



Classified Senate Meeting Minutes  
September 5, 2019 2:00pm-3:30pm

**Classified Present:** Barbara Lamson, Belinda Chan, Laura DeKelaita, Kathy Fitzpatrick, Sherri Wyatt, Kenny Ruiz, Chikako Walker, Connor Fitzpatrick, Karen Wong, Angelica Mendoza, Gretel Barreto, Soe Hlaing, Sandra Hatzistratis, Golda Margate and Kristina Brower.

Guest Speaker: Karen Wong Coordinator of Institutional Effectiveness.

**Part 1: Professional Development Activity (2:00pm – 3:00pm)**

- 1) Welcome and Introductions
- 2) Accreditation Presentation by guest speaker: Karen Wong
  - a) New Changes to the Accrediting Commission for Community and Junior College (ACCJC)
    - i) New Leadership created to implement more of a peer review culture. One where the peer review process allows members of the academic community to serve their colleagues by providing rich feedback.
    - ii) New shift in their goal. Current goal asking: how do we engage in this continues improvement?
    - iii) Created a Liaison Officer position to work between the ACCJC and Skyline College to make sure that Skyline College is in compliance with the ERs (Eligibility Requirements), Accreditation Standards, including federal requirements, Commission policies, and Skyline College’s mission values.
  - b) Quality focus essay to reinforce continual improvement nature of accreditation.
    - i) 3 components: Transformative Teaching and Learning, Promise Scholar Programs and Guided Pathways.
  - c) The site visit will be September 30 through October 3, 2019.
    - i) During the visit, the visiting team will take a campus tour, visit some classrooms as well as check out the online courses being offered. They will meet with various college members to either confirm or seek additional information they might need clarification on. And lastly, they will have two open forums.
    - ii) Daytime Open Forum: October 2, 2019 12:30 p.m. to 1:30 p.m. building 1, Theater.
    - iii) Evening Open Forum: October 1, 2019 5:30 p.m. to 6:30 p.m. building 6 room 202.
    - iv) If the visiting team needs additional clarification or has certain questions, they will notify the Tri-Chair first (Karen Wong, Will Minnich and Michele Haggar). Then, the Tri-Chair will let the specific department or staff member know that they are being asked to speak for their department. Everyone involved will be notified ahead of time.
  - d) Classified staff role during the visit
    - i) To participate in one of the open forums either Tuesday October 1, 2019 at 5:30 p.m. or Wednesday October 2, 2019 at 12:30 p.m.
    - ii) Make sure you speak knowledgeably about your area.
    - iii) Attend any session you can to prepare for the visit

**Part 2: Senate Business (3:00p.m – 3:30p.m)**

- 3) Approve /Discuss Meeting Minutes from both May and September 2019.
  - a) First motion to approve May 2019 Meeting Minutes motioned by Conner Fitzpatrick, seconded by Barbara Lamson. Abstention by Kathy Fitzpatrick.
  - b) First motion to approve September 2019 Meeting Minutes motioned by Sherry Wyatt, seconded by Barbara Lamson. Abstention by Kathy Fitzpatrick.

- 4) Addressing Concerns in Light of Recent Media Stories
  - a) Classified Senate President, Michele Hagggar, was able to meet with Acting Chancellor Michael Claire to go over some questions and concerns classified staff might have. Classified Senate President Michele Hagggar asked:
    - i) **How will what is happening impact the accreditation process for the campuses, specifically Skyline College?**
      - (1) Mike currently is serving on the ACCJC board and as someone who has served on over 18+ visiting accrediting teams feels very confident that it will not have a negative effect on our accreditation.
      - (2) It should be understood that ACCJC does not accredit districts, but colleges. And that he would say that most likely we may receive recommendations, but our accreditation as an institution will not be in jeopardy.
      - (3) He encourages staff to participate in their respective college events around accreditation to ensure they are up to date and aware of the various topics and knowledge employees should have in preparation for the visit
    - ii) **What plans does the district have to ensure transparency is front and center?**
      - (1) Mike is currently in discussion and has brought up concerns around certain Board Policies that have allowed for some checks and balances to fall through the cracks.
      - (2) In terms of addressing the college and employees, he is open to attending senate meeting with the president of each college to engage in a more open conversation and to update us on what is happening.
      - (3) Addressing the hiring process around the appointment of the president.
        - (a) Looking at various ways on how to make this process equitable and transparent by engaging in conversations with the BOT, CSEA and Executive senate members of the Academic Senate and Classified Senate.
        - (b) Is on the table to have the consultant work closely with the selection team in reviewing potential candidates.
      - (4) Interested in scheduling monthly meetings with senate executive leadership teams to help open lines of communication and to contribute to transparency between all constituencies
    - iii) **How does the district & respective college's plan on addressing some of the comments made in recent news articles?**
      - (1) In terms of clearing up some miscommunications from the news articles:
        - (a) He is NOT receiving Chancellor pay by any means
        - (b) Chancellor pay is currently under review
        - (c) Due to the investigation, he isn't able to share the specifics, but he can tell us that at this time the DA is conducting more of what would be considered an audit. Beyond that, I would encourage you to develop your own questions in preparation for visit with him at a future senate meeting
    - iv) **How are you (the chancellor) supporting leadership at the various colleges on how to support the concerns employees have with the comments that are being shared?**
      - (1) Conversations on appropriate ways to respond and support college employees around their concerns is currently taking place and will update Senate Executive Board members with more information
  - b) If any classified staff has any further questions or concerns, e-mail Michele Hagggar at: [haggarm@smccd.edu](mailto:haggarm@smccd.edu)
- 5) Compendium of Committee Update
  - a) Defining the role of classified professional representatives on a committee
  - b) Identifying responsibilities of classified professionals representative on a committee
  - c) Reporting requirements of classified professional representatives on a committee
  - d) Challenges:

- i) Some representatives are sharing dual role on committees serving as a classified senate representative, and part of that committee.
  - ii) Classified Senate President Michele Hagggar and Classified Senate Vice President Sherrie Prasad are in the process of figuring a more efficient way for classified staff to report back to the senate about their committees.
  - iii) Michele Hagggar will send out an e-mail with a list of all the Compendiums that still need classified staff representation. If any classified staff is interesting in participating in any committee e-mail Michele Hagggar at: [haggarm@smccd.edu](mailto:haggarm@smccd.edu)
- 6) Student Scholarship Drive
- a) October is student scholarship month
  - b) A new annual Skyline College Classified Senate Student Scholarship will be implemented where any classified staff can donate to it.
  - c) Our goal is to raise \$1,500
  - d) The drive will be during all of October 2019.
  - e) More information to follow.
- 7) Important Senate Meeting Dates (to keep in mind and save in your calendar)
- a) October 3, 2019—Professional development: Equity Institute
  - b) November 7, 2019—Professional development: Mindfulness
  - c) December 12, 2019—Potluck
- 8) Motion to end meeting by Kathy Fitzpatrick, seconded by Connor Fitzpatrick at 3:45 p.m.