



Classified Senate Meeting  
March 4, 2021  
3:00pm - 4:00pm  
Zoom Meeting Minutes

**Board Members:** Jeremy Evangelista-Ramos, Belinda Chan, Kennya Ruiz, Golda Margate, Sherrie Prasad, Martin Marquez

**Attendance:** Angelica Mendoza, Barbara Lamson, Brittney Sneed, Bryan Swartout, Chris Weidman, Chris Woo, Clair Yeo-Sugajski, Connor Fitzpatrick, Kristina Bower, Lori Lisowski, Maria Norris, Minerva Velasquez, Stephanie Wells, Kelly Li, Bianca Pineda, Manying (Emma) Wu, Nancy Lam, Monique Hernandez

**Part 1: Senate Business (3:00pm – 3:30pm)**

**Budget Scenario Vote for SPARC: Barbara Lamson and Connor Fitzpatrick**

- Barbara Lamson and Connor Fitzpatrick presented on 3 Budget Scenarios (2020-2021 New Fund 1 Resource Allocation) for the senate to vote on
  - **Categories Include:** CPI, Provision for One-Time Budget Needs, New FTE, Strategic Initiatives Support (*Promise Program, Guided Pathways Counseling Redesign, Dual Enrollment*), General Operating/Discretionary (*Division Needs*), Instructional Equipment, Technology Needs (*Laptops, Instructional Tools, Videography*).
  - o **2020-2021 Scenario 1: \$494,416**
    - Includes 84.3% of funds to go to new hires (4 potential faculty with a \$417,004 budget and 1 potential classified with a \$116.260 budget)
    - 5.1% to go to College Innovative Strategies, 2.5% to General Operating/Discretionary, 3% to go to Instructional Equipment, and 5% to Technology Needs
    - Scenario 2: 4 new faculty (50% of general fund on instructional costs/faculty)
      - The board wants to get us closer to 50%
      - 4 faculty, rest will go to classified professional positions (2.27)
    - Connor and Barbara will be at the meeting
      - Classified senate has 3 votes on the SPARC Committee
        - o Belinda will fill in for Kathy Fitzpatrick with Connor and Barbara
        - o “Do we want 1 classified, 2.27, or 2?”
    - On campus technology?
      - “Is it important to invest in it now?”
      - “Not just on campus, tech needs as in laptops and other needs”
    - Yearly vote on how to spend extra funds

- Will have another scenario for 2021/2021 – 2019/2020 was delayed due to going into pandemic
- Classified positions
  - When will those positions be hired? How quickly will this be put into place?
    - As soon as 2021
  - Cabinet to decide which classified position is prioritized to fill
    - 11 positions have been considered high importance by Deans (giant need for classified staff)
    - \$264,000 is what the Classified Senate are voting on
      - More than 2 positions / a number of them (step 1 – 6)
    - Scenario 3 – that way all money doesn't go into classified staff and vote towards this next year
  - Vote: Scenario 3
    - Voted: 18/26 attendance
- 4 faculty, 2 full classified, remainder technology

**Part 2: College Community Update (3:30pm – 3:37pm)**

**Guest Speaker: Karen Wong, Institutional Effectiveness Coordinator: Program Review Update (PRU) Templates:**

- **Program Review Update (PRU):**
  - Instructional PRU Draft Template - <https://drive.google.com/file/d/1bephyvmOvmoUN6w2bpgRGmuBtg7uqz67/view>
  - Student/ Learning Support Services Template - [https://drive.google.com/file/d/1FRoueTkuo\\_iO\\_JQMvJukO-WH1zdYcpL8/view](https://drive.google.com/file/d/1FRoueTkuo_iO_JQMvJukO-WH1zdYcpL8/view)
- **Program Review Processes:**
  - Extending cycle of submitting program review (Once every 7 years, completing 2 program review updates between a 7-year cycle).
- **Program Review Template:**
  - Mindful of workload
  - Document process and progress
    - Challenges and issues
    - Not having enough resources
    - 12 programs that will be doing a PRU
    - Templates for any feedback
- “Will programs still need to provide presentations?”
  - Before, housed under SPARC,
    - Institutional effectiveness

- Benefits on presentations, If they will still be needed
- Stressful for program presentations (for not needing to be stressful)
  - Unequitable at times
  - Sometimes the presentation wasn't as elaborate for the great work the program is doing
  - March 15, 2021 deadline to provide feedback
    - Connect with Karen directly – feedback can be anonymous
    - Campus announcement soon

**Part 3: March 4th Professional Development Activity (3:37pm – 3:55pm)**

**Guest Speaker: Michael Kane, Dean of Business, Education and Professional Programs: Career Advancement Discussion**

- **Leading topic discussion on career advancement for classified**
  - The process of going through advancement
    - We have time to talk about: what's next, what resources are needed,
  - Open to have one or one meet ups (contact Michael Kane)
  - Career exploration work with students
    - Pathways – the step that everyone wants to skip (*dedicating time to think about this*)
    - Thinking about “what's next” what are the goals,
    - You need someone to give you positive assurance
    - Think about what you are interested in / what you are good at
    - **What Color Is My Parachute?** (recommended book by Dean Kane)
      - The first step (thinking about what is important to you)
      - Understanding what those next steps are
    - Going somewhere for less money to go to another path
      - “How much do you need to work and spread yourself thin to get to where you want to be?”
        - That's the worse question.
        - Never work overwork yourself, there always needs to be balance.

**Announcements (5 mins)**

- Chancellor invited to April meeting – discussing about the reopening of campus