

# Santa Rosa Junior College

## Program Resource Planning Process

### Classified Senate 2019

#### 1.1a Mission

The Classified Senate exists as a representative body of the Classified Professionals at Santa Rosa Junior College. The senate represents Classified Professional's opinions to the Administration of the District in a unified way outside of the responsibilities of the Classified bargaining unit. The Senate functions as a college-wide communication vehicle between the Administration, Faculty, Students, and the Classified and enhances communication among all members of the Classified Professional. The Classified Senate in the spirit of shared governance, promotes Classified participation in designing the future of the District and involves the Classified in the ongoing activities, planning, and decision-making processes of the District.

The Classified Senate coordinates a mentorship program for newly hired Classified Professional members, promotes professional staff development opportunities for Classified Professionals, and encourages growth. The Classified Senate also promotes and supports morale through events and activities.

#### 1.1b Mission Alignment

The Classified Senate's mission, as stated in its Constitution, directly relates to the District's mission of promoting student learning throughout a diverse community by increasing the knowledge, skills and enhancing the lives of those who participate in the District's programs and enroll in its courses.

How is the program/unit mission consistent with the District's Mission and Strategic Plan Goals? The Classified Senate supports the District's Strategic Plan Mission through participation in the Governance Structure and Committee System, from which the mission is developed. Additionally, the senate provides input to assist the District in meeting our mission.

We promote personal and professional growth and cultivate joy at work and in lifelong learning.

Professional development activities promote the continuing development of our workforce. The district recognizes the importance of professional and personal growth and development. The Classified Senate, sharing this value, has provided workshops to help develop others, through fundraising efforts, provide scholarships to Classified Professionals to cover some of the cost of development. Additionally, because of our fundraising efforts and support from others, the Classified Senate has been able to allow Classified Professionals the opportunity to attend the Classified Leadership Institute, which is a professional development conference put on by the California Community College Classified Senate (4CS).

To support lifelong learning and the success of our students, the Classified Senate fundraises and awards the Pat Tognozzi Classified Senate Student Scholarship. This scholarship is awarded

to relatives of Classified Professionals at Santa Rosa Junior College. The senate also promotes and encourages Classified Professionals attendance at district sponsored professional development events

We foster critical and reflective civic engagement and thoughtful participation in diverse local and global communities.

Classified Professionals participate in governance committees within SRJC, to assist the college in being the best it can be for all constituency groups (Students, Classified, Faculty, and Administration). Additionally, Classified Professionals are encouraged to participate and are active in organizations in our local community, from LGBTQ support to working to alleviate food insecurity and more. The Classified Senate also participates in the Day Under the Oaks (DUO) festivities, which is an opportunity for the Sonoma County community to see the great programs and services of Santa Rosa Junior College.

## 1.1c Description

The Classified Senate exists as a representative body of Classified Professionals at SRJC, as identified in section 1.1a Mission.

The Classified Senate in the spirit of shared governance promotes classified participation in designing the future of the District and involves the classified in the ongoing activities, planning, and decision-making processes of the District. To this effort, the Classified Senate works in conjunction with the Service Employees' International Union (SEIU) Local 1021, to assign Classified Professionals to various shared governance committees within the district. Additionally, we consult with SEIU on the appointment of Classified Professionals to hiring committees for a wide range of jobs available within the district.

The Classified Senate coordinates a mentorship program for Classified Professionals. Seeing a need for training of Classified Professionals, the Classified Senate created a mentorship program in which Classified Professionals are paired with more senior professionals, to assist with the steep learning curve that exists in higher education. This program is for all Classified who wish to participate.

The Classified Senate promotes professional development opportunities for classified staff and encourages growth.

The Classified Senate recognizes the need for and values professional development. It has provided workshops to help develop others during the district Professional Development Activities (PDA) Day and at other times during the school year. Through fundraising efforts, provide scholarships to Classified Professionals to cover some of the cost of development. Additionally, because of our fundraising efforts and support from others, the Classified Senate has been able to allow Classified Professionals to attend the Classified Leadership Institute, which is a professional development conference put on by the California Community College Classified Senate (4CS).

The Classified Senate also promotes and supports morale through events and activities. The Classified Senate takes seriously the effects of morale on productivity and health. We strive to do our part to provide opportunities for networking and morale-building to Classified Professionals as a means of supporting the overall wellbeing of our constituency group.

Awards and Scholarship Committee: The Awards Committee oversees various recognition and support Programs.

GEMS (Going the Extra Mile) are awarded twice per year. These recipients and nominees are submitted by the college community to recognize their excellence and support of SRJC. Recognition Awards are presented at the annual Raoul Yriberri Classified Recognition Dinner, honoring the Unsung Hero, those who serve our county community, an outstanding faculty member and an exemplary supervisor of classified. Scholarships recipients are selected and awarded by this committee for Classified Professional Development (Bea Griffith Professional Development Fund) and relatives of SRJC Classified Professional to take classes at SRJC (Pat Tognozzi Scholarship). Longevity Pins are a relatively new recognition for Classified. Pins are awarded to those who have dedicated themselves to the district for 10, 15, 20, and 25 or more years.

Community Building Committee: The Community Building Committee hosts events to provide networking and social togetherness opportunities to reduce stress and boost overall health. Each year during the week of Valentine's Day, the Classified Senate purchase and distributes Friendship Week gifts to show appreciation for the work of Classified Professionals thought out the year. This year, we will bring back Root Beer Float social. This is an opportunity to take an afternoon break together towards the end of Summer and beat the heat with a cool treat. Secret Pals program is orchestrated every Fall and Spring as an opportunity to get to know other Classified on a more personal level, improve working relationships and show appreciation and thoughtfulness. The Holiday Mixer is an opportunity to gather at the end of the Fall semester, celebrate the winter season.

Community Outreach Committee: collaborates with the college community to provide services to our students.

Giving Tree is an opportunity for the faculty, management and classified staff of the college to provide Christmas gifts for special student groups. Food Pantry and Food Drives are conducted in collaboration with Student Services to provide staffing and collect food for our insecure student population.

Elections/Sector Reorganization Committee: oversees the organization/reorganization of Senate Sectors and facilitates the elections process for senators and offices, tabulates and publishes results.

Events Committee: Organizes and hosts larger events for the Classified Senate to promote recognition and increased morale and provide networking and socializing opportunities to relieve stress and improve overall wellbeing.

The end of the Spring semester is when we host the End of the Year Barbeque and Longevity Pin Ceremony. Welcome Back Lunch is our opportunity to greet each other at the beginning of the Fall semester each year. Our biggest event of the year is Classified Recognition Week and the Classified Recognition dinner. The events committee has the task of organizing all of the events that take place that week including the dinner and accompanying silent auction.

Fundraising Committee: The Fundraising Committee is indispensable to the Classified Senate. Without the work of this group, many of the events and activities we do would not be possible. Additionally, we would be unable to award the scholarships we do. Below are a representative sample of our fundraising efforts.

See's Candy fundraisers are held at least twice per year, silent auction at the Classified Recognition Dinner, Day Under the Oaks and Luma Fest food sales booths and Candy and Ribbon Leis are sold at graduation and other completion celebrations.

## 1.1d Hours of Office Operation and Service by Location

The Classified Senate office is located in 1396 Bailey Hall. The Classified Senate does not have any staff positions. The dedicated members, on a volunteer basis, complete all work of the Classified Senate. The President of Classified Senate receives 18 hours of release time per month to fulfill the duties of the position, including serving on shared governance committees by position. Some members of the senate utilize vacation and/or comp time to complete projects, assist with events, and participate with the State-wide Classified Senate organization, 4CS.

## 1.2 Program/Unit Context and Environmental Scan

Describe any changes in the social, business, cultural, educational, technological or regulatory environment that could impact your program/unit over the next three years.

The impact of the latest legislative measures on the work of the Classified Senate is not fully known at this time. It is known however that there is and will be an increased need for Classified Professionals to participate in governance committees and we seek to determine how best to implement AB705, Guided Pathways, adjust to the Student-Centered Funding Formula (SCFF), the Chancellor's Vision for Success and the Classified Professional Development funding tied to it.

## 2.1a Budget Needs

There are three major costs associated with the Classified Senate.

1) Travel to conferences –In recognition of the critical need to invest in knowledgeable leaders to have effective shared governance, the greatest need for Classified Senate is funding to attend conferences, including the Classified Leadership Institute. The leadership institute is hosted by the State Classified Senate (4CS) and is equivalent to a Classified Senate Plenary. In past years, the President of the Senate was the only member of SRJC to attend this conference and it was fully funded through the fundraising efforts of the senate or borne by the President personally. Other colleges in the California Community College System regularly fund several Classified Professionals to this conference. For the past two years, the senate was able to find a partner to help offset the cost of attendance (including transportation, lodging, and meals) which is approximately \$1500 per person. Through this partnership instead of funding one senate member's attendance at the conference, we were able to provide development to 5 Classified Senate members. This year, with support from Dr. Chong's travel budget, we will again send 5 members of the Classified Senate to this Professional Development Conference. It is impossible for one person to attend all of the relevant sessions held throughout the conference. As a result of the greater attendance, we were able to bring back reports on a rich array of topics. We appreciate the opportunity to send representatives to the Classified Leadership Institute and recognize other professional development conferences that would provide extreme benefit to the widely varied skillsets needed for Classified Professionals. The Classified Senate has never received district funding to support the vital development of its

leaders and although these are uncertain times budgetary, we hope there is an opportunity to begin funding with at least \$6,500 annually.

2) Reassign Time – Although the President of the Senate receives 18 hours per month to complete the work of the Senate including meeting attendance, there are times when a designee is needed to either attend meetings or assist the President with some of the work. As little as 1/3 of the release time given to the President would make great progress towards maintaining the level of excellence SRJC is known for.

3) Funding Restrictions – At some point in the history of Classified Senate, we were granted a little over \$500 as an operating budget, but these funds were severely restricted to use for elections and meeting only. The ability to lift these extremely confining restrictions will allow for more efficient use of the funds to the benefit of all Classified Professionals at SRJC. The Senate is requesting to simply be held to the purchasing rules as would apply to any other district account.

If you need additional funds, please explain.

Professional Development Travel Expenses - Our biggest need is in the area of conference attendance. Since there is currently no funding at all, we, request a permanent funding increase from \$0 to \$6,500 to send the Classified Senate President plus other members of the Senate to the State Classified Leadership Institute conference, and other professional development events.

Reassign Time – Many tasks have been added to the workload of the Classified Senate President and these should be shared to develop leadership and reduce the unreasonable time burden placed on the CS President. We request additional reassign time of a minimum of 6 hours per month to be shared with Presidential Designees.

## 2.1b Budget Requests

Rank	Location	SP	M	Amount	Brief Rationale
0001	ALL	08	04	\$6,500.00	This request is to fund Classified Professional attendance at professional development conferences and events. There is currently no funding and with professional development scholarships being solely dependant upon Classified Senate fundraising efforts, Classified professional development is woefully underfunded. At the Classified Leadership Institute (professional development conference sponsored by the California Community College Classified Senate (4CS)), SRJC typically sends one of the smallest groups of representatives to this conference compared to other like-sized schools.
0002	ALL	08	04	\$0.00	We are requesting release time of at least 6 hours per month to be give to designees of the President of Classified Senate to better develop the leadership skills of others by completing some of the leadership tasks now done by the President. The financial implication is unknown at this time.

## 2.2a Current Classified Positions

Position	Hr/Wk	Mo/Yr	Job Duties
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## 2.2b Current Management/Confidential Positions

Position	Hr/Wk	Mo/Yr	Job Duties
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## 2.2c Current STNC/Student Worker Positions

Position	Hr/Wk	Mo/Yr	Job Duties
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## 2.2d Adequacy and Effectiveness of Staffing

## 2.2e Classified, STNC, Management Staffing Requests

Rank	Location	SP	M	Current Title	Proposed Title	Type
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## 2.3a Current Contract Faculty Positions

Position	Description
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### 2.3b Full-Time and Part-Time Ratios

Discipline	FTEF Reg	% Reg Load	FTEF Adj	% Adj Load	Description
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### 2.3c Faculty Within Retirement Range

### 2.3d Analysis of Faculty Staffing Needs and Rationale to Support Requests

### 2.3e Faculty Staffing Requests

Rank	Location	SP	M	Discipline	SLO Assessment Rationale
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### 2.4b Rationale for Instructional and Non-Instructional Equipment, Technology, and Software

### 2.4c Instructional Equipment Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
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### 2.4d Non-Instructional Equipment and Technology Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
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### 2.5a Minor Facilities Requests

Rank	Location	SP	M	Time Frame	Building	Room Number	Est. Cost	Description
0001	ALL	08	04	Urgent	Santa Rosa Campus		\$0.00	The Classified Senate would like an expanded workspace that will also double as storage space for items needed to put on activities and events, including Giving Tree. Each year, there are gifts that are not picked up and those gifts are stored for a year and re-gifted to another

								family based on the information they submit. It would be helpful to have a larger office space that will allow us to better store these items and utilize the space for meeting, and committee work.
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## 2.5b Analysis of Existing Facilities

The Senate Office is located in Bailey Hall and is conveniently close to the work location of 2 of the 5 Executive Board Members, and the location of many of our events. A larger workspace is needed not only for meeting of the Executive Board and Senate Sub-Committees but also for the storage items needed to do the work of the senate.

## 3.1 Develop Financial Resources

N/A – Only indirectly applicable.

## 3.2 Serve our Diverse Communities

- ***Serve our diverse communities and strengthen our connections through engagement, collaboration, partnerships, innovation, and leadership.***  
The Classified Senate is an elected body and all classified are encouraged to run. The Senate also assigns classified to serve on shared governance committees, in conjunction with SEIU. Whenever possible we select for a balance of diverse membership.
- ***Identify the educational needs of our changing demographics and develop appropriate and innovative programs and services with a focus on the increasing Latino/a population.***  
N/A
- ***Contribute to the richness of our multicultural community by promoting cultural initiatives that complement academics and encourage the advancement and appreciation of the arts.***  
The Classified Senate supports cultural competency and diversity through our community building events, including Secret Pals. These events allow space for communication and collaboration on a wide variety of topics. Classified Professionals from all over the district are encouraged to share their backgrounds and expertise with each other.
- ***Meet the lifelong educational and career needs of our communities (e.g. seniors, merging populations, veterans, re-entry students).***  
The Classified Senate is indirectly involved in these endeavors. The most direct relationship is through our advocacy work with professional development and participation on shared governance committees. Through these activities, Classified are encouraged to and do learn leadership and public speaking skills, critical thinking, analytic skills, etc. The senate is comprised of Classified members of varying ages, religions, socio-economic, academic and ability backgrounds.
- ***Provide relevant career and technical education that meets the needs of the region and sustains economic vitality.***  
The Classified Senate indirectly contributes to this measure through the methods mentioned above. Since the duties of Classified Professionals can be performed in the public and private sector, when an employee leaves the district, the skills gained through professional development and governance committees, are a benefit to our regional industries and support economic vitality by providing skilled workers.

## 3.3 Cultivate a Healthy Organization

***Cultivate an inclusive and diverse organizational culture that promotes employee engagement, growth, and collegiality.***

- ***Foster an environment focused on collegiality and mutual respect in regards to cultural and individual perspectives.***

Classified have an opportunity and obligation to achieve this goal through the shared governance process and through providing Professional Development opportunities that are inclusive. We are actively working on and concerned with ensuring that classified have a robust offering of professional development activities through the college that would enhance cultural awareness.

- ***Recruit and hire outstanding faculty and staff and implement an exemplary Professional Development Program for all employees.***

As an unknown number of classified retire, there is an opportunity to hire new staff. We need to develop a robust EEO Plan, and Classified Hiring Procedures that will attract and successfully recruit a diverse workforce. Additionally, The Classified Senate has a Mentorship Program available to Classified employees which pairs classified with seasoned classified and encourages dialog, support, and social engagement.

- ***Establish robust programs to improve the health and wellness of students and employees.***

The Classified Senate encourages and promotes participation of Classified Professionals in the health and wellness programs (FitSRJC and Mindfulness Mondays) that were created by a diverse group of college employees, including classified.

- ***Increase safety planning, awareness, and overall emergency preparedness.***

The Classified Senate has no direct impact on this measure. There are a few Classified Professional, who based on their position, participate in and contribute to safety planning, awareness and overall emergency preparedness. Some members of the senate may act as safety coordinators over an area or building. This is an area of potential for the senate.

### 3.4 Safety and Emergency Preparedness

- ***Injury and Illness Prevention Program (IIPP)***

***The District's Injury and Illness Prevention Program is found in District Policy 6.8.2 and Procedure 6.8.2P. This program needs to be reviewed with each employee at least once per year. Identify the steps that have been taken to review this program with employees in your department this year. Contact Environmental Health and Safety if you need.***

The Senate has no direct role in this Program, except to inform and encourage participation.

- ***Safety Trainings***

***Per the District Injury and Illness Prevention Program (IIPP), what safety trainings does your department require? Contact Environmental Health and Safety if you need assistance.***

The Senate has no direct role in this Program, except to inform and encourage participation.

- ***Building and Area Safety Coordinators***

***List your Building and Area Safety Coordinators as shown in the sample below. Include Name, Building, Building Safety Coordinator (BSC) Area, Area Safety Coordinators (ASC) Area, Department, and any specific areas of responsibility.***

The Senate has no direct role in this area. However, Classified Professionals regularly fill these volunteer roles, providing leadership and assisting district emergency personnel in time of need.

### 3.5 Establish a Culture of Sustainability

***Establish a culture of sustainability that promotes environmental stewardship, economic vitality, and social equity.***

The Classified Senate is beginning to make changes to more sustainable practices particularly in relation to our events. The Senate testing the practice of using online ballots for Senate Elections beginning this election cycle and has been sending out minutes and agendas in electronic format. Furthermore, at the Senate Retreat we drastically reduced our use of disposable plastic bottles and other disposable or non-recyclable items.

- ***Expand, support, and monitor district-wide sustainability practices and initiatives.***  
There is a strong desire among many members of the Senate to make sure that the Sustainability part of our Strategic Plan is honored. Working with the district’s Waste Diversion Technician, we are moving from disposable tableware to reusable items. We are discussing the purchase of these items at our next meeting.
- ***Infuse sustainability across the curriculum and promote awareness throughout District operations.***  
Curriculum falls under the purview of Academic Senate, therefore we have no impact to this item.
- ***Promote social and economic equity in the communities we serve.***  
The Senate does not have direct involvement in this area.
- ***Ensure economic sustainability by leveraging resources, partnering with our community.***  
Because of the severe restriction to how we can utilize the just over \$500 per year in funding given to us by the district, the Classified Senate has had to depend on partnerships with our community to raise the funds needed to operate. Individuals within the district and businesses and individuals outside of the district donate to the senate or financially support fundraiser with their personal/business funds and in-kind donations.

### 4.1a Course Student Learning Outcomes Assessment

### 4.1b Program Student Learning Outcomes Assessment

### 4.1c Student Learning Outcomes Reporting

Type	Name	Student Assessment Implemented	Assessment Results Analyzed	Change Implemented
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### 4.2a Key Courses or Services that address Institutional Outcomes

Course/Service	1a	1b	1c	2a	2b	2c	2d	3a	3b	4a	4b	5	6a	6b	6c	7
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### 4.2b Narrative (Optional)

### 5.0 Performance Measures

### Classified Senate Goals 2018-2019

In 2018-2019, the Senate set and achieved many goals and continues to work on others. Below is a list of these goals. See Section 6.1 for a progress report:

a	<b>SEIU/Senate:</b> Strengthen relationships between SEIU and Senate; organization presidents will meet and confer on various areas of mutual interest to classified professionals.
b	<b>Academic Senate/Classified Senate:</b> Strengthen relationship between the academic and classified senates; presidents will meet and discuss collegial support in areas of mutual interest.
c	<b>Memory:</b> Support institutional memory of the senate creating procedure manuals for all senate subcommittees.

## 6.1 Progress and Accomplishments Since Last Program/Unit Review

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
0000	ALL	08	04	Strengthen relationship between SEIU and Classified Senate	organization presidents will meet and confer on various areas of mutual interest to classified professionals.	Spring 2019	Classified Senate and SEIU Presidents have maintained regular communication and collaboration on mutual areas of interest.
0000	ALL	08	04	Strengthen relationship between the academic and classified senates	presidents will meet and discuss collegial support in areas of mutual interest.	Spring 2019	Classified Senate and Academic Senate Presidents have been in communication as needed to discuss various initiatives.
0000	ALL	08	04	Support institutional memory of the senate	creating procedure manuals for all senate subcommittees.	Spring 2019	The Classified Senate Sub-Committee Chairs have been working on documenting procedures and timelines for various activities and events. This project has not been completed for all groups.

## 6.2b PRPP Editor Feedback - Optional

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### 6.3a Annual Unit Plan

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
0000	ALL	08	04	Formalize areas of governance of particular interest to Classified	Draft and submit for Board approval a Classified Senate 9+1	June 2020	Release Time
0000	ALL	08	04	Increase leadership presence	Begin taking more of a leadership role in the areas of professional development and district culture and inclusion	June 2020	Unknown
0000	ALL	08	04	Mentorship Program	Revitalize Classified Mentorship Program	June 2020	Release time or funds to compensate volunteer mentors
0000	ALL	08	04	Archive Digitization	Digitize Classified Senate organization and formation documents	June 2020	None