



## Classified Senate Meeting Minutes

March 16, 2017

10 am -12 noon

College Center, 4<sup>th</sup> floor conference room

	Present
<b>Senate executive board members:</b>	
Eunice Castorena, Vice President of Finance	x
Kevin Donahue, President	x
Laura Hayes, Recorder	x
Kerry Jones, Co Vice President	x
Kelly O'Steen, Co Vice President of Fundraising	exc
Cody Pontius, Co Vice President	x
Anita Russell, Co Vice President of Fundraising	x
Mark Worden, Past President	online

### Classified Senate Mandate:

- To support and reaffirm the college's mission.
- Embrace a proactive role in participatory governance.
- Facilitate communication among students, classified professionals, administration, faculty and the governing board.
- Participate in the development of policy and practices related to classified professionals.

*Approved by majority vote on August 26, 2016; reviewed and approved at College Council, September 27, 2016.*

**Attendees:** Maribeth Daniel, Joan Hayes, Marie Hulett, Maria Mai, Dorothy McCollom, Kimlan Nguyen, Paolo Varquez. Online: Lori Genova, Araba Mensah, Jason Montgomery, Tai James, Wendy Sacket, Nikki Salcedo, Toan Tran

**Guests:** Jenny Sartore, Rene Gutierrez, Peterson Pham, A.Zentner

### 1. CALL TO ORDER

- 1.1 Call to order 10:08
- 1.2 Adoption of Agenda with addition of 6 items: MSU
- 1.3 Timekeeper and Parking Lot attendant: M. Daniel
- 1.4 Approval of Minutes (Feb. 24 meeting): approved with one abstention (K. Jones)

### 2. SPECIAL REPORTS/UPDATES

- 2.1 Institutional Effectiveness Partnership Initiative (IEPI) – (A.Zentner) Coastline was awarded up to \$200,000 of unrestricted funds to strengthen development of four

To find out more about this committee, please visit [Coastline Committee Site](#)

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areas: 1. Learning Pathways 2. SLO assessment and collection 3. Communication and Employee Engagement 4. Professional Development Infrastructure. IEPI Partnership Resource Team will visit with different campus groups to garner information and inquiry in each area of focus and then provide suggestions and strategies. The first visit is on March 23, 2017.

- 2.2 Accreditation (A. Zentner): Accreditation is necessary to retain funding from the state and validate college credit. Four standards (Mission, Academic Quality and Institutional Effectiveness; Student Learning Programs and Support Services; Resources; Leadership and Governance) will guide the self-study to meet accreditation criteria, develop the college culture and fulfill the college mission. Classified professionals may contribute in an area of their interest which is not limited to their area of expertise. The steering committee members are: Danny Pittaway, Vince Rodriguez and Aeron Zentner.
- 2.3 Mission Statement Review (A.Zentner): The updated draft of the college mission statement went through several revisions by the Mission Statement Taskforce before today's submission for Classified Senate review. Voted upon and accepted with 2 no votes.
- 2.4 Intercultural Center (R. Gutierrez, P.Pham, J. Sartore): A new Intercultural Center at Garden Grove was built with the Title III ANAPISI grant and is intended to be a safe space for students. It will house outreach programs and help facilitate connections to community resources.  
(Break (11:00 to 11:10))
- 2.5 Scholarships (A.Russell): Application period closed for 2016-17. The committee will read applications over the next month to determine awards. Ceremony is May 4.
- 2.6 Fiscal Report (E. Castorena): Balance at time of meeting is \$4, 566.93
- 2.7 Employee of the Month (A. Russell): The first Classified Senate Employee of the Month is Janette Moulton of Financial Aid. She will receive a \$50 gift card. Classified staff, faculty and administrators may submit nominations of classified professionals. Please see the nomination form in Sharepoint: [Classified Senate Sharepoint site](#)
- 2.8 DCC Subcommittee/Technology (M. Hulett): Report to be posted in Sharepoint; Classified Professionals have access to Office 365 and can install up to 5 devices at work or at home. See the newsletter for details.

### 3. DISCUSSION ITEMS

- 3.1 Logo Contest (C. Pontius): Submissions for a logo will be accepted until the end of March. Deliver to Cody Pontius by any means.
- 3.2 Communication (C. Pontius): Regular emails from the college president intend to get more information on a regular basis out to everyone as a response to what Dr. Adrian heard at the All College meeting.
- 3.3 Fundraising: (A. Russell) Another Rubio's fundraiser will be held on March 23 – Classified Senate will receive 20% of the sales.
- 3.4 Classified Senate Luncheon: Part of the end of the year luncheon is set aside to thank the outgoing C.S. executive board and welcome the new board members. A vote was

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taken to extend invitations to the appropriate Trustees, the college president, and all 3 vice chancellors. M. Daniel volunteered to help plan the luncheon.

- 3.5 Classified Senate monthly meetings: (K. Donahue) A discussion concerning a possible change to 2 one hour meetings per month. After hearing various viewpoints, a vote was taken. There were 13 votes for to keeping the meeting once a month for 2 hours and 5 votes to change to a two meeting per month schedule, and 1 abstention vote. Anyone attending may stay at a Classified Senate meeting for as long as they like, there is no requirement to stay the entire 2 hours.
- 3.6 Classified Senate and CFCE (Union) (K Donahue): The document comparing the two constituency groups has gone through revisions and was unanimously approved.
- 3.7 Spring Workshop, Friday, April 14 (A. Mensah): Please consider some scenarios to give the workshop leader for the theme “How Do You Say That – Conflict Resolution” and email them to: [amensah@coastline.edu](mailto:amensah@coastline.edu).

#### **4. COMMITTEE REPORTS**

- 4.1 PIEAC (D. McCollom) Dorothy McCollom will replace Darian Astrich as the Classified Senate representative on PIEAC until June, 2017. The March 1 meeting report was compiled by Helen Ward. Prioritization Budget Planning has started for 2017-18. Classified Senate was approved for 20% of the Professional Growth funds requested by the President’s Office. (Academic Senate were allotted 40% and Management, 40%) The reasoning behind the breakdown is that Classified Senate did not state a need for funds in the past. 20% is regarded by the Research Department as a starting point and the percentage could be increased in the future if needed by C.S. This report will be posted on Sharepoint .
- 4.2 Manager’s Meeting (C. Pontius): Planning for College Center remodel is going on. Some of the design ideas are to utilize window views, increase patios, cluster student services on the first 2 floors, and meet more health & wellness concerns.
- 4.3 Next Classified Senate meeting is Thursday, April 20, 2017

#### **5. ADJOURNMENT**

- 5.1 12: 04

#### **6. Documents Distributed**

- 6.1 Mission Statement Review
- 6.2 PIEAC Report to Classified Senate
- 6.3 Classified Senate / CFCE comparative chart
- 6.4 AAPIphany AAPI Youth Leadership Conference flier

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