



MINUTES

EXECUTIVE BOARD MEETING

Cuyamaca College

Tues. October 26, 2021

9:00a – 11:00a

Location: Zoom

(<https://cccconfer.zoom.us/j/95070513026>)

Attendees: Cuyamaca Classified Senate

Guest(s): None

Meeting Called to Order: 9:00

Meeting Adjourned: 10:37

Agenda Item

1) **CALL TO ORDER**

- a) Roll call (Natalija, Jamie, Debi, Dalea, Rana, Taylor, Anmar, Veronica, Katie)
- b) Additions/deletions/revisions to the agenda
- c) Approval of September 28 meeting minutes ([link](#))

2) **ACTION ITEMS**

- a) ROC charge update ([link](#)) - approved (motion: Natalija; second: Jamie)

3) **COMMUNICATIONS/DISCUSSION ITEMS:**

- a) Classified hiring process: delayed positions (Natalija)
CHPC received requests for positions that were vacant due to the SERP, but these could not be ranked because the SERP positions were frozen. CHPC created guidelines for what the committee can and cannot rank. They asked for a list of all vacant positions identifying whether they were delayed, SERP, the paperwork was in progress, or the paperwork was completed and the position was in the recruitment phase. In the past, President Barnes typically automatically filled vacant positions because we run so lean. There is still no rationale about when certain delayed positions will be filled. There was discussion about interim administrator positions, Classified transfers and substitutes, and how part-time faculty are hired as full-time faculty when they go over their load as a part-timer. There was discussion about minimum qualifications for Classified positions, and concerns that we do not vet for these MQs when we hire substitutes. There was also discussion about the many interim deans we currently have and the frequent turnover of our "permanent" deans. The Interim VC of Human Resources and the work of the district-wide Equity in Employment Taskforce should help address some of these concerns to ensure appropriate processes are developed and followed when filling administrative, Classified, and faculty positions.
- b) Recognizing Classified professionals' birthdays at Cuyamaca (Natalija)
Natalija proposed recognizing Classified professionals' birthdays by sending e-cards. Veronica volunteered to assist with this.

- c) ROC charge update ([link](#)) (Natalija & Anmar)
Classified Senate reviewed the proposed changes to ROC's charge and approved these changes. There was a suggestion to add the meeting times (8:30-10:00am) to the document, and to consider adjusting the end of the meeting time so there would be a 5-10 minute "passing period" if members have other meetings that start at 10am.
- d) Department recognition: Student Services "Above and Beyond" award nomination form and rubric ([link](#)) (Katie)
Katie discussed the intent of the proposed departmental recognition award, and the role Classified Senate could play to develop the nomination form and rubric, and to score the submitted nominations.
- e) 2018-2019 Professional Development funds to support Vision for Success and Classified Professional Development Needs Assessment results ([link](#)) (Katie)
- f) Classified Professionals Day Planning Team (Katie)
Nashona Andrade is leading the Classified Professionals Day planning team, and she will reach out to members of each Classified Senate to identify who would like to participate in the planning. Rana and Veronica volunteered to help.
- g) Calendar of events and event submission form ([link](#)) (Katie)
Katie showed Classified Senate the form on our "Resources" page where anyone can submit an event that is relevant to Classified professionals, which will then be added to our Calendar of Events. This events calendar is routinely shared with all Cuyamaca Classified to encourage their participation in events like our Culture and Community Circle events and other campus-wide professional development opportunities.
- h) Committee and council updates (all)
- Program Review Steering Committee (Taylor): PRSC had a group discussion to norm how they score submitted program reviews as initial, evolving, or established.
 - Facilities Master Planning Taskforce (Dalea): This group is looking for a student representative. Classified Senate suggested Maryam or Tristin from ASG. This group was asked to take pictures of something they like on campus (e.g., a view, an interesting example of facilities they like most, what they like the least)
 - Classified Hiring Priorities Committee (Jamie): CHPC is working on training for authors that request Classified positions.
 - Teaching and Learning Committee (Veronica): T&LC identified goals and reviewed the professional development budget
 - Institutional Effectiveness Council (Katie): IEC is facilitating the second Strategic Planning Workshop at 9:00am on Friday, 10/29. Classified are encouraged to attend if they didn't attend the first workshop.
 - Student Success and Equity Council (Katie): SSEC members will be note-takers at the Strategic Planning Workshop. We have been participating in equity-minded professional developing during SSEC meetings and are encouraged to attend existing events like our Culture and Community Circle events.
 - Outcomes and Assessment Committee (Dalea): OAC reviewed SLOs and identified ways to improve ways to assess SLOs
- i) Returning to campus: Classified Community Care taskforce (Katie)

The district is still planning a full return to campus starting January 4, 2022. This taskforce will help organize casual events to connect Classified with each other and discuss the challenges we experienced and continue to experience during the pandemic.

- j) Cuyamaca's Classified Senate Governing Board report for November (Katie)
Katie asked if there were any updates from the rest of Classified Senate that she should report at the 11/9 Governing Board meeting, but there were no updates from the group. These reports help the Governing Board understand the work Classified Senate does to support participatory governance, professional development, and employee recognition across the campus.
- k) Classified annual fundraiser through GCCCD Foundation (Katie and Veronica)
Veronica reached out to Dana in the Foundation for an update but we have not heard back yet.

Reference Materials:

September 28th meeting minutes ([link](#))

Next Meeting: Tues, November 23rd, 9:00-11:00am