CLASSIFIED SENATE

MINUTES

EXECUTIVE BOARD MEETING
Cuyamaca College

Tues. March 22, 2022
9:00a – 11:00a

Location: Zoom
(https://cccconfer.zoom.us/j/97087671307)

Attendees: Cuyamaca Classified Senate
Guest(s): Moriah Gonzalez-Meeks

Meeting Called to Order: 9:02am **Meeting Adjourned: 11:00am**

Agenda Item

1) **CALL TO ORDER**
   a) Roll call: *Anmar, Debi, Natalija, Taylor, Veronica, Katie*
   b) Additions/deletions/revisions to the agenda: *None*
   c) Approval of February 22 meeting minutes (link) *M/S: Natalija/Anmar*

2) **ACTION ITEMS**
   a) Endorse updated AP 3050: Institutional Code of Ethics and Professional Behavior (link) *M/S: Natalija/Anmar*

3) **COMMUNICATIONS/DISCUSSION ITEMS:**
   a) Updated AP 3050: Institutional Code of Ethics and Professional Behavior (link) (Katie)
      - *Classified Senate endorsed AP 3050, but asked how this will be implemented and how folks will be held accountable to follow this code of ethics and professional behavior; typically, administrative procedures provide details about the implementation. Katie will reach out to IEC co-chairs, Tammi Marshall and Bri Hays, for clarification.*
   b) Return to campus: Classified Community Care taskforce (Katie)
      - *Debi, Natalija, Anmar, and Katie will be part of this taskforce and can meet at 11am on the 2nd and 4th Fridays.*
   c) Equity in Employment Taskforce Update (Moriah)
      - *Moriah clarified that PE12 will be utilized until the Merit System/Personnel Commission is fully implemented. She also clarified that the EEO representative on each committee will be a voting member, and Karen Marrujo, Cuyamaca College's current EEO Site Lead, will appoint EEO representatives to committees from the repository of trained EEO reps.*
      - *The first EEO representative trainings will be held on 4/6 (2-4pm) and 4/8 (10am-12pm) via Zoom. These trainings will be interactive.*
      - *Moriah clarified that the Academic and Classified Senates do not need to appoint representatives for the PE2 workgroups that are involved in recruiting and*

interviewing part-time faculty

- *Moriah presented the slides 19-22 from the Diversity in Hiring Flex Week presentation (link), reminding Classified Senate that this work is important because it impacts student outcomes, and our data shows our employees do not represent the racial and ethnic diversity of our students well.*
- *Moriah emphasized that recruitment is a committee effort, and we should leverage our networks to diversify our applicant pools, playing an active (not passive) role in the recruitment process. We should develop and maintain relationships with local four-year institutions, and engage in race-forward recruitment by creating marketing materials designed for particular groups.*
- *Moriah reminded us that we should look for potential, not perfection, when we are screening candidates. When we are short staffed, we often try to find one person who can "hit the ground running," so we need to be aware of this bias.*
- *Search and interview committees should have norming conversations about critical knowledge, skills, and abilities (KSAs), and only screen for a few KSAs during the initial paper screening process, and then assess more KSAs in the interview and skills demonstration portions of the process. The search and interview chairs should be involved in the initial screening of minimum qualifications; HR is too understaffed to do this. The KSAs should be student-centered and equity-minded. We should avoid heavily weighing years of experience over other factors. Equity-related questions and criteria should be included in the selection plan, and should be assessed at all steps of the process.*
- *Moriah reminded us to avoid bias like privileging PhDs from particular institutions, and we should acknowledge our own biases and the ways that impacts our perceptions of candidates.*
- *The search and interview committee members play an active role in developing the job announcement, which should contain inclusive language, as well as the specific area/department's commitment to diversity, equity, and inclusion.*

d) Search and interview committee appointments (Katie)
- Vice Chancellor of HR: Katie Cabral (CC), Sara Downs (DS), and Susan Glass (DS)
- HR Benefits Coordinator: Candy McLaughlin (GC); no volunteers from CC or DS
- CC Science Lab Tech II: Violeta Cassillas and David Burnett
- CC Art Instructor: Call-out deadline 3/25; Gini Gomez volunteered
- CC: Student Services Specialist - Counseling: Call-out deadline 4/1; two reps; Cathy Fritz and Sara Allen volunteered
- Director of Risk Management: Call-out deadline 3/30; two reps
- Upcoming: Master Class Scheduler, General Counselor, Athletics Counselor

e) New Classified employees at Cuyamaca College (Katie)
- *Katie welcomed Yesenia De La Torre, Interim Student Services Specialist for Cuyamaca College Outreach*

f) Classified annual fundraiser through GCCCD Foundation (Katie and Veronica)
- *Katie reminded Classified Senate that we are planning to launch our annual fundraiser after Spring Break, during the week of April 4th; we can continue the fundraiser through May*
- *Katie shared the link to preview the fundraiser*

g) Classified School Employee Week and Classified Professionals Day (CSEW+CPD) Planning Team (Katie and Natalija)
- *This will be held the week of May 16-20. The theme is "The Brilliance in Resilience"*
- *Friday, May 20 will involve outdoor activities at Grossmont College that will provide us the opportunity to connect and reconnect with other GCCCD Classified*

employees

h) Summer 4/10 schedule (all)
   - *The Chancellor has asked us to draft a survey to understand employees' current perceptions of the 4/10 summer schedule. We will work with the Academic Calendar Committee to finalize this survey, and plan to administer this in April and/or May. In the future, Classified Senate suggests administering this annually in January and February of each year before the calendar for the subsequent academic year is presented to the Governing Board at the June meetings.*

i) Chancellor and Classified Senate Award nominations in April (Katie)
   - *The Chancellor will send out the nomination form for the Chancellor and Classified Senate Award this week. Classified Senate will rate the nominations during the week of April 18-20, and send the Chancellor 2-4 unranked candidates for her to choose from for Cuyamaca College. The theme of the award this year is focused on building community. Katie suggested Classified Senate members consider nominating other Classified for this important recognition. The three winners of this award (from DS, CC, and GC) will be recognized during the May Governing Board meeting and will have the opportunity to attend the 2022 Classified Leadership Institute.*

j) Classified Leadership Institute (CLI) in June (Katie)
   - *President Barnes offered to fund registration and travel for 2-3 Classified employees to attend the 2022 CLI, which will be held in Riverside in June. Katie and Veronica were the only two members of Classified Senate who are interested and available to attend this event.*

k) Committee and council updates (all)
   - Cuyamaca College Council (Katie, Natalija, & Rocky)
   - Institutional Effectiveness Council (Katie)
   - Student Success and Equity Council (Katie)
   - Resource and Operations Committee (Anmar & Natalija)
     - *ROC will send their finalized list for Classified Senate to endorse during our April meeting*
   - Program Review Steering Committee (Taylor)
     - *PRSC is conducting interviews with comprehensive program review authors now*
   - Facilities & Sustainability Planning Committee (Natalija)
     - *FSPC will send their finalized list for Classified Senate to endorse during our April meeting*
   - Faculty Hiring Priorities Committee (Katie)
     - *There were 19 requests for faculty positions submitted (link)*
     - *Classified Senate will vote to endorse FHPC's ranked list (link) during our April meeting*
   - Classified Hiring Priorities Committee (Natalija & Jamie)
     - *There were 15 requests for Classified positions submitted (link)*
     - *Classified Senate will vote to endorse CHPC's ranked list (link) during April meeting*
   - Teaching and Learning Committee (Natalija & Veronica)
     - *There are two series intentionally designed for Classified that will start soon: The Lasana Hotep five-part series, and the Trauma-Informed Care three-part series; details about these trainings are posted on Classified Senate's calendar of events (link)*
   - Outcomes and Assessment Committee (Dalea)
     - *No update*

- Student Success Leadership Team
    - *No update*
- Online Teaching and Learning Committee
    - *No update*
- College Technology Committee (Classified reps vacant)
    - *No update*

l) Tabled: Classified 9+1 (example from Mission College) (Katie)
- *Discussion about this item was tabled because we ran out of time. We will discuss during our April meeting.*

m) Cuyamaca's Classified Senate Governing Board report for April (Katie)
- *Katie asked if any Classified Senate members had anything they would like her to report during the April Governing Board meeting; she usually uses this report-out to highlight professional development activities, participatory governance matters, and/or employee recognition that relates to Cuyamaca Classified.*

n) Tabled: Information item: AP/BP 2005: Student Success, Equity and Access Through Anti-Racism (link) (Katie)
- *Katie shared the link to the updated AP/BP 2005 that the Governing Board's ad hoc committee has approved. Discussion was tabled because we ran out of time, but we will vote to endorse this during our April meeting.*

Reference Materials:
February 22nd meeting minutes (link)
AP 3050 (link)
AP/BP 2005 (link)
Cuyamaca Classified Senate Fundraiser (link)
Faculty position requests (link)
Classified position requests (link)
Classified Senate 9+1 example from Mission College (link)

Next Meeting: April 26th, 9:00-11:00am