

GROSSMONT COLLEGE
Classified Senate
Friday, November 5, 2021
1:30 pm – 3:00 pm
<https://cccconfer.zoom.us/j/91078055020>

Meeting Summary

VISION: Provide classified staff a voice to participate in the initiation, development, and evaluation of all District policies and procedures that support educational programs and services for students at Grossmont College.

MISSION: Grossmont Classified Senate promotes the valuable contributions made by classified professionals in creating an environment that will lead to the greatest level of student success. The Senate encourages the exchange of ideas, understanding and, cooperation between classified staff, faculty, administrators and students, in the best interest of enriching the educational environment.

2021-2023 Classified Senate

EXECUTIVE OFFICERS	SENATORS	SENATORS
<input checked="" type="checkbox"/> Michele Martens-President	<input checked="" type="checkbox"/> Alexis Lytle-Brown	<input checked="" type="checkbox"/> Joel Bakker
<input type="checkbox"/> Rochelle Weiser-Vice President	<input checked="" type="checkbox"/> Andrew Hellier	<input type="checkbox"/> Nadia Almaguer
<input checked="" type="checkbox"/> Bernadette Black-Secretary	<input type="checkbox"/> Bryan Lam	<input checked="" type="checkbox"/> Pat Murray
<input checked="" type="checkbox"/> Kirstyn Verdugo-Treasurer	<input checked="" type="checkbox"/> Dana Mints	<input checked="" type="checkbox"/> Ruth Ramirez Ruiz
<input type="checkbox"/> Cindy Emerson-Past President	<input checked="" type="checkbox"/> Danielle Feliciano	<input type="checkbox"/> Ryan Cline
	<input checked="" type="checkbox"/> Diana Barajas	<input checked="" type="checkbox"/> Shardai Zaragoza
	<input checked="" type="checkbox"/> Graylin Clavell	<input type="checkbox"/> Victoria Rodriguez
Guests: Alison Haertjens Andy Timm Deanna Thompson Debora Curry Debora Hanseen Janice Fisher Jeanine Spraul John Stephens	Guests: Kelly Jackson Lisa Lundgren Michael McHan Moriah Gonzalez-Meeks Nashona Andrade Patty Sparks Reyna Torriente Taneisha Hellon	

Routine Business	
1. Welcome	Michele welcomed Senate members and guests.
2. Public Comment	No public comments were made.
3. Additions/Deletions to Agenda	No additions or deletions were made.
4. Approval of 10/15/21 meeting minutes	The meeting notes from 10/15/21 were approved.

<p>5. President's Report</p>	<p>Michele sent out a reminder about the statewide survey that went out to classified professionals on needs assessment. That survey closes today at 5:00PM.</p> <p>She noted that we have \$78,000 available from the state for classified professional development. A survey was done at the college and districtwide asking for feedback on how we want to use these funds. It is a 9 page report which Michele will send out. Of note, the preferred training length is 1 to 2 hour sessions, and some preferred half a day while only a few wanted full day trainings. The preferred training format is webinars on active listening with subject matter experts, and an institute that involves multiple sessions. We are working with the district and Cuyamaca on providing good training.</p> <p>Michele and Katie Cabral at Cuyamaca met with the Chancellor and went over the survey with her and she is in full support for classified professionals to continue building their skill sets. Cuyamaca did a joint resolution with their Academic Senate on "Protecting students, faculty, and staff during a pandemic" which made it clear on what they want to see happen. Once we return full time to campus in spring 2022, there will be COVID testing stations on campus for anyone who wants to get tested. Michele also shared that there will be reboot of caring campus. The goal is to get nametags for all classified professionals in which President Whisenhunt agreed to find the funds. It was also shared at the meeting with the Chancellor that nametags and IDs should be included in the onboarding process with HR.</p>
<p>For Discussion</p>	
<p>6. Governance Work</p>	<p>The college is currently working on updating the governance process and handbook. The timeframe was extended to the spring so we have more time to review and provide feedback. Feedback is due to the VPSS office in March 2022. Michele stated that what we decided here is to form groups based on senators and classified professionals serving on governance committees, and having the groups review assigned portions of the handbook. We will then send over one document that includes Senate's feedback. If there's a specific section you are interested in, Michele asked them to email the eBoard. Michele acknowledged Danielle Feliciano for offering to help with this effort. Danielle noted that we are hoping that dividing this into groups will make it less cumbersome.</p>
<p>7. Senate Meetings – Fifth Fridays</p>	<p>The eBoard had a discussion about Senate meetings on the fifth Fridays and it was agreed to give everyone a gift of time and only hold these times as tentative should an issue arise. Michele noted that we will give enough notice should a meeting be needed.</p>
<p>New Business</p>	

8. Diversity in Hiring (1:30-2:00)

Taneisha Hellon and Moriah Gonzalez Meeks are co-leads in the diversity in hiring project. Taneisha noted that the purpose of this project is to create an opportunity to increase diversity in our employee groups. We are revising the procedural documents and committees so that we can ensure the applicants represented are diverse in nature. They are also focusing on informing and guiding the revision and establishment of a racially equitable recruitment, hiring, and onboarding practices and retention.

Moriah added that we are looking at operational processes for recruitment and onboarding and are working with the Equity and Employment Taskforce which includes members from all sites. Their feedback is then shared at Chancellor's Cabinet. They want to develop action items, resources, and guidelines to establish racially equitable hiring processes related to policies, procedures, practices, recruitment, committee composition, and onboarding and retention.

The current areas of focus are PE2: Hiring Adjunct Faculty; PE12: Hiring Classified Personnel; and PE9 – Hiring Full Time Tenure Track Faculty. They asked Senate to review specifically PE12 as it relates to classified and email them their feedback. They are also working on a PE for administrative positions.

The guiding principles/strategies:

- Transparency, accountability and consistency
- Removing barriers that screen out racially and ethnically diverse candidates
- Making sure we have campus based EEO leads
- Data informed approach
- Assessing adverse impact at key stages of hiring
- Consulting with process stakeholders

The Chancellor is committed to creating an EEO office at the district to update the EEO plan as well as provide EEO positions that will support search committees.

What's next

- Revising PE supporting documents
- Workday for PE documents
- Creating process resources (infographics, checklist, handbook)
- Making job descriptions public
- Reviewing relevant BPs/APs

It was recommending adding terms and their definitions, so people understand the process.

Pat Murray asked if there will be a plan in terms of who served on committees, so people are not overburdened.

	<p>Taneisha noted that we need to speak early on with new employees to participate on committees so we can garner more individuals to participate. Moriah added that a big part on how people are appointed to committees are through the Senate. We will need to be intentional as a Senate by updating the criteria for committee participation. Deanna stated that there has been discussion in the past about removing the names on the applications and wondered if that made it to the final version. Moriah noted that removing the names is something we can think about adding in the future to a specific PE or practice adopted by HR. Kelly Jackson added that it is important that we attract diverse candidates not just through recruitment, but also in the environment we create at our district. We need candidates who want to come and stay. Taneisha noted that this is high on the priority list.</p>
<p>9. Guided Pathways (2:00-2:15)</p>	<p>Michael McHan and Gary Johnson, co-leads, gave an update on Guided Pathways. In spring 2021, their main focus was to create a degree mapping guide which was presented to chairs and coordinators to gather feedback on mapping out our programs. In the summer, we had a breakthrough and hired a web developer to start creating the website on guided pathways with a focus on academic career pathways (ACP) and career mapping. They sent out a guide which focused on ADT degrees specific and hoped to complete by the end of the semester. They also had conversations about the ACPs having student success teams. This is not to replace a student's meeting with a counselor; it's only a starting point for students. It was asked if there's a plan for students who come in that are undecided and Gary noted that they looked at models and will embed that when students apply. Michele asked if it's setup for full time students to graduate or transfer in two years or is there a part time path. Gary responded that it assumes full time but will at least give students a rough road map.</p>
<p>10. Committee Report outs:</p> <ul style="list-style-type: none"> • Technology Committee • PIEC • Professional Development Committee • Staffing Committee 	<p><u>Technology Committee - Bryan Lam, Pat Murray</u> Pat reported there is an IT governance summit coming up on November 17th to talk about the alignment of district technology governance bodies. The committee is doing an evaluation survey to discuss their charge. The committee is progressing in our Hyflex adaptation of classrooms which should be finished by the end of the semester. The deadline to move digital signage for buildings 10 and 60 moved to spring. The committee sees a disconnect with the college goals and district goals in terms of communication, implementation, and project priorities. The committee created a padlet that allowed people to provide feedback on committee purpose. They also talked about the membership of the committee and the need to increase the number of classified professionals as they also serve on the district level Technology Coordinating and Technology Advisory committee.</p>

PIEC - Graylin Clavell, Iliana Garcia, Danielle Feliciano

Danielle stated that the college has a new Mission and Vision; they are now working on the values. In regards to the AUPs, there was an acknowledgement in PIEC that there are gaps in our processes. PIEC wants to put forth a process that is written down. The strategic planning workshop was held October 27th and 29th. If you were not able to participate, the data can be found on the website. CPIE is currently reviewing that information and will collate and find themes. Lastly, you should have received a survey from Gensler about the workplace and working at home, as they try to gauge how people feel about campus climate.

Professional Development Committee - Kirstyn Verdugo, Ryan Cline

Kirstyn stated they looked at the committee's purpose and responsibilities using a padlet to gather people's feedback. A lot of the suggestions were vague so we struggled with how to revamp the current purpose and responsibilities. The committee is currently reviewing the document in a Google Doc and providing feedback there. A member also suggested looking at Cuyamaca's mission as it is pretty strong.

Staffing Committee - Nadia Almaguer, Patty Sparks

Patty stated they discussed the purpose and how the committee will fulfill their duties within that language. They talked about working on the staffing plan and determining the term length. She noted that there's been confusion about the faculty prioritization committee and classified prioritization committee.

Next Classified Senate Meeting is Friday, November 19, 2021 @ 1:30pm-3:00pm

[Visit the Classified Senate Website Here](#)

Classified Senate Antiracist Book Study, Wednesdays at 4:00 pm All are welcome!

[Click for Antiracist Book Study](#)