

**Classified Senate Minutes**  
**Thursday, December 3, 2009**  
**2:30-4 p.m.**  
**ADM 109**

**Present:** V. Aparicio, S. Berg, L. Bloom, M. Browning, J. Ceballos, K. von Ahnen (for T. Ehle), T. Gerard, A. Guevara, M. Hawthorn, L. Jenkins, N. Johnstone, MJ Lomax, L. McCortney, J. Okabe-Kubo, B. Pace, C. Pereida.

**Guest:** J. Haynes, SLO Coordinator.

**Call to Order:** L. Jenkins called the meeting to order at 2:35 p.m.

**Approval of the Agenda:** C. Pereida requested inclusion in Item #4 with a short IPBT report and T. Gerard also requested inclusion in Item #6 with a brief Banner announcement. It was M/S/C, L. Jenkins, T. Gerard.

**Review/Approval of the Minutes of Nov. 19:** It was M/S/C, A. Guevara, J. Ceballos to approve the minutes as submitted.

**Senator replacement:** L. Jenkins announced that N. Buchwald has accepted employment elsewhere and will no longer be serving in the Senate. Stephanie Pham is interested in serving as a replacement until the next elections, once she returns from leave. It was unanimously agreed.

**Committee Member Approvals:** L. Jenkins also announced that G. Vandiver agreed to represent the Classified Senate on the Facilities committee, and G. Knittel, IA, Social Sciences to serve on the IBPT. It was M/S/C, L. McCortney, M. Browning.

**Committee Report:** C. Pereida, IBPT reported that division projected budget cuts have been submitted to the team, but they hasn't been a single template used and without some uniformity it has been difficult to analyze. The Team will revisit the submissions in January when they meet again.

**Banner Implementation Assistance:** T. Gerard requested that the Senators announce to their constituents that she is available to assist individuals on Banner particulars for a given area. L. Jenkins offered her endorsement of Gerard as a patient and knowledgeable instructor.

Gerard encouraged attention to e-mails sent from Kari Elliott with implementation updates on the Banner phases: temporary and student employees were trained to begin online time card entry in January 2010; during Spring 2010, students, faculty and staff will be on Banner, with Summer 2010 registration via the system. Human Resources functions will be updated via self-service banner including timesheets, address changes, etc. J. Ceballos suggested developing training materials with "help" information and FAQs available via the Portal.

**Institutional Planning Process:** Guest J. Haynes, SLO coordinator for Student Services, presented an Institutional Planning Process for accreditation using SLOs, SSOs and AUOs. The synchronized process they developed will be effective, efficient and enduring. Taking the Accreditation Report from a shelf document to an assessment tool requires a different model. Once it was presented to College Council, all the constituency groups followed.

Haynes said if all the information from self-studies, reports, etc. didn't get into planning and reviews, then it wasn't included in decision making. Updated documents provided refocusing, but the need remained for a more efficient way to tie resource requests with outcomes.

Institutional Achievement Outcomes would use guiding documents (College Mission statement, Strategic Initiatives, Educational Master Plan) with planning cycles (curriculum Review, annual budget, Outreach, Retention, Accreditation) to form Assessment Cycles. SLOs/Institutional Achievement Outcomes will be in "beta" and stored in the course outlines with the curriculum/catalog. In the future the process could address validating core competencies for resource allocation. The Senate applauded the presentation, C. Pereida noted she had studied planning models and agreed with the outlined process.

**Announcements/Burning Issues:** L. Jenkins commended the Employee of the Month committee for the fine job they did with the celebration and requested strategies for more participation. She reminded staff that the Holiday Party will be from 1:30-3 p.m., Campus Center with a collection of non-perishables for Second Harvest.

Jenkins announced the Classified Leadership Senate Institute (June 10, 2010) applications are available with a call for presentations; there are partial and full-scholarships, and encouraged interested classified to contact M K Englen for possible staff development funding. The Institute provides a networking opportunity to meet Classified Senate members from different colleges.

Jenkins inquired who plans to attend the Dec. 17 Senate meeting, asking anyone interested in a cookie exchange to e-mail her. L. Bloom reminded everyone that ACE voting was currently available in the Admin Mail Room. L. Jenkins reminded staff that all power will be shut down and parking lots inaccessible from Dec. 24-Jan. 4 for construction.

**Adjournment:** It was M/S/C L. Jenkins, S. Berg to adjourn the meeting at 4:05 p.m.

Respectfully Submitted,

Jo Ann Okabe-Kubo

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