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**STAFF SENATE
Meeting Minutes
February 4, 2015
3-4pm
Boardroom**

Date: Wednesday, Feb. 4, 2015

Attendance: 15: Daniel Gutierrez, Rebecca Phillips, Elaine Palin, Evelyn Gonzales, Karen Emery, Barbara Griego, Barbara Sinha, Jill Carlson, Henry Mignardot, Xubi Wilson, Shalimar Krebs, Marcos, Janelle Johnson, Carmen Gonzales and Margaret Peters

Note Taker: Evelyn Gonzales

Next Meeting: Wednesday, February 18, 2015
10:00 – 11:00 am
Boardroom

The meeting was called to order by Elaine Palin at 3:05pm. Entered into agenda immediately as Carmen Gonzales and Margaret Peters needed to attend another meeting.

- I. Professional Development Process/Carmen Gonzales & Margaret Peters**

This was to inform Staff Senate that the SFCC Foundation has raised funds that will be used to sponsor Professional Development Conferences and travel. A rubric was presented for review which will be used as a grading matrix to determine which request(s) will be prioritized and funded. On the rubric are basic questions regarding the conference purpose and content. Carmen and Margaret asked for feedback. A form for requesting professional development will be made available on Jack. The committee to determine which requests get funded will be comprised of Faculty, Staff, and Human Resources representatives. Timelines for request deadlines will need to be developed. Monies not used in the current fiscal year will roll over to the next fiscal year.

- II. Announcements**

The Staff Senate Constitution was approved by the Governing Board at the December 2014 meeting. It has been posted on JACK as well as the 2015 Meeting dates. The highlight of the January 20, 2015 Board meeting was the discussion of the Brindle Foundation grant for Early Childhood for \$500k. Xubi Wilson announced he did not get elected to the Governing Board and is re-assuming his duties as Co-Chair of the Staff Senate. Budget request for Staff Senate will be put on next meeting's agenda.

- III. HR Policy Review/Rebecca Phillips & Daniel Gutierrez**
 - 4-9 Discrimination and Harassment: Minimal changes were made in order to conform to the new policy format.

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- 4-10 Sexual Harassment: Significant changes were made to protect against malicious behavior. Language was added to address accountability and responsibility. Changes were made to conform to the new policy format.
- 4-19 Dress Code: Language was added to address accountability and responsibility. Changes were made to conform to the new policy format.

IV. **Shared Governance(SG)/ Clark Baughan from Faculty Senate attended during this part of the discussion**

All staff at the meeting agreed at 4:05 to continue the meeting.

Comments were made that the draft provided seemed heavy on the Faculty side and little mention is made regarding staff involvement. Several items were brought up that need to be looked at: What is shared governance? What is not? What is the specific role of Faculty in SG? What is the specific role of Staff Senate in SG? Clark remarked that everyone's job is to support the faculty to do their job. – Who are the other stakeholders in SG? Barbara Griego moved to have a special Staff Senate meeting on Friday to discuss specific concerns by regarding the draft of the Shared Governance policy. Karen Emery seconded that motion. All approved. The Governing Board has requested that a draft policy be ready for presentation at the next Board meeting on Feb. 24, 2015.

Motion to adjourn was made by Shalimar Krebs. Seconded by Barbara Griego.
Meeting ended at 4:25pm