<table>
<thead>
<tr>
<th></th>
<th>Call to Order</th>
<th>A. President Mike Sauter</th>
<th>1 min</th>
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<tr>
<td>2</td>
<td>Approval of Agenda</td>
<td>A. Senate Body</td>
<td>1 min</td>
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<tr>
<td>3</td>
<td>Approval of Minutes</td>
<td>A. Senate Body</td>
<td>1 min</td>
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</tbody>
</table>
| 4 | Reports | A. Budget Report - Treasurer - Lori  
 B. BAARC Report - Member at Large - Craig  
 C. BP & AR - Pres./Pres. Elect - Mike, Dennis  
 D. Academic Senate - Pres. Elect - Dennis  
 E. Strategic Planning - Pres. - Mike  
 F. Technology Committee - Pres. - Mike  
 G. Parking Committee - Michelle  
 H. Staff Development Updates - Members | 10 min. |
| 5 | President’s Report | A. Trustee Listening Session Wed., April 30 12:30-2:30 SSC212.  
 B. Scholarship Awards Ceremony Fri., May 16, 4-6pm  
 C. Social Entrepreneurship Competition Sat., May 10 9:30-1pm UCI | 5 min. |
| 6 | Classified Senate Elections | A. Election Chair Dennis Stachelski - Classified Senate  
 Accepting nominations for the following Executive Positions: Secretary, Treasurer, Member at Large (2) | 5 min. |
| 7 | Brandman University | A. Brandman University offers a 10% discount in tuition to any Saddleback College Transfer student. [Brandman Landing Page](#) | 5 min. |
| 8 | Graduation Flower Sale | A. Grisel - Seeking Volunteers for help  
 B. Bouquet Build Team - Thursday May 22, 1-5pm  
 C. Flower Sale Team - Friday May 23, 7:30-10:30am | 5 min. |
<p>| 9 | BPAR 1984 | A. Video and Audio Recording: Second Reading and Open Discussion | 5 min |</p>
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<tr>
<th></th>
<th>Topic</th>
<th>Description</th>
<th>Duration</th>
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<tbody>
<tr>
<td>10</td>
<td>SOCCCD District Smoking Policy</td>
<td>A. Voted and Approved Unanimously by the Board of Trustee’s. BP-2150 Smoke Free District</td>
<td>2 min</td>
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<tr>
<td>11</td>
<td>Staff Lounge</td>
<td>A. Staff Lounge.</td>
<td>5 min.</td>
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<td></td>
<td></td>
<td>B. CSEA Response - Labor Rep’s email</td>
<td></td>
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<tr>
<td>12</td>
<td>Board of Trustee Resolution</td>
<td>A. SOCCCD Board of Trustee Resolution: Classified School Employee Week declared for May 18-24</td>
<td>2 min</td>
</tr>
<tr>
<td>13</td>
<td>OPEN TOPIC</td>
<td>A. Announcements! What’s Happening in your Area?</td>
<td>2 min</td>
</tr>
<tr>
<td>14</td>
<td>Adjourn Meeting</td>
<td>A. Senate Body</td>
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</tbody>
</table>
# Saddleback College
## Classified Senate General Meeting
## Minutes

**Wednesday, April 16th, 2014**
**10:30am – 11:30am President’s Conference Rm**

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<tr>
<td><strong>1</strong></td>
<td>Call to Order</td>
<td>President Mike Sauter</td>
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<tr>
<td><strong>2</strong></td>
<td>Approval of Agenda</td>
<td>1st Valerie Senior, 2nd Mike Martinez</td>
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<td><strong>3</strong></td>
<td>Approval of Minutes</td>
<td>Minutes from April 2nd, 1st Craig Connor, 2nd Valerie Senior</td>
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<td><strong>4</strong></td>
<td>Reports</td>
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<tr>
<td>A.</td>
<td>Budget Report – Treasurer, Lori Parra</td>
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<tr>
<td></td>
<td>- There is a total of $5309 left in our budget</td>
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<tr>
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<td>- $3642 still left for conferences</td>
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<td>B.</td>
<td>BAARC Report – Member at Large, Craig Connor</td>
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<td></td>
<td>- Discussed CSC recommendations, no decisions were made until budget is finalized (early May)</td>
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<td></td>
<td>- There may be enough money to cover both the Technology list and the CSC list</td>
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<td>C.</td>
<td>BP &amp; AR – President, Mike Sauter &amp; President Elect, Dennis Stachelski</td>
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<td>- Item #8</td>
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<td>D.</td>
<td>DRAC- Edward De La O</td>
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<tr>
<td></td>
<td>- No report was given</td>
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<td>E.</td>
<td>Academic Senate – President Elect, Dennis Stachelski</td>
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<td></td>
<td>- No report was given</td>
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<td>F.</td>
<td>Strategic Planning – President, Mike Sauter</td>
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<td></td>
<td>- No report was given</td>
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<td>G.</td>
<td>Technology Committee – President, Mike Sauter</td>
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<td></td>
<td>- No report was given</td>
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<td>H.</td>
<td>Parking Committee – Michelle Jackson</td>
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<td>- Nothing new to report, committee will be meeting this afternoon</td>
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<td><strong>5</strong></td>
<td>President’s Report</td>
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<td>A.</td>
<td>Career Pathways Grant Submitted</td>
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<td>B.</td>
<td>Student Success Summit, April 25th</td>
<td></td>
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<td></td>
<td>- 8:00 a.m. – 5:00 p.m. at IVC</td>
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<td>- You can RSVP by email</td>
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<td>C.</td>
<td>Google Maps on Campus</td>
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<td>- Thanks to Will Lakow (AV) for taking on this project</td>
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<td>- Streetview is not available yet</td>
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<td>D.</td>
<td>Announcement for Classified Senate Elections</td>
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<td>- Secretary, Treasurer, and Members at Large (2)</td>
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<td>- Nominations will open April 30th and close May 14th</td>
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<td>- New officers will start July 1st</td>
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<td><strong>6</strong></td>
<td>College Resource Committee</td>
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<tr>
<td>A.</td>
<td>Spreadsheets for the CRC</td>
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<td>B.</td>
<td>New Hire Priority List</td>
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<tr>
<td>C.</td>
<td>Technology List</td>
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<tr>
<td>D.</td>
<td>Equipment List</td>
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<tr>
<td><strong>7</strong></td>
<td>Graduation Flower Sale</td>
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<tr>
<td>A.</td>
<td>Graduation Flower Sale – Grisel Heredia</td>
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<td></td>
<td>- Major fundraising event to support CS scholarships for staff and students</td>
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<td>- Need volunteers:</td>
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<td>o Build Team, May 23rd, in the afternoon</td>
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<td>o Sales Team, May 24th, 7:30 a.m. – 10:00 a.m.</td>
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### Saddleback College
#### Classified Senate General Meeting
#### Minutes

**Wednesday, April 16th, 2014**

**10:30am – 11:30am President’s Conference Rm**

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<table>
<thead>
<tr>
<th>Time</th>
<th>Agenda Item</th>
<th>Description</th>
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| 8 | PB&AR “1984” | A. New BP&AR for “Public Safety Camera System”  
- Policy should include verbiage regarding audio, as some of the cameras that have already been installed have the capability to record audio  
- Is there any verbiage that should be changed or adjusted?  
  - If you have any suggestions please email Mike Sauter or anyone on the Executive Team  
- Will continue discussion at the next meeting (4/30), before the Board Policies meeting (5/9) |
| 5 Min. |  |
| 9 | Senate Reps Needed | A. Hiring Committee for District Assistant Director of Fiscal Services  
- May commitment  
- Email Mike Sauter if interested  
B. Hiring Committee for Dean of Advanced Technology and Applied Science  
- Begin April 30<sup>th</sup>  
- Email Mike Sauter if interested |
| 5 Min. |  |
| 10 | Classified Staff Scholarship | A. Classified Staff Scholarship applications  
- 9 applicants  
- Committee reviewing applications will rate applicants and the top applicants will be placed into a lottery  
- Need to have an applicant selected before the Scholarship Ceremony, 5/16 |
| 10 Min. |  |
| 11 | BSI Requests Discussion | A. BSI Representative for Classified Senate – Brooke Sauter  
- Expected to receive about $90,000  
- See attached document for list of proposals |
| 15 Min. |  |
| 12 | OPEN TOPIC | A. What’s happening in your area? On Campus? Upcoming Events? How can WE support you? |
| 2 Min. |  |
| 13 | Meeting Adjourned | A. Senate Body |
| 11:35 a.m. |  |

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**Senate members present:**

Mike Sauter, President  
Grisel Heredia, Secretary  
Lori Parra, Treasurer  
Craig Connor, Member at Large  
Michael Martinez, Webmaster  
Darren England  
Giziel Leftwich  
Valerie Senior  
Maria Hanson  
Michelle Jackson  
Mark Kruhmin  
Michelle Weidenkopf  
Erin Long  
Brooke Sauter
<table>
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<tr>
<th>Proposal Title</th>
<th>Proposal Summary</th>
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| Vocabulary Modules for the Social & Behavioral Sciences | - (8) Different areas/classes  
- (40) key words from each of these classes will be identified  
- Used within Eng 340 classes to help student prep for general ed classes/reading materials |
| Summer Refresh for English & Reading | - Offered through Community Ed  
- Seek students from HS APSY 189 Classes  
- Course designed to help students refresh English and Reading skills and Re-Matric to see if they can be placed into a higher level English class.  
- Money would be used to offer scholarships to those who can’t afford the $80 for the class. |
| English PLC BSI Proposal | - A-line Curriculum with 9th-12th grade  
- Communication with K-12 students to discuss Common Core requirements |
| Embedded Tutoring in Basic Skills English Courses | - 3rd Semester  
- Tutors within (3) different classes  
- (9) Additional hours w/in the LRC  
- If tutoring appointments unfilled the tutors will help the general students w/in LRC  
- (3) Tutors x 10hrs a week (Fa & Sp) |
| Accelerated Introduction to College Writing | - Proposed Eng 300 & 200 Combo 16 week class  
- Would be introduced in Fall 2015  
- Stats show that 25% more student pass an accelerated class and make it into Eng1A  
- IVC has had success doing this  
- BSI money needed for faculty development |
| Academic Reading Practicum for Faculty Development | - Faculty Development Project  
- Monthly meetings to discuss best practices for academic reading: Wicker Strategies, AVID for higher Ed, etc.  
- Faculty would test these techniques and then report back to the group.  
- Improved instruction |
| Math Tutoring Center | - 5th Semester  
- Embedded tutors in Math 351 & 251  
- Tutoring done in MSE  
- Smaller Tutoring Groups  
- Supplement/Complement the LRC Tutoring |
| **Embedded Tutors for ESL Classes** | - (2) Additional Tutors being requested  
- (3-5) Classes  
- Bridge the ESL 350 to Eng 340 Classes  
- Faculty receive a stipend |
|-------------------------------------|---------------------------------------------------------------|
| **Professional Development Practicum** | - Up to (20) Professors can take place in the practicum.  
- Focused dialogue and discussion |
| **Online Tools for Basic Instruction** | - Develop Online Tools used to help the classroom  
- PowToones, TimeToast, etc.  
- Create lesson w/ PowToones |
Greetings Saddleback Classified Staff,

Brandman University and Saddleback College have partnered together to create an advantageous transfer process for Saddleback Students. This agreement, called the Early Advantage Program, provides the students with benefits that will save them both time and money. Students are able to lock in their catalog year, while receiving advising in academics, education, and financial aid before they ever become a Brandman Student. Additionally, a student who transfers from Saddleback to Brandman will receive **10% off their entire Brandman tuition**.

Brandman University (part of the Chapman University System) is a WASC accredited, non-profit university that serves the student looking for a flexible education. Brandman offers year-round sessions, convenient evening and online classes, skilled faculty with real-world experience, and professional coaching to help students thrive academically. A minimum of 12 units, and a 2.0 GPA are required to transfer into the University. For more information on our degree programs, to lock in your scholarship, and to speak with an enrollment coach today, visit your unique [landing page](#) today.

Please send any questions to Jake Meadows, Manager of Community and Corporate Relations, at [jmeadows@brandman.edu](mailto:jmeadows@brandman.edu)

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Jake Meadows  
Manager of Community & Corporate Relations

**Brandman University**  
16355 Laguna Canyon Rd  
Irvine, California 92618  
jmeadows@brandman.edu  
www.brandman.edu

T 949.585.2995  
C 949.689.3704

A Member of the Chapman University System
PUBLIC SAFETY CAMERA SYSTEM

South Orange County Community College District authorizes the use of a public safety camera system for the purpose of creating a safer environment for all those who work at or visit the District. Cameras may be placed in strategic locations throughout the District at the direction of each college or district services and established procedures will be followed. These cameras can be used for detecting and deterring crime, to help safeguard against potential threats to the public, to help manage emergency response situations during natural and man-made disasters, and to assist District officials in providing services to the college community.
I.  PURPOSE AND SCOPE

The South Orange County Community College District operates a public safety camera system for the purpose of creating a safer environment for all those who live, work and visit the District. These cameras can be used for detecting and deterring crime, to help safeguard against potential threats to the public, to help manage emergency response situations during natural and man-made disasters and to assist District officials in providing services to the community. Public safety cameras may be used in conjunction with campus access control and two way communications to enhance access to buildings and emergency notification.

II.  MONITORING

Images from each camera will be recorded on a 24-hour basis every day of the week. These images will be transmitted to monitors installed in designated location(s) within the Campus Police Department.

When activity warranting further investigation is reported or detected at any camera location, Campus Police personnel may selectively view the appropriate camera and relay any available information to responding officers. Campus Police personnel are authorized to adjust the cameras to more effectively view a particular area for any legitimate public safety purpose.

The Chief of Police may authorize video feeds from the public safety camera system to be set up at a location other than the Campus Police Communications Center for monitoring by other than police personnel when the situation requires such action.

Recorded images may be used for a variety of purposes, including criminal investigations and monitoring of activity around high value or high threat areas. In addition, the public safety camera system may be useful for the following purposes:

a) To assist in identifying, apprehending and prosecuting offenders.

b) To assist in gathering evidence for criminal and civil court actions.

c) To help emergency services personnel maintain public order.

d) To monitor pedestrian and vehicle traffic activity.

e) To help improve the general environment on the public streets.

f) To assist in providing effective public services.

III.  TRAINING

Campus Police and Campus Information Technology Personnel involved in management of the video monitoring system will be appropriately trained and supervised.
IV. PROHIBITED ACTIVITY

Video monitoring will be conducted in a professional, ethical and legal manner. The public safety camera system will not be used to invade the privacy of individuals, to look into private areas or areas where the reasonable expectation of privacy exists. All efforts will be taken to protect these rights. Video monitoring shall not be used to harass, intimidate or discriminate against any individual or group. Personnel are prohibited from viewing or distributing images unless authorized to do so.

V. CAMERA MARKINGS

All public areas that are monitored by public safety cameras shall be marked in a conspicuous manner with appropriate signs to inform the public that the area is monitored by public safety cameras. Signs shall be well lit to ensure visibility. Confidential investigations may require the use of unmarked camera locations; however, use will be limited in duration to meet a specific objective.

VI. MEDIA STORAGE

All media will be stored in a secure area with access restricted to authorized persons. Recordings not otherwise needed for official reasons shall be retained for a period of not less than one year and thereafter should be erased with the written consent of the Campus Chief of Police. Any recordings needed as evidence in a criminal or civil proceeding shall be copied to a suitable medium and booked into evidence in accordance with current evidence procedures (Government Code § 34090.6).

VII. REVIEW OR RELEASE OR OF VIDEO IMAGES

The review or the release of video images shall be done only with the authorization of the Chief of Police or his/her designee and only with a properly completed written request. Video images needed for a criminal investigation or other official reason shall be collected and secured in the Campus Police Department Evidence / Property room in accordance with current departmental evidence procedures.

VIII. PUBLIC AND OTHER AGENCY REQUESTS

Requests for recorded video images from other government agencies or by the submission of a court order or subpoena shall be promptly submitted to the Chief of Police, who will submit to District legal counsel for further handling. Every reasonable effort will be made to preserve the data requested until the request has been fully processed by District legal counsel. Video images captured by public safety cameras that are requested by the public or media will be made available only to the extent required by law. Except as required by a valid court order or other lawful process, video images requested under the Public Records Act will generally not be disclosed to the public when such video images are evidence in an ongoing criminal investigation in which a disposition has not been reached.
IX. ANNUAL REVIEW OF THE PUBLIC SAFETY CAMERA SYSTEM

The Chief of Police or his/her designee will conduct an annual review of the public safety camera system. The annual review will include an inventory of video monitoring installations, date of installation, summary of the purpose, adherence to this AR and any proposed policy or AR changes. The results of each review will be documented and maintained by the Chief of Police or his/her designee and other applicable advisory bodies. Any concerns or deviations from this policy will be addressed promptly and effectively.

Reference:

Policy 378, SOCCCD Police Departments.
It is the intent of the South Orange County Community College District to maintain an educational and workplace environment that is conducive to the health and safety of our students and employees.

Realizing the health hazards posed by smoking and by second-hand smoke, it is the policy of the South Orange County Community College District to maintain a smoke free environment for all district sites. The use of tobacco products is prohibited within or on any district facility or property.

This policy pertains to students, faculty, staff, administrators, visitors and the general public attending events at any site within the district. Additionally, this policy shall apply to all district facilities, owned or leased, regardless of location, and all state and auxiliary vehicles.

Tobacco products include but are not limited to the burning of any type of cigar, cigarette or pipe. Uses of a electronic cigarettes (vapor) or smokeless/chewing tobacco are also prohibited.

Tobacco products shall not be commercially sold or distributed in any manner on any district site. This includes free samples distributed by vendors. Advertising and sponsorship of events by tobacco companies is also prohibited.

The District and colleges shall make available to students and employees information about smoking-cessation programs. Signage will be posted as appropriate.

NOTE: This board policy is not to be implemented until the related administrative regulation (AR-2150 – Smoke Free District) is approved so that both may be put into practice together. The current BP-4014- Smoking and AR-4014 Smoking, will be deleted following approval of new administrative regulation.
SMOKING

Consistent with the requirements of state law, no person shall engage in the smoking of tobacco products in an enclosed space at any District facility, or within 25 feet of such facility.

Reference:
——— Labor Code; C-6404.5
——— Health & Safety Code – 118910

DELETE – See new BP 2150 Smoke Free District. A new companion AR-2150 Smoke Free District is being developed.

UPON APPROVAL OF NEW AR-2150, FORMER BP-4014 and AR-4014 WILL BE DELETED and NEW BP/AR-2150 WILL BE IMPLEMENTED.
Subject: RE: Staff Lunch Room
Date: Monday, April 28, 2014 12:49:14 PM Pacific Daylight Time
From: Janice Mastrangelo
To: Tracy McConnell, Scott Greene
CC: Mike Sauter, Erin Long

Hello All

Thank you for taking the time to verify whether or not this falls within the scope of the exclusive rep, CSEA. We spoke to our Labor Rep for clarification and “Yes” he confirmed that it does fall within the scope of the exclusive rep, as it is a term and condition of employment, working condition. So if they want to change the break room, it must be referred to the District by the College President as an item to be negotiated according to article 3.2.1.3. The Union has a role like a United Nations model. Even if one person is affected, we defend the language. When unilateral implementation takes place on items that should have been negotiated, CSEA can file an Unfair Practice Charge with the Public Employee Relations Board. So if there is a desire to change the break room, then just refer the item to the College President and have him request that it be negotiated on the third floor, and they will have to find an alternate area for the Classified to have breaks. That is the route to do it in the proper way that will avoid grievances. Hope this clarifies it.

Contract References

1.2 Scope of Representation: The scope of representation shall be limited to matters relating to wages, hours of employment, and other terms of employment specifically stated in the Equal Employees Relations Act (EERA).

3.2.1.3 Committees may discuss subject matter that is outside the scope of exclusive representation. With respect to subject matter outside the scope of exclusive representation, the committee is free to make recommendations and/or decisions pursuant to the provisions of AB 1725. Items that fall within CSEA’s scope of exclusive representation and change existing working conditions shall not be the subject of committee recommendations and decisions; however, it is expressly understood that such items shall be promptly referred to the District and CSEA for negotiations.

Educational Employee Relations Act

3543.2. Scope of representation
(a) The scope of representation shall be limited to matters relating to wages, hours of employment, and other terms and conditions of employment. “Terms and conditions of employment” mean health and welfare benefits as defined by Section 53200, leave, transfer and reassignment policies, safety conditions of employment, class size, procedures to be used for the evaluation of employees, organizational security pursuant to Section 3546, procedures for processing grievances pursuant to Sections 3548.5, 3548.6, 3548.7, and 3548.8, the layoff of probationary certificated school district employees, pursuant to Section 44959.5 of the Education Code, and alternative compensation or benefits for employees adversely affected by pension limitations pursuant to Section 22316 of the Education Code, to the extent deemed reasonable and without violating the intent and purposes of Section 415 of the Internal Revenue Code. In addition, the exclusive representative of certificated personnel has the right to consult on the definition of educational objectives, the determination of the content of courses and curriculum,
Hi Guys,

It was bought up at the last Classified Senate executive meeting; Erin Long was a guest to discuss a proposal to turn the staff lunch room (in the cafeteria) into a possible game room for the ASG students. I was asked by Mike Sauter to check with the union to make sure this isn’t a contractual issue.

Can one of you contact Mike with the outcome.

Thank you,

Tracy McConnell
CTE Grants Program Technician
Saddleback College
28000 Marguerite Parkway
Mission Viejo, CA 92692
949-582-4225
Fax: 949-348-6217
tmconnell@saddleback.edu
Whereas, Classified School Employees provide valuable skills, services, and support to students, faculty, administrators, and staff of the South Orange County Community College District; and

Whereas, Classified School Employees contribute significantly to the establishment and promotion of a positive and supportive instructional and learning environment to facilitate student success; and

Whereas, Classified School Employees play an important and vital role in providing for the health, welfare and safety of the South Orange County Community College District students and staff; and

Whereas, Classified School Employees strive for excellence in all areas relative to the educational community and serve as a valued resource and guide for students of Saddleback College, Irvine Valley College and the Advanced Technology & Education Park; therefore,

Be it resolved that the Board of Trustees and Chancellor of the South Orange County Community College District do hereby recognize, honor, and appreciate the many contributions of the Classified Employees to quality education in California and in our District and declare the week of May 18th to 24th, 2014 as Classified School Employee Week.