



Classified Senate Meeting Minutes
February 7, 2019 1:30pm-3:15pm

Classified Present: Kathy Fitzpatrick, Rachel Deliz, Belinda Chan, Angelica Mendoza, Gretel Barreto, Chris Weidman, Sherrie Prasad, Barbara Lamson, Ana Gutierrez-Gamez, Ricardo Flores, Maggie Li, Ame Maloney, Nancy Lam, and Nancy Lam.

Guest Speaker: Dr. Jennifer Taylor-Mendoza Vice President of Instruction

- 1) Review/Approve February Meeting Minutes
 - a) February 7, 2019 minutes moved by Ricardo Flores and seconded by Barbara Lamson
 - b) Abstentions: Barbara Lamson, Maggie Li, Kathy Fitzpatrick, and Chris Weidman
- 2) Guest Speaker: Dr. Jennifer Taylor-Mendoza Vice President of Instructions
 - a) Recruiting Classified staff to participate in VPI Advisory Task
 - b) Will start during our Fall 2019 semester
 - c) If interested email Dr. Jennifer Taylor-Mendoza
- 3) Voting for Spring Social
 - a) Motion to schedule Classified staff to spend \$65 for food during our Spring social
 - i) Barbara Lam made first motion and Kathy Fitzpatrick seconded.
 - b) Spring Social will be Friday February 22nd, 2019
- 4) General Updates/Announcements
 - a) **Sherrie Prasad—District Classified Professional Development**
 - i) It will be Thursday April 4th at the San Francisco Zoo
 - (1) A random drawing system will be utilized to select attendees
 - (2) Total people that can attend will be 80
 - ii) The CA Community Colleges Board of Governors—Classified Employee of the year award is due February 8, 2019.
 - iii) End of year party will be May 16th. Volunteers needed to help with planning process.
- 5) Accreditation Update
 - a) **Belinda Chan – Accreditation**
 - i) The 3rd Open Forum was February 6, 2019.
 - ii) The Accreditation visit will be September 30th- October 3, 2019
- 6) Committee Updates
 - a) **Barbara Lamson – SPARC Committee**
 - i) The general Unrestricted Fund Budget, Fund 1 (1002) is \$45,534,000.00
 - ii) Of that budget approx. 93% is payroll
 - iii) Discretionary approx. 7% of the budget
 - iv) Grants & Categorical Programs Budget is \$20,100,000.00
 - v) In the past the Comprehensive Program Review (CPR) were presented to the Curriculum Committee. That Committee didn't think it was the best fit for this function so The SPARC Committee will now take over the Comprehensive Program Review.
 - vi) The committee will have a rubric to complete for each CPR, when doing the review.
 - vii) The SPARC committee has been charged with the Comprehensive Program Review (CPR) starting this fiscal year.
 - (1) The goal: That programs will receive more feedback on their CPR's from the SPARC Committee.
 - viii) 10 programs will be doing their Comprehensive Program Reviews

- (1) March 28, 2019: Economics Department, English Department, Business Department, Disability Resource Center and Mathematics Department.
- (2) April 11, 2019: Art & Film Department, Kinesiology , Learning Center, Library, and Automotive Department

b) Ricardo Flores – T.S.I Task Force

- i) Currently trying to figure out how to support faculty who are affected by AB705
- ii) English and Math department impacted as well as possibly ESOL, ECE and others.
- iii) Trying to figure out what type of Professional Development or resources will be needed to support Faculty and their students.
- iv) Math department is currently working on developing other courses that will take the place of both Math 120 & Math 121.

c) Ame Maloney – Zero Textbook Cost Task Force (ZTC)

- i) Received a State Grant in 2018 to launch a degree pathway that had zero student costs for textbooks.
- ii) Fall 2018 the 2 year AS degree in Respiratory Care was launched
- iii) Spring 2018 began tracking courses & enrollment numbers of sections which eliminated textbooks costs or incorporated Open Education Resources (OER) at low-cost.
- iv) Since Spring 2018, Skyline College students have saved over \$1,126,000.00 and Skyline College now offers 128 zero textbook cost or open education resources sections
- v) The ZTC Task Force was created Fall 2018 to expand ZTC/OER adoption at Skyline College and this semester we have launched ZTC Early Adopters & Discipline Leads programs to incentivize faculty adoption of no-cost and low-cost materials.
- vi) For more information go to their website: skylinecollege.edu/ztc/

d) Nancy Lam – Health, Safety and Emergency Preparedness Committee

- i) Evening lockdown drill was not on the date stated in the announcement put out by the college, therefore, committee members were surprised when an alert was received.
- ii) Per Eloisa, a 3 years drill dates have been submitted and they will be alternated between different days of the week to maximize the number of participants.
- iii) Upcoming trainings for all building captains
- iv) Inventory will be taken on all issued Emergency Go Bags.
- v) Will be offering CPR classes and it will be \$22 for students. When & how is to be determine.
- vi) AlertU will go away at the end of June and a new system will take over but are still deciding on the new system
- vii) Parcel B (The new condos by college entrance) storm drains will be completed in March.

e) Ana Gutierrez-Gamez –Proctoring

- i) Scheduling Proctoring days for exams
- ii) Campus wide proctoring scheduling day twice a month for make-up exams

7) Agenda building for next meeting

a) **Chris Weidman** – request to put down voting for the donation to Classified Appreciation Breakfast

- i) Donation request \$80 to go towards the breakfast

8) Motion to end meeting by Nancy Lam, seconded by Ame Maloney at 3:15pm