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**MISSION COLLEGE**  
CLARA  
Classified Senate

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To: Mission College Classified Staff

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*Dat Nguyen*  
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*Kristal Dela Cruz*  
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**Subject:** See Below

# Memorandum

**From:** Classified Senate: Vice President B. Goo (Project Lead), President T. Do, Treasurer C. Bibat, Secretary K. Dela Cruz, Senators A. McGann, C. Escano, D. Nguyen, D. Espinoza, K. Tran, L. Narvaez, M. Stewart, V. Topete, X. Lu, Z. Melton

**Date:** September 14, 2018

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*Kelvin Tran*  
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Approved

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*Brian Y. Do*  
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Date 10/1/2018

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**Subject: Proposal to Approve Mission College Classified Senate Resolution 2018-1, Classified Senate Nine plus One (9+1)**

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**RECOMMENDATION**

In the September 20, 2018 Mission College Classified Senate meeting, the senate will be voting on a resolution introducing a listing of focus areas that Mission Classified Professionals should have the ability to make recommendations in the decision making at the college. In Title 5 of the California Code of Regulations, all CA Community Colleges must provide opportunity for both the faculty (§ 53200) and students (§ 51023.7) opportunity to participate and make recommendations on a listing of 9-10 key items that will have a significant effect on their constituency group. Unfortunately, Title 5 does not grant the same listing does not exist for classified professionals and their roles at the college. After seeking feedback from the Classified Staff and consultation with ASG, MC Academic Senate, and the Executive Cabinet, the MC Classified Senate has developed the following 9+1 items:

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1. Curriculum systems integrations and implementation;
2. Support related to degree and certificate awards;
3. Infrastructure and support related to educational program development;
4. Standards or policies regarding student services, support, and success;
5. College governance structures, as related to classified roles;
6. Classified roles and involvement in accreditation processes;
7. Policies for classified professional development activities;
8. Processes for program review and annual planning;
9. Processes for institutional planning and budget development;
10. Any other district and college policy, procedure, or related matters that will have a significant effect on Classified Staff.

**TIMELINE**

June 2017	Introduction of 9+1 at the Classified Leadership Institute
Summer 2017	Preliminary discussions within Classified Senate on feasibility of 9+1
October 2017	Feedback sessions with Classified Professionals during the lunch bag distribution
Nov-Dec 2017	Drafting of articles for 9+1
Spring 2018	Feedback with Executive Cabinet
Summer 2018	Finalization of resolution and supporting documents
August 16, 2018	Sun shining draft resolution to MC Classified Senate
August 21, 2018	Introduction to MC Academic Senate at Summer 18 retreat
September 20, 2018	Final review and vote on resolution at MC Classified Senate
September 26, 2018	Brought before Associated Student Government (ASG) for endorsement
September 27, 2018	Brought before MC Academic Senate for endorsement
October 2, 2018	Presentation to the Board of Trustees
October 3, 2018	Brought before Governance and Planning (GAP) council for endorsement and inclusion in the participatory governance handbook

**EVALUATION AND FOLLOW-UP**

We believe that the formalization of this list will provide better avenues for the effective participation of Classified Professionals at the college. This will also ensure that the college decision-making process takes into consideration the needs of the entire college before a conclusion is made.

**COORDINATION**

Mission College input from ASG, Academic Senate, and Executive Cabinet and through the Participatory Governance process.

**COST SUMMARY/IMPLICATIONS**

None.

**ATTACHMENTS**

- **Resolution 2018-1 - Mission College Classified Senate Nine plus One (9+1)**

For more information, contact:

Brian Goo, Classified Senate Vice-President, [brian.goo@missioncollege.edu](mailto:brian.goo@missioncollege.edu) and Thanh Do, Classified Senate President at [thanh.do@missioncollege.edu](mailto:thanh.do@missioncollege.edu).



**Resolution 2018-1**

Mission College Classified Senate Nine plus One (9+1)

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**Whereas**, Mission College Classified Staff are an integral part of the College decision-making process,  
**Whereas**, Classified Staff play a key role in the implementation and systems integration on matters involving curriculum and should be involved in an advisory capacity,  
**Whereas**, Classified Staff play a key role in communicating degree and certificate requirements to students,  
**Whereas**, Classified Staff play a key role in the implementation and systems integration on matters of educational program development and should be involved in an advisory capacity,  
**Whereas**, Classified Staff play a key role in the implementation and systems integration of standards or policies regarding student support and success,  
**Whereas**, Classified Staff play a key role in College Governance structures,  
**Whereas**, Classified Staff play a key role in ensuring that the College is meeting accreditation standards,  
**Whereas**, Classified Staff play a key role in the development and implementation of College professional development activities,  
**Whereas**, Classified Staff play a key role in the implementation and support of the College program review process,  
**Whereas**, Classified Staff are engaged in the day-to-day implementation of College plans and the supervision of the Division/Department budgets,  
**Whereas**, § 51023.5 of Title 5 of the California Code of Regulations requires colleges to “adopt policies and procedures that provide district and college staff with the opportunity to participate effectively in district and college governance”,  
**Whereas**, Standard IV of the 2014 ACCJC Accreditation Standards evaluates college policy and procedures authorizing administrator, faculty, and staff participation in decision-making processes and to work-together for the good of the institution,

**Therefore be it Resolved**, that the Mission College Classified Senate asks that the Mission College Administration, Mission College Academic Senate, and the Associated Students of Mission College support the Classified Staff in the adoption of the following areas to facilitate participation in College and District Governance:

1. Curriculum systems integrations and implementation;
2. Support related to degree and certificate awards;
3. Infrastructure and support related to educational program development;
4. Standards or policies regarding student services, support, and success;
5. College governance structures, as related to classified roles;
6. Classified roles and involvement in accreditation processes;
7. Policies for classified professional development activities;
8. Processes for program review and annual planning;
9. Processes for institutional planning and budget development;
10. Any other district and college policy, procedure, or related matters that will have a significant effect on Classified Staff.

10/1/2018