



Classified Senate Meeting Minutes

September 25, 2024 | 11:00 a.m. - 12:00 p.m. | Zoom Meeting

Classified Senate Attendance

Norma Alcala	Present	Minerva Mondragon	Present
Jessica Bravo	Present	Cecilia Schreyer	Present
Andy Chau	Present	Michelle Wang	Present
Karen Cifuentes	Present	Jillian Whistler	Absent
John Fawcett	Present	Curtis Williams	Absent
Jeanette Grimm	Present	Eric Wilson	Absent
Sue Harlan	Absent	Alexia Wood	Absent
Kayla LaBounty	Present		

Guests

Guests: Michelle Auduong, Nakia Barba, Scott Broberg, Pree Casaus, Cynthia Chavez, Tanya D., Heather Dominguez, Martha G., Mary Gallois, Rafael Gonzalez, Lucy Grams, Mireille Halley, Vickie Hay, Tiffany Huynh, Patt Kopp, Karen Latham, Janet Lazaro, Shelley Lowrey, Jose Medina, Belta Moon, Thuy Nguyen, Mindy Nguyen, JohnPaul Nguyen, Jennifer Rivera, Stephanie Phonsiri, Beatriz Rodriguez Vaca, Veronica Sanchez, Austin Webb, Leigh, Christine and Eva.

Recorder of Minutes: Beatriz Rodriguez Vaca

1. Call to Order - Classified Senate President:

President Jeanette Grimm called the meeting to order at 11:01 a.m.

2. Approval of the Minutes - Classified Senate Body:

Motion 1: Senator Michelle Wang moved to approve the minutes from August 28 of 2024; motion seconded; motion approved, unanimously.

3. Officer, Senator, and Committee Reports:

A. President's Report –

President Jeanette Grimm:

- **Confidentiality Reminder:** During a recent Senate meeting at a sister college, some classified staff expressed concerns about the confidentiality of Senate meetings. I want to clarify that Classified

Senate meetings are open meetings and not all discussions are confidential. If you have personal or private matters to discuss, please feel free to reach out to me directly.

- **Faculty Union Contract:** The new Faculty Union contract has been ratified, which means that ours may soon be ratified, as well. If Michael Carrizo is in the meeting, he can provide more details.
- **New Vice Chancellor:** We welcomed Diane Fiero as the new Vice Chancellor of Human Resources on Monday. We hope for a successful collaboration.
- **Upcoming Events:**
 - The **Banff Film Festival** will be held tonight at 7 PM in the Robert B. Moore Theater, featuring extreme sports videos. A small fee may apply.
 - The **Queer Story Month Resource Fair** is on October 1st from 12 to 2 PM in the main quad.
 - **Science Night** will take place on October 4th from 5 to 8 PM, which is great for families.
 - A **classified professional aquarium and aquaponics tour** is scheduled for October 11th from 2:30 to 3:30 PM, led by Rob Ellis. We will start at the Lewis Center and then move to the horticulture greenhouses.
- **Administrative Services Roadshow:** If you attended the Roadshow on Monday, please note in the chat. I am interested in gauging attendance and awareness.

B. Vice Presidents' Reports:

VP of Committees and Outreach, Michelle Wang:

- **Participatory Governance Update:** We are actively engaging in participatory governance. I have created a Teams channel to consolidate information and encourage contributions from all members.
- **Teams Channel Overview:** Members are already contributing, and I encourage everyone to utilize the sections for committee reports and role assignments. A tab is available that details the roles and responsibilities of our representatives.
- **Committee Representation:** Several committee terms are expiring at the end of this academic year. All members should complete the participatory governance self-nomination form if interested in vacant roles.
- **Report Out Form:** A report out form is available for documenting committee updates. Members are welcome to share updates directly in the chat if preferred.
- **Encouragement for Engagement:** I hope to see more engagement on our Teams channel, which helps us track files and feedback effectively. Please ensure any changes to shared documents are made with track changes enabled.
- **Feedback Request:** Feedback for the ISER technical review is due today. Dr. Sterner will address this topic later in the agenda.
- **Upcoming Committee Positions:** We will announce a call for representation on the International Multicultural Committee due to changes in representation.
- **Facilities Meeting Notes:** Cecilia Schreyer has notes from a facilities meeting and will post them in the Teams channel. If assistance is needed, I am happy to help.

VP of Finance and Events, Kayla LaBounty:

We are excited to announce the Halloween Office Decorating Contest, scheduled for Thursday, October 31. This year, the contest will be held in conjunction with a Treat-or-Treat event.

- **Date:** Halloween, October 31
- **Event Timing:** Judging will take place from 2:00 PM to 4:00 PM.
- **Participation:**
 - You can participate in either the office decorating contest, the Treat-or-Treat event, or both.
 - For Treat-or-Treat, offices can hand out candy or goodies to visitors.

Registration:

- To sign up, please complete the registration form linked to the flyer, indicating your department and your preferred participation option.

Prizes:

- Prizes for the decorating contest will be determined and announced soon.

We are also considering a Halloween Pet Costume Contest, where participants can submit photos of their pets in costumes. We will establish a judging system to recognize categories such as "Cutest," "Most Creative," and "Funniest Costume." If this is of interest, please let us know so we can proceed with the details. We will distribute this information via email and post it on Teams.

- C. Classified Senator Reports** – No reports.
- D. CFCP Report: Michael Carrizo**: – No reports.
- E. Other Committee Reports**: – No reports.

4. Unfinished Business:

- A.** No items under unfinished business.

5. New Business:

- A.** SEMP Review – Heather Dominguez: The meeting opened with Heather Dominguez thanking participants and introducing Sheri Sterner from the Student Success and Enrollment Management Committee, who presented the Strategic Enrollment Plan (SEMP) now in its final draft stage after a year of development. Heather Dominguez highlighted the importance of feedback previously solicited and carefully considered by the committee. Sheri Sterner explained that the SEMP aligns with the broader college planning framework, emphasizing that while resources will be evaluated during implementation, they should not dictate the planning process. Key focus areas for implementation were outlined by Heather Dominguez, including enhancing faculty buy-in for technology platforms, addressing dual enrollment issues, and improving counseling capacity. The committee acknowledged the need to assess counseling as a specific objective within the plan. Heather Dominguez recapped the seven goals of the SEMP, which include enhancing community engagement, maximizing course access, improving student-centered scheduling, boosting retention, increasing student completion, optimizing existing systems, and fostering a data-driven culture around enrollment management. Feedback about leading and lagging targets led to their incorporation as action items under Goal 7. The discussion emphasized broader engagement from all campus members, including Deans and faculty. Andy Chau raised concerns about the plan's focus on faculty, and Sheri Sterner clarified that the plan is inclusive of all campus groups. She recommended that the Senate endorse the plan, allowing for further discussion if needed. Heather Dominguez offered to distribute the final draft for review, and President Jeanette Grimm noted that most senators preferred to revisit the endorsement in the next meeting after reviewing the draft.
- B.** Classified Senate ISER Standard Review 4.2 – Sheri Sterner: provided an update on the Institutional Self-Evaluation Report (ISER), which is a comprehensive accreditation report submitted every seven years. She explained that feedback was solicited from the Classified Senate in the spring, and that this feedback was crucial in shaping the report. The Accreditation Coordinating Committee, which Sheri Sterner co-chairs, has developed a timeline for the review process. Initial content aligned with accreditation standards was gathered from various campus committees, including feedback on a governance statement from the Classified Senate. The first draft of the report was assembled over the summer, compiling this feedback without rewriting it, and is currently open for review by tech review committees through October. Additional campus reviews are planned for October and November, with a final report due for board

approval in April 2025 before submission to the accrediting commission in August 2025. The review process will also include opportunities for further input and clarification on content, with a focus on ensuring that statements in the report are solid and evidence backed. Sheri Sterner emphasized that while some ideas may not yet be ready for inclusion, they can be revisited later. She encouraged committees to choose their review methods and highlighted the need for managers to support classified staff in participating in these reviews.

6. Open Forum:

- There will be a Union hosted Brown Bag meeting soon. Stay tuned.

7. Adjournment of the Regular Meeting:

Meeting adjourned at 12: 01 p.m.