

Las Positas College Classified Senate

Meeting Minutes Thursday, March 25, 2010

Members Present (Quorum = 5): Lilia Camino, Judy Martinez, Karen Zeigler, Connie Reding, Frances DeNisco, Carol Edson, Jeannie Virgilio, Heidi Ulrech, Greg Johns.

Officers Present (Quorum = 5): *Quorum Met: 8 present:*

Title/Name	Present	Title/Name	Present
President Natasha Lang	X	Senator Group I Sharon Davidson	X
VP of Communications Sharon Gach	X	Senator Group II Christie Verarde	X
VP of Activities Cindy Balero	X	Senator Group III Jeff Sperry	X
VP of Fundraising (vacant)	-	Senator Group IV Todd Steffan	X
Treasurer Sharon Davidson	X	Recording Secretary -----	(Non-Voting)

- I. **Welcome/Call to Order** - Vice President Sharon Gach called the meeting to order at 2:35 pm and welcomed everyone.
- II. **Introduction of New Attendees and New Staff** - VP Gach asked if there were any new attendees or staff present; there were none. She encouraged attendees to bring a friend to the next meeting as there will be some giveaways for bringing people.
- III. **Approvals - Minutes of Jan. 28, 2010, and Feb. 25, 2010** - VP Gach asked if there were any changes or corrections to the minutes of January or February.

It was motioned, seconded and voted to approve the minutes of January 28, 2010 as written (Balero/DeNisco/Unanimous).

President Lang had several changes to the February 25, 2010 minutes which she will make and present at the April meeting; therefore, there was **no vote on these minutes.**

IV. **Old Business**

A. Bylaws Review and Discussion - VP Gach mentioned the handout "Which Senate Am I On?" to review the previous two meetings' discussions about a possible addition to the Constitution and Bylaws to add clarity for new District staff relocating to the LPC campus. A number of staff from I.T., M&O and ECD will be moving soon and the Governing Council would like to welcome them to participate in the LPC Classified Senate as additional active Classified members would increase our activity and fund-raising levels.

Key to welcoming the new staff would be buy-in on LPC committees, dedication to participating whole-heartedly, and reaping the benefits of participation. The current Constitution and Bylaws state that:

3.1 Membership

The Classified Senate shall include two categories of membership:

3.1.1 Regular - all regular classified employees, including confidential and supervisory personnel, **assigned to Las Positas College.**

Discussion has centered around what ‘assigned to’ means and if the Senate wishes to clarify this. The chart on page 12 of this agenda packet shows that there is not just one way to interpret ‘assigned to’, as there are many types of staff in a combination of these situations: working at one site, reporting to a different site, funded by another site, and supervised by someone in a different area.

It was asked by the Governing Council, should an employee:

1. participate in only one senate,
2. that if an employee is not a stated member of the LPC Classified Senate should that person not serve as voting member representing on College committees.
3. possibly be ‘ex officio’ in LPC Classified Senate if another senate is their main one.

Discussion included:

- “Assigned to” was **deliberately written with a loose interpretation** in April 2008, and meant something different.
- It was mentioned that a clear philosophy of the LPC Senate was desired, and **that every committee representative (current staff included) carry to College committee meetings the discussed and documented opinions from the Classified Senate meetings**, not just one’s own opinions.
- It was felt that it will be **important to offer membership to all staff** on the LPC campus, and to assure that they have an **opportunity to participate** on shared governance committees; and in addition, to **orient new staff to common practices and the Bylaws for their possible representation in committee meetings.**

Pres. Lang mentioned that this discussion is a precursor to the form process for changing the Bylaws, and that if the “assigned to” discussion is approved in this meeting a Bylaws Change Subcommittee will be established to follow the process.

It was motioned, seconded and voted to establish a Bylaws Change Subcommittee to incorporate the above numbered and bulleted

ideas into a Bylaws revision in the near future. (DeNisco/Ulrech. Abstention: Reding).

- B. Outstanding Classified of the Year** - VP Gach presented the work that Debbie Earney and she had done on this program, and incorporating it into the Classified Senate Constitution and Bylaws. (See page 13-14 of agenda packet.) The Classified Senate has *defacto* supported this program with funds for the winner and the plaques over the years, but it has never been codified or formalized. The program was passed on from the Chancellor's office a number of years ago and a binder of procedures and documentation has been kept up by chairpersons Mary Straight and Debbie Earney.

It was motioned, seconded and voted unanimously to add to the Bylaws the language stated in today's agenda packet, p. 13-14, to formally adopt the Outstanding Classified Professional Award into the LPC Classified Senate procedures. (DeNisco/Ulrech).

- C. Request for Additional Sunshine Funds** - Pres. Lang mentioned that the Sunshine Person, Connie Reding, is in need of additional funds to spread sunshine to members; there is only \$3 left in the fund. Connie gave information on the general rules for cards/plants/other that have been in place for a number of years and cards and small plants are done in a thrifty way. Sharon G. requested to have a copy of the general rules in the official Classified President's files to have a duplicate 'just in case'. It was motioned, and seconded (Heidi, Greg) to add \$100 to the Sunshine Fund. Discussion held regarding number of months left in term and possible amounts needed to carry through the summer; and the fact there is no way to predict these expenses (births, passing, etc.).

The motion was amended (Frances, Cindy) to increase the amount to add a total of \$150 to the Sunshine Fund; and voted to unanimously do so.

- D. "Common Tool" for Program Review - Confirmation of Names** - Pres. Lang informed the members that program review must now be done by all areas of the college, which is a recommendation of the Accreditation Report. Instructional, Non-Instructional, and Student Services program reviews will be done. In order to do this a "Common Tool" for reporting will need to be created, and all areas of the college are asked to send people to a task force to create the Tool. The president's of each constituency were asked to appoint 3 people to serve, and Pres. Lang would like confirmation of the 3 appointees: Heidi Ulrech, Jeanne Virgilio, and Cindy Balero. **It was motioned, seconded and voted unanimously to confirm these 3 appointees (Frances, Cindy).**
- E. Shared Governance Handbook Task Force - Confirmation of Names** - Pres. Lang was charged by College Council to appoint 3 people to serve on the Shared Governance Handbook Task Force, which is under

revision. The presidents of each constituency were asked to appoint people to serve, and Pres. Lang would like confirmation of the appointees- Bill Eddy, Karen Zeigler, Cindy Balero, Connie Reding. **It was motioned, seconded and voted unanimously to confirm these 3 appointees (Frances, Cindy).**

F. Sustainability Task Force - College Council approved the change of the Sustainability Task Force to be a full college committee, the Sustainability Committee, reporting directly to College Council. Natasha abstained from voting on this matter as our Senate did not totally agree that this committee should report to College council. There was some discussion at C.C. of where this new committee should report, and ultimately decided to College Council. Natasha mentioned to College Council the opinion of the Classified Senate that all committees, structure, reporting relationships, etc. be re-examined in the Shared Governance Handbook task force, to possibly include less Committees. This is especially because it is becoming more difficult to fill all open committee positions for Classified Senate.

G. March 12th College Flex Day - Pres. Lang asked for thoughts on the March 12th strategic planning flex day. Included were:

- 2-3 groups had a hard time finishing the expected work
- Some were a little frustrated if they had not attended the Oct 30 Visioning Day
- Some facilitation was difficult as a few participants did not trust the process.

Pres. Lang said that these whole-day sessions are the least painful and quickest way to create strategic plan with group input. Other ways to create plans are top-down plans that come from administration or consultants but have very little individual input. On Aug. 31st there will be a special College Council meeting to review the strategic plan, vet it, and insert it into our Accreditation documentation due in October, 2010.

H. Yard Sale April 16 - Bill Eddy is planning this, and will keep it simple. He mentioned several items not to donate. He needs help creating a flyer, if someone would volunteer it would be great. Members can bring items the morning of the sale; and proceeds will go toward our student scholarship fund.

I. CCN Inclusion Point Person - Natasha and Heidi mentioned that this is a pilot project to ask a volunteer from each committee to point out to committees ideas, information, etc. on inclusion issues of all kinds.

V. NEW BUSINESS

A. D.E. Substantive change Report - Jeff reported that this is now complete and will be sent to the ACCJC. It is available on the accreditation website if anyone would like to see it.

- B. Accreditation Follow Up Teams** - pres. Lang said that sub-groups are working on each Accreditation recommendation to make sure we are on track to meet the Oct. 15th ACCJC follow-up visit to campus. Our two Classified reps are Elizabeth Noyes, and Jeff Sperry.
- C. Recap on Mar. 3 Town Meeting Break Out** - Pres. Lang asked if this was a useful session, especially conversing with Dr. Pollard. Karen mentioned that new perspectives were brought forth.
- D. Institutional Effectiveness Committee** - Pres. Land said that Dr Pollard has created a proposed charge for this proposed committee, and it would be formed as part of Institutional Planning. This idea came out of the "Common Ground" meeting day (with all constituencies represented). This proposed committee and charge will be presented at the next college Council meeting April 15th.
- E. Mutual Agreement Form** - A form is being creating by Academic Senate and College Council such that if anything related to Board Policy 2015 changes, it would be documented and approved by each group. Classified Senate typically has nothing to do in this area, however if something affects Classified staff we will be involved. We thanked the originators of this form for including the Classified role in the process.
- F. Faculty Full time Hiring Process** - President Lang mentioned this discussion ongoing about the confusing history of the faculty hiring process.
- It was first adopted in 1991,
 - A draft was revised in 2005 but not approved, but agreed to be used.
 - And the draft 2005 was implemented.
 - In 2008 it was decided to revert to the 1991 procedure.
 - Faculty have now revised the 2005 draft and presented to Chancellor's Council.
 - The Chancellor sent it around for constituent feedback, and its' outcome has yet to be decided.
- G. Memo to DBSG (District Budget Study Group)** - The Chancellor sent a memo to DBSG tasking them to continue work on the Accreditation recommendation. It was noted that the completion date may be updated.
- H. Board Policy 2015** - Pres. Lang said that Dr. Pollard sent a memo to Chancellor's Council (after showing it to LPC College Council) that this needs to be updated properly. The Chancellor's response will be included in the updated Shared Governance Handbook and into the Board policy when worked through and approved. Dr. Kinnamon will talk to Chabot about doing the same work.
- I. Student Resolution** - Pres. Lang will provide a copy of this ASLPC resolution regarding an incident at the board meeting which

violated the Brown Act, where Chabot students wished to make a public comment about the administrative contract for one person, but were asked to hold their comments until the agenda item came up. When the agenda item was up for discussion the Board Chairman asked them not to speak because this was a personnel matter affecting one person. He did not think it fair to single out one person. The ASCC students desire an apology and no mention of this was recorded in the board minutes.

J. EPA Appeal on the Russell City Energy Plant - Pres. Lang shared that the Board passed a resolution related to an EPA appeal on the Russell City Energy Plant. This energy plant is near the Chabot campus. A State of California Senator wrote the District indicating that an audit would be placed on District if it proceeded with the legal proceedings. More new to be shared as it is known.

K. Faculty Senate Resolution - Pres. Lang said that the faculty senate made a resolution to support the students' write of free press regarding some 'questionable' radio flyers that were distributed on campus in Oct. 2009. It is Pres. Lang's understanding that the Senate would like the Board policy to be updated.

VI. COMMITTEE/GROUP REPORTS

A. Report to Board - Pres. Lang did not attend the board meeting and had no written report to the board.

B. Committee Reports - see other reports on the *Grapevine*, Committees.

- i. Flex Day Planning - going as planned, will need a few more volunteers, goodie bags will be stuffed next Tuesday.
- ii. Sunshine Report - A card for new baby sent to John Armstrong, and a plant to Elizabeth Noyes (surgery).
- iii. See written notes submitted that the compensation study is still in progress and this will take a lot of time. SEIU sunshined the contract, so now it is opened.

C. SEIU Update - Judy Martinez mentioned that

VII. Budget - The Treasurer's report is on page 18 of the packet.

The meeting was adjourned at 4:25 pm.

Minutes recorded by:
Sharon Gach
Jeff Sperry