



## Classified Senate Meeting Minutes

Date: Feb. 16, 2023

Time: 10:30 am

Location: via Zoom

**Present:** CS Officers: Maridel Barr, President; Monica Applegate, Vice President Janis Olson, Secretary; CS Senators: Sally Wong, Brier Welch, Melanie Palomino, and Lauren M Amundson.

**Absent:** Kim Foulger, Past President and Treasurer, and Manny Rodriguez.

**Guests:** Cari Torres-Benavides, Assistant Vice President of Instruction, Dr. Alexander Jones, Al Martinez, Becca Yim, Diamond Alexander, Heather Rahman, Irmgard Witte, Kahea Jackson, Kathleen Antokhin, Lisa Abellera, Mary Kesler, Monica Rudolph, Nequeshe Dyer, and Sofie Totapudi.

**Agenda** Motion was made, approved and seconded to accept the agenda as submitted.

**Minutes** Motion was made approved and seconded to approve January's Minutes.

**Speakers:** Standard IV of the ISER Accreditation was made by Cari Torres-Benavides. Cari emphasized the importance of reviewing the guidelines. She emphasized the following:

### **Guidelines for reviewing the Institutional Self Evaluation Report (ISER)**

- Purpose of the ISER: serve our students, meet our mission, innovate, make changes

As you review the Standards, please use the following questions as guides:

- Do the evidence and narrative align with the standard in a way that can be verified?
- Are there alternative pieces of evidence that you recommend we could use to meet the standard?
- Is the overall report clear and concise (did we get to the point)?
- No need to go beyond meeting the standard.
- Please do not wordsmith or line-edit. We will have a professional editor take care of that work at the end.

This report will be incorporated in March of 2023. The ISER is attached to these minutes.

Dr. Alexander Jones gave his presentation next. He explained that an EEO (Equal Employment Opportunity) Council had been formed. The purpose of this council is to provide funding opportunities to Classified Employees so that they may develop their work experience, training and education to help them take on leadership positions and have the opportunity to develop themselves to pursue more advanced career goals. Classified employees are invited to be a part of this committee, should they so desire. Any interested Classified employees should contact Dr. Jones directly. Dr. Jones has provided us with an outline of his presentation, please find it attached.

Dr. Jones further explained that initially they were going to apply for a \$200,000 grant, but then they realized that they already have more than this amount in funds (approximately \$400,000),



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to offer to Classified Employees. The faculty at COM are already offered these incentives and the EEO Council is now ensuring that these same opportunities are offered to the Classified Employees.

To facilitate this process the Council is looking for someone to fill a position that was at one time filled but has been vacant for a while. They would very much like to fill this position from internally, within COM, and it will be a permanent position. This position's objective will be to create guidelines under objective 2.2 focusing on leadership development, mentorship programs, bringing in stipends and have Classified Employees compensated for their academic growth and training, as well as developing a way that this position and its goals will fit into the strategic plan. Initially, this job description will be taken from the last job description for this position, which Dr. Jones said he would supply to us so that we may use it as an example.

Heather asked if the funds would be available for a Classified Employee to pursue a Master's Degree and was there a dollar limit on the amount being allocated to each individual employee? Dr. Jones commented that these were good questions and he would do some research to come up with the answers.

The EEO Council will strive to include a diverse membership of individuals committed to equal employment opportunity, diversity, and inclusion would like to have the job description and the plan ready to present to Dr. Coon before July 2023. The goal of the presentation is to demonstrate the value and viability of the employees for more advanced positions at COM.

You may also read more about this Council at: <https://gov.marin.edu/eo>

### Follow Up

#### **Committee Reports:**

**Board President Report** Maridel reported that our enrollment is up 10% for non-credit classes and one student for credit classes. The Board is setting up guidelines for qualifications on how to proceed to searching for Dr. Coon's replacement. ESCOM is celebrating their 50<sup>th</sup> anniversary and have lots of upcoming events surrounding this milestone.

The Aquatics Department has a huge event beginning on March 2<sup>nd</sup> and running through March 5<sup>th</sup>. They are expecting 800 participants and 800 spectators. April 6<sup>th</sup> will be the official ribbon cutting day for Miwok.

**Treasurer's Report:** None given.



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**Classified Events and Calendar:** On Tuesday, March 28, our Classified Senate will host a Spring Breakfast from 10 to 11:00 a.m., at the Kentfield Campus.

Maridel will order posters announcing this event. Monica recommended checking on our paper product supply. Donations of food and beverages would be appreciated. It was decided that the food would consist of pastries, yogurt and fruit that would be purchased at either Costco or Safeway, if not donated. Coffee and tea will be served as beverages and again, it would be great if the beverages were also donated.

The CS asks for anyone interested in pursuing donations to do so. All efforts are appreciated.

The CS will suggest that guests make donations to help cover costs. One raffle prize will be awarded in a drawing among those who donate. Monica knew how to handle the choosing of one raffle prize winner.

Other upcoming events include continuing with our Wellness Walks. Some of these Walks will be done with the Health Program by Ron Owen.

A suggestion was made to encourage walkers to communicate with the Classified Walker leaders if they are running late. The thought is that the Walking Leaders don't mind waiting for a late walker, but they sometimes they wait and then no one shows up.

Maridel said that she would be working on a Chair Yoga session where everyone would benefit from stretching at their desk after many hours of work.

The Book Club reported that they will be sending out the poll next week for the members to choose their new book selection and that they will extend the invitation to all classified employees once we have narrowed down the selection for our next read.

To celebrate Women's History Month, Maridel suggested having a Trivia Contest. Melanie, Maridel, and Monica will work on composing the questions for this event. Sally has generously offered to conduct the actual Trivia Event. Thank you to all for your assistance.

There was a very brief discussion as to whether to change our meeting date from Friday to Thursdays. Melanie has a conflict every other Thursday. Maridel and Melanie will speak to resolve this issue. A decision will be announced by Maridel.

**Governance Committee Reports** None today.

**Wrap Up** Meeting adjourned at 11:35 am.

**Next regular meeting date of the Classified  
will be announced by Maridel!**