



Classified Senate Minutes

Room: College Center Rm. 227

March 26, 2009

In Attendance: Ericka Adakai, Starla Battiest, Nicole Diamond, Rachel Chavez, Monica Hagmaier, Greg Menchaca, April Ramos, Sharon Kelly, Josue Abarca, Shauna Weiner, Vince White, Olivia Wolfe

Absent: Nancy Livingston, Rena Negrete

Guests: Dr. Sean Chamberlin, Catherine Parks

READING AND APPROVAL OF MINUTES

Ericka Adakai called the meeting to order at 2:04pm. The minutes were approved with one correction.

EXECUTIVE REPORTS AND COMMUNICATION: REGULAR BUSINESS

Dr. Sean Chamberlin, who was recently announced as the Faculty Chair of the Accreditation Self Study Committee, addressed Classified Senate about the process and timeline that college would undergo to apply for accreditation. He explained it is a way for the Fullerton College to examine itself, to see if accreditation standards are being met, and to measure how well it is serving the community. He saw this as a chance to emphasize what the college is doing well, and see what things need to be improved. The college will be evaluated on four major accreditation criteria:

1. **Institution mission and effectiveness.** Dr. Chamberlin explained, "In other words, Is what we teach, or events we hold, consistent with the college's mission statement?" He expects this portion of the evaluation to move quickly.
2. **Student Learning Programs Services.** This would be related to recourses that enhance student learning outcomes such as the library and classrooms.
3. **Resources.** This would include Human Resources, Technology resources, and other support services, Physical resources, and financial resources.
4. **Leadership and Governances.** This is involves the college's decision making process, and Board and Administrative organization, etc.

Dr. Chamberlin will be working directly with managers, but he wanted to address classified, acknowledging them as the "glue" that keeps the college together. He said communication is important, so if staff has ways to improve the college, he encouraged them to send their ideas to him. He suggested if any staff member has ever had a casual conversation or collaborated with others to come up with a better way of doing things, it is considered evidence collecting and can be formalized and used as data. Information on the accreditation criteria is available online, but is he willing to email it anyone who requests it.

Dr. Chamberlin reflected on what was learned from the college's accreditation mid-term report submitted in spring of 2008. He is interested in sending out a survey with questions that relate to accreditation.

The application time line is as follows; the first draft will be finished around February 2010. By October 2010, a final draft will be submitted to the Board of Trustees. The final proposal will be submitted to the accreditation board By December 2010. An accreditation team will visit the college in the spring of 2011. An Accreditation board will review the college and determine if Fullerton meets the standards to qualify for accreditation.

Catherine Parks wanted to clarify some common errors that senators are making when scoring the Classified Recognition nominations forms. She highlighted that each nomination equals one point. For example if a nominee gets nominated five different times, that is five points. She also reminded members to put their names on the evaluation forms.

Ericka Adakai announced her end of year plan. The Executive board will meet outside of the regularly scheduled senate meetings to wrap up the year. Her goal is to look at current and past procedures to construct a strong foundation for future senate committees. Catherine Parks volunteered her time and experience as past VP. Olivia Wolfe also volunteered. Anyone who is interested in participating is welcome.

Ericka Adakai, Nicole Diamond, Sharon Kelly and Rene Negrete have volunteered to travel to **4CS Leadership Retreat**. Because travel funding and space is limited, Ericka reported that the Senate Executive Board has discussed ways to determine how volunteers should be chosen to attend this type of annual retreat. It is important to send senators who will continue to serve on Classified Senate the following year in order to bring back what they have learned from the retreat. Because requesting for funds is required before senate positions are filled through elections, there was a discussion to refrain from listing specific names on the requisition.

April Ramos set a motion to send two recurring members, a member from the Executive Board, and also choose an alternative senator. The motion was approved unanimously.

Monica Hagmaier gave an update on The **Open House**. The Massage students will be offering 15 min. chair massages in the Special Programs Office. Benefits, Schools First, and Axa are scheduled to attend, however Tuesday Monica will confirm. Mexican food is being catered by Sodexo. The cake will be ordered by Monica. **Greg Menchaca** gave the status on the Classified Years of Service. Ericka encouraged senators to hand deliver, or in some way personalize the delivery of the save the date cards to their constituents. The save the date card also serves as a raffle ticket. Details that still need to be decided are; who is serving food, what shirts senators will wear, and the schedule for the day. Information on Open House is available on the senate website.

SENATOR REPORTS:

No comments at this time.

PUBLIC COMMENTS:

No comments at this time.

Meeting adjourned: 3:05pm

The next meeting will be held on April 9, 2009 in rm. 227.

Shauna Weiner-Recording Officer