

**CONTRA COSTA COLLEGE**  
**Classified Senate Council Minutes**

**Date:** Friday, March 10, 2017  
**Time:** 12:30 pm – 1:30 pm  
**Location:** SAB 107

Item	Discussion	ACTION ITEMS
<b>1. Call to Order with Introduction of Guests</b>	Meeting called to ordered at 12:30pm	
<b>2. Action Items</b>		
a) <b>Approval of minutes and minutes – Maritza Guerrero</b>	<ul style="list-style-type: none"> <li>• Megan McDermott motioned to approve the minutes and Elizabeth Bremner Second it.</li> </ul>	
b) <b>AP1900.03- 1st READ</b>	<ul style="list-style-type: none"> <li>•</li> </ul>	
<b>3. Agenda Items</b>		
c) <b>Fundraising Update - Lorena Cortez.</b>	<ul style="list-style-type: none"> <li>• Lorena Cortez and Elizabeth Bremner are trying to develop a full plan with Sara Marceline to do some fundraising that will be used to send more people to conferences.</li> <li>• Need to show classified that you really care about them by contributing more to our development.</li> <li>• Need to develop a full plan with an ultimate goal which should include a full background of conferences and other classified events.</li> </ul>	
d) <b>Elections 2017-2018 – Maritza Guerrero</b>	<ul style="list-style-type: none"> <li>• Elections will happen sometime in May.</li> <li>• Open positions are: President, Vice President and Secretary</li> <li>• Based on the bylaws, the treasurer position terms out July 1<sup>st</sup> of every even year.</li> <li>• The only voting member are all those who are elected plus</li> </ul>	<ul style="list-style-type: none"> <li>• Maritza Guerrero will be sending out emails for people who want to nominate themselves.</li> </ul>

	<p>four members who are also elected (needs to be reviewed)</p> <ul style="list-style-type: none"> <li>• Evren Gurson will be creating an online voting ballot</li> <li>• People who want to nominate themselves will be given a month to apply.</li> <li>• Classified staff will be given a week to vote.</li> <li>• Leticia Mendoza will take the lead on creating a sub-committee to develop a plan on outreach to try to recruit more people to participate on the senate.</li> <li>• We will try to send a welcome card to new classified, just to let them know who we are and to invite them to participate on the senate.</li> </ul>	
<b>e) Bylaws – Leticia Mendoza</b>	<ul style="list-style-type: none"> <li>• Need to write policies and procedure on the process of applying for conferences.</li> <li>• That includes deadlines for senate to announce conference opportunities and deadlines for classified staff to apply.</li> </ul>	<ul style="list-style-type: none"> <li>• Lorena Cortez, Leticia Mendoza, Meagan McDermott and Elizabeth Bremner will meet to develop the policies and procedures.</li> </ul>
<b>4. SENATE PRESIDENT REPORTS</b>		
<b>a) Joblinks – June 1<sup>st</sup></b>	<ul style="list-style-type: none"> <li>• Need volunteers to set up signs, directing vendors, campus tours.</li> <li>• We will have over 200 guest from DVC, LMC and District office.</li> <li>• The chancellor and presidents from all three colleges will be present</li> <li>• We will have two sessions with a total of 14 workshops</li> <li>• Another reminder email will be sent at the end of March or beginning of April</li> </ul>	<ul style="list-style-type: none"> <li>• An email will be sent with all the areas where we need volunteers for people to sign up and help.</li> </ul>

<b>b) Staff Appreciation</b>	<ul style="list-style-type: none"> <li>Leticia Mendoza went around asking people about the two proposed dates for staff appreciations and 15 People prefer Wednesday May 17th 9 People prefer Friday May 19th 2 People both dates work. 1 Both dates do not work. 1 Person will not be attending due to food allergies.</li> </ul>	
<b>c) CLI Conference</b>	<ul style="list-style-type: none"> <li>Will be open back on Monday March 13<sup>th</sup> for more people to apply. Will follow the same criteria.</li> <li>We can send up to five people to go.</li> </ul>	
<b>5. College Committee Reports</b>		
<b>Budget Committee</b> <i>Brian Williams</i>	<ul style="list-style-type: none"> <li>Did not meet</li> </ul>	
<b>Planning Committee</b> <i>Jacqueline Lopez</i>	<ul style="list-style-type: none"> <li>Working on new processes for program review</li> <li>The entire review process has been restructured.</li> </ul>	
<b>Operations Council</b> <i>Lilly Harper</i>	<ul style="list-style-type: none"> <li>Have revised the composition which was not updated on the handbook.</li> <li>Two classified have to be part of the Operations Council for the college procedures.</li> <li>Brandy Howard and Joel Nickelson-Shanks are working on procedures for signage.</li> <li>Automotive have receive funding for instructional equipment which was approved a few years ago.</li> <li>This money will be used to extend their area to be able to fit more cars.</li> <li>Lucile Beatty will be coming to the next meeting to talk more about it.</li> </ul>	
<b>Student Success Committee</b> <i>Ashley Patterson</i>	<ul style="list-style-type: none"> <li>No report</li> </ul>	

<p><b>Safety Committee</b> <i>Jim Gardner</i></p>	<ul style="list-style-type: none"> <li>• No report</li> </ul>	
<p><b>Sustainability Committee</b> <i>Jim Gardner</i></p>	<ul style="list-style-type: none"> <li>• No report</li> </ul>	
<p><b>College Council</b> <i>Joel Nickelson-Shanks</i></p>	<ul style="list-style-type: none"> <li>• Resolution number 1S Providing support for CCCC employees and students in defense of diversity and inclusion within our district.</li> <li>• Our police department will not detain anyone who is suspected to be undocumented.</li> <li>• Employees are not required to provide any information about our students to any immigration agents.</li> <li>• If we have any immigration agents in campus, they have to be referred to the Chancellor.</li> <li>• The vice president position will be open as soon as possible.</li> </ul>	
<p><b>3. Open Discussion</b> <i>All</i></p>	<ul style="list-style-type: none"> <li>• Natasha DeAlmeida, new Career Services Coordinator, came to give us information about the new Career Services Center and ask for support on advertising the services.</li> <li>• Job board is up and running on our website.</li> </ul>	
<p><b>4. Adjournment</b></p>	<ul style="list-style-type: none"> <li>• Meeting adjourned at 2:18pm</li> </ul>	