



**Classified Senate**  
**2018-2019 Academic Year**

**Meeting Notes**  
**March 7, 2019 ~ 10:30 a.m. – 12:00 p.m.**

**Present:** Sebastian Szczebiot, Sara Murillo, Carol Smith, Veronica Allen, Tricia Bergman, Tatiana Lawler, Phillip Briggs (Guest), Grant Jones (Guest)

**Online via Skype:** Matthew Moore, Katheryn Solorio, Jeanine Day, Eileen Crump, Ali Olson-Pacheco, Susana Alonso

**Recorder:** Felicia Torres

**Notes:**

| Agenda Item   | Summary of Discussion  | Action (If Required)   | Completion Timeline | Assigned to: |
|---|--|--|---------------------|--------------|
| <ul style="list-style-type: none"> <li><b>Call to Order</b></li> </ul>  | <p>Meeting called to order at 10:37 am.</p> <p>Quorum met with online attendees</p>  |  |                     |              |
| <ul style="list-style-type: none"> <li><b>Adoption of Agenda</b></li> </ul>   | <p>Seb asked for amendments to the agenda before a vote.</p> <ul style="list-style-type: none"> <li>Beth Shepard to join us in April to talk about Marketing and Outreach.</li> <li>Dean Briggs, time certain @ 11:30am</li> </ul>   | <p>Tatiana moved to adopt the agenda. Tricia seconded.</p> <p>Agenda approved unanimously.</p> |                     |              |
| <ul style="list-style-type: none"> <li><b>Public Comments</b></li> </ul>  | No public comments   |  |                     |              |
| <ul style="list-style-type: none"> <li><b>Approval of Minutes</b> <ul style="list-style-type: none"> <li>➤ December</li> <li>➤ January</li> <li>➤ February</li> </ul> </li> </ul> | Approval of minutes tabled for April meeting.  |  |                     |              |
| <ul style="list-style-type: none"> <li><b>Marketing &amp; Outreach – Patti Blair</b></li> </ul>   | Tabled for April   |  |                     |              |
| <ul style="list-style-type: none"> <li><b>Vision for Success Goals Discussion</b></li> </ul>  | <p>CCCCO Vision for Success Goal Alignment handout distributed and reported on by Dean Briggs.</p> <p>The five goals in the vision reviewed and discussed in detail. Dean Briggs explained the amount of confusion with how VC is to align with that vision. A response is due to the State by May 31 and has to go through the campus governance process. The data that provided by the State is what we have to use.</p> <p>The delay in presenting the information to the Senates for review is due</p> |  |                     |              |

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|   | <p>to the number of problems with the dashboard. There has been 72 identified problems with the dashboard and he has been waiting for the data to be more accurate.</p> <p>There are no major consequences if the goals are not met, but the State is requiring colleges to set the goals and report them to the State.</p> <p>The goals reviewed and discussed in real time. Dean Briggs facilitated the discussion and accepted the Senate’s feedback to apply to the handout.</p>   |  |                     |              |
| <ul style="list-style-type: none"> <li>• BP/AP 3721 Information Security Action – Grant Jones</li> </ul>  | <p>Grant reported on the updated version of BP and AP 3721 (Information Security (Standard)).</p> <p>The internet is an unsafe place and constantly evolving, so the district had to revisit the security posture of the district and make sure the proper policies are in place to protect us.</p> <p>The revision is set to go through the governance process and have it approved by both Senates and later at CPC. Both handouts reviewed in detail. Questions or concerns to directed to Grant.</p> <p>One concerned raised – Classified employees not referenced as “Classified Professionals”. Request to have a change made to encompass ‘all district employees’ rather than separate into groups.</p> <p>Lengthy conversation regarding different computer use ensued. Grant said that anything on your computer is basically the property of the district and there is a lot of data that hackers can get to, so the district is working hard to preserve the data from being accessed by hackers.</p> <p>He added the fact that IT’s biggest help with security is really the employees of the district, because they are the front line soldiers that help keep the network protected. More security training coming soon.</p> <p>Important to note that if you are using your personal device for work related purposes, the district can subpoena you to submit your device.</p> <p>Call for a motion to vote on this to progress to an action item</p> <p>Tatianna moved to have a vote on BP/AP 3721. Veronica seconded. Vote called.</p> | <p>Sarah moved to approve BP/AP 3721 as presented.</p> <p>Tatiana seconded.</p> <p>Motion passes.</p> <p>Note: If there are any major changes that come from Academic Senate vote, Classified Senate will review it and vote on it again.</p> <p>A second reading is not required.</p> |                     |              |
| <ul style="list-style-type: none"> <li>• VCCS Calendar and Housekeeping <ul style="list-style-type: none"> <li>➤ Candy Grams</li> <li>➤ VCCS Retreat –</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>➤ Candy Grams update tabled.</li> <li>➤ Jeanine offered to give some training on fiscal procedures. Seb said that it can be offered as a break-out session during the retreat</li> </ul>  |  |                     |              |

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| March 2019<br>➤ Elections   | or it could be offered during Flex week.<br>➤ Elections discussion tabled, due to time constraint.  |                      |                     |              |
| <ul style="list-style-type: none"> <li>• <b>Classified Senate Reports</b></li> <li>➤ Guided Pathways</li> <li>➤ Making Recommendations</li> </ul> | <ul style="list-style-type: none"> <li>➤ The group is working on its second year plan.</li> <li>➤ This taskforce has been meeting regularly. The Academic Senate would prefer to have a PD Advisory Group that reports to a PD Council. Details are still in the works.</li> </ul>  |                      |                     |              |
| <ul style="list-style-type: none"> <li>• <b>Vice President Updates</b></li> </ul>   | No updates to report  |                      |                     |              |
| <ul style="list-style-type: none"> <li>• <b>Committee and Group Reports</b></li> </ul>  |   |                      |                     |              |
| <ul style="list-style-type: none"> <li>a. <b>Board of Trustees</b></li> </ul>   | BOARD OF TRUSTEES   |                      |                     |              |
| <ul style="list-style-type: none"> <li>b. <b>District Committees</b></li> </ul>   | DISTRICT COUNCIL ON ADMINISTRATIVE SERVICES/CONSULTATION COUNCIL<br><br>DISTRICT CLASSIFIED PROFESSIONAL DEVELOPMENT COMMITTEE<br><br>DCAS <ul style="list-style-type: none"> <li>• Committee is still working on the FY20 budget. The budget spending deadline is April 5<sup>th</sup>.</li> </ul> EQUAL EMPLOYMENT OPPORTUNITY COMMITTEE  |                      |                     |              |
| <ul style="list-style-type: none"> <li>c. <b>Campus Committees</b></li> </ul>   | ADMIN COUNCIL<br><br>BUDGET RESOURCE COMMITTEE <ul style="list-style-type: none"> <li>• Did program review and rubric.</li> </ul> COLLEGE PLANNING COMMITTEE <ul style="list-style-type: none"> <li>• Working on the Making Recommendations Document update</li> </ul> STUDENT SUCCESS COMMITTEE <ul style="list-style-type: none"> <li>• Still having the underrepresented group coming in and presenting. After that, hopefully we can break into taskforce groups and go forward with a recommendation to move forward.</li> </ul> |                      |                     |              |

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|---|--|-------------------------|------------------------|--------------|
|   | GUIDED PATHWAYS STEERING COMMITTEE<br><br>ASAG<br><br>PROFESSIONAL DEVELOPMENT ADVISORY GROUP  |                         |                        |              |
| <ul style="list-style-type: none"> <li>• <b>SEIU Update</b></li> </ul>  | No report  |                         |                        |              |
| <ul style="list-style-type: none"> <li>• <b>b. Guided Pathways Report</b></li> <li>• <b>Update</b></li> </ul> |  |                         |                        |              |
| <ul style="list-style-type: none"> <li>• <b>c. Future Agenda Items</b></li> </ul>                             | <ul style="list-style-type: none"> <li>• Save the Date: Thursday, March 28<sup>th</sup> for the Classified Retreat. We are hoping to get support for office closures. We would like to have a Representative from 4CS join us from College of the Canyons. We should have a packed program.</li> <li>• Stay tuned for information regarding the upcoming elections for President and Treasurer. Matt will be the Election Commissioner.</li> </ul> |                         |                        |              |
| <ul style="list-style-type: none"> <li>• <b>Adjournment</b></li> </ul>  | Veronica commented for the record - As Classified Professionals, we should try to remain “professional” and keep our personal opinions to ourselves about what goes on in meetings that we attend as representatives.<br><br>Adjourned at 12:18 pm   |                         |                        |              |
| <ul style="list-style-type: none"> <li>• <b>Next Meeting Date:</b></li> </ul>                                 | April 4, 2019  |                         |                        |              |