

## **Minutes**

Cañada Classified Senate Retreat

Friday, November 17, 2006

8:30 am – 3:00 pm

Woodside Church

Present: Margie Carrington, Terry Watson, Jacquelyn Holley, Roberta Chock, Brian Horwitz, Deborah Joy, Vickie Nunes, Jonna Pounds, Kathy Smith, Helia Ying, Pat Tyler, Valeria Estrada, Lucy Nolasco, Faye Soler, Rosa Villegas, Mike Walsh, Rita Sabbadini, Alejo Vasquez, Ileana Gadea, Maggie Souza, Peter Tam, Sue Eftekhari, Dottie Shiloh, Paul Gaskins. Guest: Interim President Tom Mohr

**Check in and Continental Breakfast were from 8:30–9:00 am.**

### **Bylaws/Constitution Revision Discussion**

Margie started the meeting by thanking the sub-committee members—Pat Tyler, Sue Eftekhari, Susan Traynor—who worked over the summer on making the initial revisions to the Classified Senate Constitution and By-laws.

The status of Cañada's Classified Senate was clarified – we are registered with 4CS (California Community Colleges Classified Senate). We do not receive any state funding. Our membership is open to all permanent classified employees who are located at Cañada College. This includes bookstore, IT and AFSCME employees. Our meetings are open to all.

An extensive discussion was held on the duties and terms of office of the Classified Senate Officers. A number of alternatives were proposed and discussed, the key issues being the specific duties of each office, and the length of each term of office and whether or not office-holders should be eligible for consecutive re-election to the same office. The alternatives proposed and discussed were: 1) All officers elected for one year terms, with no one serving more than 2 consecutive terms in the same office, 2) All officers elected for two year terms, with no one serving more than 2 consecutive terms in the same office, and 3) only the offices of President and Treasurer elected for 2 year terms, other offices elected for 1 year terms, with no one serving more than 2 consecutive terms in the same office. Due to the nature of the duties of the office of the President (membership and leadership roles on College Council and Planning and Budget committees) and Treasurer, we voted in favor of option 3.

We also discussed ways to encourage attendance at Classified Senate meetings—which members are allowed to attend during work hours, not as lunch time—and to encourage members to participate as officers. We will explore possibly holding our meetings in different locations, such as the library or learning center, to more easily allow members to attend, and hold events like this retreat, or include information in a spring meeting prior to elections, to help members understand what is involved in being an officer.

Other topics discussed were the number of votes needed to approve changes to the Constitution and By-laws, and the need to have agendas and minutes specifically distributed by email, as well as being posted online. Copies of the proposed revised Constitution and By-laws will be emailed to the entire membership for a vote.

### **Strategic Planning Update with President Mohr**

Over lunch we looked at some of the Strategic Planning information that President Mohr brought, talked about the next steps in that process, and briefly discussed the revisions to the Mission/Vision/Values statements that are being looked at by various groups, especially Planning and Budget.

### **Business Meeting**

Our Classified Senate meeting scheduled for Monday, November 20, 2006 is cancelled in lieu of this retreat.

- **College Council Update/Review of Proposed Bylaw Changes**

Margie had a prepared handout of the proposed changes to the College Council bylaws for everyone and went over the major points. After discussing the pros and cons of the number and distribution of College council members, it was moved, seconded and carried that Classified Senate recommends that the composition of College Council be 6 faculty members, 6 classified members, 6 student members, 2 administration members, and the only ex-officio member be the College President, in order to promote the broadest-based representation possible.

- **Planning and Budget Update**

Through the planning and budget process, a comprehensive look at all classified positions that may need to be filled is taking place for the first time. From 2000-2005 the number of classified positions has decreased by 22. During the same time period the number of adjunct faculty has increased, but the FTES has not grown at the same rate as faculty growth. Discussion is continuing to educate other campus constituencies as to why classified positions, when vacant, do not go through the same evaluation for hiring process as faculty positions do. The duties of a vacant position tend to get distributed to other classified, increasing others' workloads; there is no equivalent to hiring adjunct faculty to take over a particular class. Interim President Mohr is putting forward a request for a development director.

- **Professional Development**

Margie and Pat pointed out that AB1725 funding is gone, Partnership for Excellence funding is only for faculty. The District Office's staff development fund may still have a small amount of money left, but it is not clear how much is available, and what the criteria are for obtaining it. The funding for this retreat was turned down by Vice-Chancellor Harry Joel. The College managers may be able to help sponsor some of the costs, and the rest will be covered by our own budget.

- **Communications**

We discussed the continuing need for improved communications on campus. It can be hard for people to know what is going on on campus if you are not able to attend meetings such as Classified Senate or College Council. It was noted that Academic Senate always emails the minutes of their meetings to the entire campus, and we agreed that Classified Senate, College Council, and Planning and Budget should do the same, in addition to posting them on Inside Cañada. We would also like to know if minutes of Division meetings could be distributed in the same way.

- **Updates/Announcements**

Our holiday luncheon will be held on 12/15 from 1:00-3:00 pm. We agreed to do a gift exchange again with a suggested cost of \$10-15.

The All College Holiday Luncheon is 12/4 at 12:00 pm in the Theater foyer. This is immediately followed by a Strategic Planning Town Hall meeting.

We should bring up at a meeting in spring the end-of-year Classified Senate faculty or administrator recognition, so that people can be thinking of who to nominate for recipient.

Respectfully submitted,

Roberta Chock

Secretary, Classified Senate