



Classified Senate Meeting  
Agenda  
Friday February 21<sup>st</sup> @ 1pm  
Library 147

**I. Call To Order**

**II. Roll Call:** Sign in

**III. Approval of the agenda:** February 21, 2014

**IV. Approval of the minutes:** January 24, 2014

**V. Business, Discussion and Action:**

- SBVC Organizational Handbook – *Update and Discussion*
- Classified Staff Week – *Update on behalf of Rania Hamdy*
- Declaration of Senator Vacancy – *Action*
- Appointment of New Senator – *Action*
- Classified Senate's Statement of Ethics and its Alignment to the College Mission – *Discussion Continued*
- Review of AP7250 and AP7251: Interim Management Evaluation Process – *Discussion*
- Valentine's Day Fundraiser and Classified Senate Scholarship – *Update and Discussion*
- Unused Basket Materials – *Update*
- CLI Conference 2014 – *Update and Discussion*
- College Brain Trust Report – *Update and Discussion*

**VI. Public Comment/Guest:** Laura Whitehead – Emergency Preparedness Manager

**VII. Reports:**

- A. Associated Student Government President:** Brandon Brown
- B. Academic Senate**
- C. President's Report:** District Assembly, Board Meeting, College Council, Accreditation
- D. Senators/Committees**
- E. Classified School Employees Association**
- F. SBVC President:** Dr. Gloria Fisher

**Announcements:** Our next meeting will be on March 28<sup>th</sup> at 1pm in Library 147.

**VIII. Meeting Adjournment**

Submitted by Cassandra Thomas

# CLASSIFIED SENATE MEETING MINUTES

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Friday, January 24, 2014

1:00-2:30 p.m. – Library 147

- Opening: Cassandra Thomas called the meeting to order at 1:08 p.m.
- Roll Call:  
Attendees: Angela Grotke, Gloria Kracher, Aaron Beavor, Cassandra Thomas, Christie Gabriel-Millette, Ana Bojorquez, Mary Valdemar, Calaebe Losee, Baybie Scudder, Kathryn Marmolejo, Rose King, Dena Peters  
  
Guests: Rania Hamdy, John Carlos
- Approval of Agenda: The agenda was approved as stated, **Aaron Beavor 1<sup>st</sup>, Gloria Kracher 2<sup>nd</sup>**.
- Approval of Minutes: The minutes for the November 15, 2013 meeting were approved, **Aaron Beavor 1<sup>st</sup>, Mary Valdemar 2<sup>nd</sup>**. There are no minutes for the 12-20-2013 meeting because we did not meet quorum.
- New Business/Discussion:
- Delineation of Roles and Responsibilities Statement-Final Update: The document is finished. We all have copies that we use to refer to it, and we can use it as a tool now.
- Thanksgiving Basket Donation Drive-Final Update: We have one extra basket we are trying to decide who to give it to. We also still have some gift cards to distribute. We will ask the donators how they would like us to distribute them.
- Professional Development Resolution-Legislative Update: The word “mandatory” will not be in the wording.
- Classified Staff Week-Update and Discussion: Classified Staff Week will be held during Spring Break, March 18-21. Each day will have a theme. So far we have Technology Tuesday, Wellness Wednesday, Think Safety Thursday and Personal Enrichment Friday. At the end of each day we will have a social hour. Staff will be able to attend 2 sessions per day.

- Classified Senate's Statement of Ethics and its Alignment to the College Mission-Discussion Continued: On 12-20-2013 we worked on improving and revising the statement. During today's meeting we reviewed the changes we made and why we made them. We asked for input from the senate for continued rewording and fine tuning.
- Clean-Up of AP2225 Collegial Consultation-Discussion Continued: We had a discussion and President Thomas took our comments to Gloria Fisher. If we have any more comments please let her know and she will communicate them.
- SBVC Organizational Handbook-Discussion: This is how everything is supposed to work on a leadership level. Please let President Thomas know if you have any feedback.
- Public Comment/Guest: John Carlos talked to us about *Coffee with a Cop*. They have begun holding these on a regular basis. This is to help build communication and to help us get to know our Campus Police better, which will hopefully help to create an even safer campus.
- Reports:
  - A. ASG: No report.
  - B. Academic Senate: No report.
  - C. Classified Senate/Committees:
    - Treasurer's Report: No report.
    - District Assembly Report: no report.
    - Program Review: They are looking for more Classified Staff to be on the committee.
  - D. College President's Report: No report.
  - E. CSEA: No report.

8. Announcements: Our next meeting will be held on February 21, 2014.

9. Meeting Adjournment: Meeting was adjourned at 2:35.

\*Minutes submitted by Angela Grotke

# President's Report

## College Council

- This month College Council approved an amount not to exceed \$9,000 to furnish two Campus Technology Services portables with tables and chairs to provide a space for training and conference space as well as additional classroom overflow space. The request was tied to [Strategic Goals 4 and 6](#).
- Through District Assembly, the District and the campuses are looking at the possibility of inserting language into [AP7250](#) and [AP7251](#) to include evaluations of interim management personnel. This issue dates back to last academic year when there was a push from Valley to include some sort of language to include the evaluations of interims. If you have any feedback on this issue, please [contact me](#) and I will bring it to the next College Council meeting. District Assembly is also looking at [AP7125](#), [BP7345](#)(no AP), and [AP7230](#). If you have any feedback on any of these policies and procedures [contact me](#) and I will bring it to the next College Council meeting.
- The College Council will be reviewing the Program Review Needs Assessment Report at the next meeting with the purpose in mind to develop funding recommendations to give to President.

## District Assembly

- This month District Assembly approved the addition of the words “including electronic cigarettes” to the districts smoking policy BP3570. With this minor change, campus security will be able to include electronic cigarettes in its enforcement efforts. This issue arose from an effort to ensure students refrain from using e-cigarettes in class.
- A new audit policy AP4070 is working its way through District Assembly which will allow students to audit classes. The new policy is modeled from similar policies at other community colleges in California. Please review the policy and let me know if there are any issues you can foresee with implementing this policy.

## Classified Connection Week

This year, Classified Staff Week was re-envisioned and many changes were made.

- First, the committee decided to schedule it during Spring Break (March 17th-21st) in order to ensure that there are no time conflicts and no students.
- Second, each day has its own individual theme and include “Technology Tuesday” and “Wellness Wednesday”.
- Along with the other changes, the old “Classified Staff Appreciation Week” has changed to the catchier “Classified Connection Week.”

See attachments for complete schedule.

I look forward to seeing you there!

# Classified Connection Week— Personal & Professional Development

Tuesday, March 18  
-Friday, March 21

March 18-21, 2014	Technology Tuesday	Wellness Wednesday	Think Safety Thursday	Feel Good Friday
<b>9am-10am</b>	Learn the essentials of Site Core (BUS 125) 9am-11am	Mindfulness workshop— (Library Viewing Room) 9am-10am	Threats and Behavioral Indicators (BUS 124) 9am-11am	True Colors (NH 215) 9am-11am
<b>10am-11am</b>	Learn the essentials of Site Core (BUS 125) 9am-11am	Strength Based Training (Library Viewing Room) 10am-noon	Threats and Behavioral Indicators (BUS 124) 9am-11am	True Colors (NH 215) 9am-11am
<b>11am-noon</b>	Site Core Open Lab (BUS 125) 11-noon	Strength Based Training (Library Viewing Room) 10am-noon	Active Shooter (BUS 124) 11am-noon	History of SBVC (Library Viewing Room) 11am-noon
<b>1pm-2pm</b>	Effectively Using Outlook (BUS 125) 1pm-2pm	Positive Parenting (Library Viewing Room) 1pm-3pm	Emergency Preparedness (BUS 124) 1pm-3pm	Healthy lifestyle (Library Viewing Room) 1pm-3pm
<b>2pm-3pm</b>	Financial 2000 (BUS 125) 2pm-3pm	Positive Parenting (Library Viewing Room) 1pm-3pm	Emergency Preparedness (BUS 124) 1pm-3pm	CSEA-Know your Rights (Library Viewing Room) 2pm-3pm
<b>3pm-4pm</b>	Social—Bingo—(BUS conference center)	Social-Learn to dance (Snyder Gym)	Social-ice cream social (Sunroom)	Social-Talent Show (BUS Conf. Center)

Friday-  
March 21  
Catered  
Lunch—  
Sunroom-  
noon-1pm

For questions please contact: Rania Hamdy, POD Program Coordinator (ext .8623) rhamdy@valleycollege.edu

## AUDITING

~~Students may not audit courses.~~

### **A. Purpose**

1. The District will provide students who are eligible for admission to either college and with permission from the instructor opportunities to audit specific credit courses.

### **B. Application/Enrollment**

1. Students who have been admitted to one of the colleges in the District may apply to audit courses at the college to which they have been admitted.

2. Students must meet all course prerequisites. It is the responsibility of the student to provide the instructor with documentation that the prerequisite(s) has been satisfied.

3. Auditing enrollment is permitted on a space available basis, solely upon the discretion of the instructor.

4. A student may enroll in a course for audit if s/he has not enrolled in that course for credit during the same semester.

5. Priority in class enrollment shall be given to students desiring to take the course for credit.

### **C. Process**

1. Students shall complete an audit application form located in the Admissions and Records Office which must be signed by the appropriate instructor, and presented to the Campus Business Office for payment of fees. Students must provide a copy of audit application with proof of payment to instructor.

2. Auditing will be permitted at the conclusion of the late registration period.

3. Any instructor may refuse auditing without explanation.

4. Credit students will always receive registration priority and space in the classroom over student(s) that are auditing the course.

5. Auditing students will not be used in the determination to cancel a class for lack of adequate enrollment.

6. Once audit enrollment is completed, no student will be permitted to change his/her enrollment from audit to receive credit nor is a student permitted to change enrollment from credit to audit. There is no limit set on the number of courses a student may audit.

7. The Admissions and Records Office will not under any circumstances certify completion of any course attended by audit, nor will the District provide any transcripts, letters, records or any other documentation of attendance in a course undertaken on an audit basis.

1 **D. Fees**

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3 1. The fee for auditing will be assessed as determined by the current approved  
4 fee under the Education Code. A student enrolled for credit in ten (10) or more  
5 semester credit units will not be charged a fee to audit three (3) or fewer units  
6 per semester. Students must also pay all required fees.

7  
8 2. Audited classes do not count toward units for any purpose, financial aid,  
9 veteran's  
10 benefits, full time student status, etc.

11  
12 3. No refund will be permitted after enrollment unless the course is canceled.

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14 4. Classroom attendance of students auditing a course shall not be  
15 included in computing the apportionment due to a community college  
16 district.

17  
18 **E. Attendance and Participation**

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20 1. The instructor will determine classroom policies for students who audit:  
21 including attendance, participation, assignments, and the evaluation of  
22 course work.

23  
24 2. Students auditing classes must abide by college and district policies. A  
25 student may be asked to leave the classroom by the instructor if s/he becomes  
26 disruptive.

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28 APPROVED: 5/13/04

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SMOKING

- A. Smoking of any form of tobacco or non-tobacco products, including electronic cigarettes, is prohibited on District grounds, in all District vehicles, at any activity or athletic event and on all property owned, leased or rented by or from the District, unless a tobacco use area has been designated.
- B. This policy allows for the establishment of procedures to comply with California Code of Regulations Government Code Section §7597.
- C. This policy and these regulations apply to employees, students, visitors and other persons who use the facilities on the campuses or centers that are part of San Bernardino Community College District.

Reference:  
Government Code Section 7597

Approved: 11/15/12  
Revised:



2/21/2014

## Senator Assignments 2013-2014

<b>Unit 1 Area A - Student Services (2)</b>
Rebecca Dean
John Kevari
Mary Valdemar
<b>Unit 1 Area B - Student Services (2-3)</b>
Anita Moore
Baybie Scudder
<b>Unit 2 Area A - Instructional (2-3)</b>
Caleb Losee
Rose King
<b>Unit 2 Area B - Instructional (1-2)</b>
Lisa Archuletta
Vacancy
<b>Unit 3 Area A - Admin. Services (2)</b>
Vacancy
Vacancy
<b>Unit 3 Area B - Admin. Services (1)</b>
Christie Gabriel-Millette
Robyn Bender
<b>Unit 3 Area C - Admin. Services (1-2)</b>
Vacancy
Vacancy