professional development
- d. Email Debbie with your thoughts about setting some of this money aside for a classified retreat

#### **8. Upcoming Activity and Fundraising Report**

- a. Classified Senate has teamed up with ASCC to participate in their upcoming events
  - I. CS will participate in Spirit Thursday, October 30, 9:13pm – 1:11pm, in the following ways:
    - 1) Temporary Tattoos
    - 2) Pie-throwing (at faculty members. Classified staff will run the booth)
      - a) Charging \$5 for every 2 throws
    - 3) Raffle tickets for Sharks game on November 1
      - a) \$1/raffle ticket
      - b) \$5/6 raffle tickets
      - c) \$10/13 raffle tickets
- b. A sign-up sheet for volunteers for each booth went around the meeting. More volunteers are needed, so Debbie Joy will send out a Sign-Up Genius survey.

#### **9. Classified Webpage**

- a. Donations section
  - I. Vickie Nunes will check the legality of having that page
  - II. Joan Tanaka suggested that the money in the Wells Fargo be moved to the trust to avoid fees

#### **10. Treasurer's Report – Jeff Rhoades**

- a. CS has a new trust with \$175 in it

#### **11. Committee Reports**

- a. Maria Huning reported that the Academic Council for Equity and Success (ACES) now meets every other Tuesday from 4 – 5:30pm and that she would not be able to attend any longer. She was looking for a replacement.
- b. **Amendment:** Chialin Hsieh informed Candice Johnson after the meeting that ACES will now meet monthly, every third Tuesday, from 3-4:30pm, as not to interfere with the Basic Needs meeting schedule.
- c. Please email Debbie Joy if you are able to attend.

#### **Upcoming 2014-2015 Meetings – 3rd Mondays\* in Building 9-Room 154**

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November 17  
December 15  
January (meeting cancelled)  
\*February 23 (4<sup>th</sup> Monday)  
March 16  
April 20  
May 18

Meeting adjourned at 3:15pm