

CONTRA COSTA COLLEGE
Classified Senate Council Minutes

Date: Monday, April 17, 2017
Time: 12:30 pm – 1:55 pm
Location: SAB 211

Item	Discussion	ACTION ITEMS
1. Call to Order	Meeting called to ordered at 12:36pm	
2. Action Items		
a) Approval of agenda	<ul style="list-style-type: none"> • Megan McDermott motioned to approve the agenda and Joel Nickelson-Shanks second it. 	
b) Approval of minutes	<ul style="list-style-type: none"> • Evren Gurson recommended to update the minutes of 03/10/17 to state, “Our police department will not detain anyone who is suspected to be undocumented.” • Megan McDermott motioned to approve the minutes and Joel Nickelson-Shanks second it. 	
c) Approving final budget for 4CLI 2017 conference – <i>Jacqueline Lopez</i>	<ul style="list-style-type: none"> • We had five applicants for the CLI conference and four of them were approved. The fifth one was opted out because it was late. • Budget as of now is \$6198.07 • Want to allocate \$3500for the people who are going to CLI. • Funds per person will be \$950. • We have \$200 for other events that we want to do. • Evren Gurson motioned to approved the budget for the 3 people to go to CLI since Evren will not be attending. Joel Nickelson-Shanks second it. 	

<p>d) Approving allocation for mileage and hotel for Classified Senate Presidents' Retreat – <i>Jacqueline Lopez</i></p>	<ul style="list-style-type: none"> • Classified Senate President Retreat for Maritza Guerrero and Jacqueline Lopez • Registration \$25 per person • Less than \$100 per person • Will be this Friday April 21st 2017. • Megan McDermott motioned to approve the budget for the CSPR for Maritza and Jacqueline and Joel Nickelson-Shanks second it. 	
<p>3. Agenda Items</p>		
<p>a) Hobson's Starfish Update – <i>Ashley Patterson</i></p>	<ul style="list-style-type: none"> • Hobson's Starfish is an early alert tool that allows us to track our students on their academic progress. • Helps us communicate to be able to help students in different areas. • This Fall semester we piloted with three courses with Rick Ramos, Norma Valdez-Jimenez and Sherry Sharufa. They did a section where they were able to do a progress survey. • This tool has the capability of looking at deficiencies and it also reinforces when students are doing well. • Received a great feedback form the students. Students indicated that it would be great to have an app, which is not available yet. • Over 40 sessions have signed up to participate on the second part of the pilot. • Ashley Patterson is asking for the Classified Senate's support. 	
<p>b) Review election process in Bylaws – <i>Maritza Guerrero</i></p>	<ul style="list-style-type: none"> • We are up for election for president, vice president (as a one-year term) and secretary positions (two-year term positions). Treasurer position will run for one more year. 	

	<ul style="list-style-type: none"> We will also have four senator positions for 2 for two-year term and 2 for two-year term. 	
<p>c) Recruitment – Leticia Mendoza</p>	<ul style="list-style-type: none"> Leticia Mendoza & Megan McDermott will start a recruitment committee to bring more people to participate on the senate. They are planning on have events like “Coffee with the Senate” so people can come and meet the Classified Senate members and ask questions. Also planning on creating a welcome card with information about the senate and a flyer with resources for classified employees, which will be given to new employees. Trying to update our website with information about the Classified Senate. We will try to bring Brandy Howard to obtain more information on how update the Classified Senate Web page. 	
<p>d) Spa and Wellness budget allocation -</p>	<ul style="list-style-type: none"> Angel Chau and MaryKate Rossi are part of the committee. Almost \$2000 were spent last year because of the massage therapist and the makeup artist that we had. Joel Nickelson-Shanks found a cheaper alternative for the therapist. Because of that, we can allocate only \$2000 for the Spa and Wellness. If we want to do it after this fiscal year, we can move the money to the foundation account. 	
<p>e) Conference Guidelines/procedures (1st draft) – Megan McDermott</p>	<ul style="list-style-type: none"> Came up with guidelines for the process of applying to go to a conference. Created an application with guidelines on the back. 	<ul style="list-style-type: none"> The senate will review it and bring feedback to the next meeting.

	<ul style="list-style-type: none"> • Asked the committee to decide if we want a subcommittee to review the application. • May have to come up with different policies and procedures for annual conferences like CLI. • Need to decide on a penalty (question number 8) if they do not comply with the report that is required after going to the conference or workshop. 	
4. SENATE PRESIDENT REPORTS		
a) Joblinks – June 1st – Evren Gurson	<ul style="list-style-type: none"> • Registration will open on June 8th. • All campus presidents and the Chancellors will be present • Will have a total of 18 workshops. • An email will be sent with updates. 	
b) Campus Hiring Positions- Maritza Guerrero	<ul style="list-style-type: none"> • Vice president position is open. • Want to hire the new vice-president by July 1st. 	
5. College Committee Reports		
Budget Committee Brian Williams	<ul style="list-style-type: none"> • No report 	
Planning Committee Jacqueline Lopez	<ul style="list-style-type: none"> • Program review has a deadline of May 5th. • Waiting for African American studies to submit their evaluation. • Need to connect with deans of those programs who did not complete their evaluation. • Those programs who do not complete their evaluation will not receive funding unless they complete it. • Want to look at English and Math passing grades. • Passing credit courses has been changed to .25% and 1.4% for 	

	<p>co-requisite and high contact activities.</p> <ul style="list-style-type: none"> • There is no longer going to be a 142B class. 	
<p>Operations Council <i>Joel Nickelson-Shanks</i></p>	<ul style="list-style-type: none"> • Will move bulletin board, currently in front of the plaza, to the grass area. • Will post the policies and procedures for bulletin boards and signage. 	
<p>Student Success Committee <i>Joel Nickelson-Shanks</i></p>	<ul style="list-style-type: none"> • Found 12000 on equity funding. • Will come up with an application for people to apply for funding. • There will be an information session for those who are already working on a project funded by equity. 	
<p>Enrollment Management- <i>Ashley Patterson</i></p>	<ul style="list-style-type: none"> • CSSI survey for students has been discussed. • The survey reported a high usage of different services for students. • Want to focus more on male students. The college wants to do more work with male student population. • Will do a registration drive with giveaways trying to push registration. 	
<p>Safety Committee <i>Jim Gardner</i></p>	<ul style="list-style-type: none"> • No report 	
<p>Sustainability Committee <i>Jim Gardner</i></p>	<ul style="list-style-type: none"> • No report 	
<p>College Council <i>Joel Nickelson-Shanks</i></p>	<ul style="list-style-type: none"> • The district presented on basic skills classes. • The conversation was about ways to be more active inside the classroom. • Want to come up with different ways to increase our FTES. 	
<p>3. Open Discussion <i>All</i></p>		<ul style="list-style-type: none"> • An email will sent an email to ask classified if they want to move the meetings to Monday

4. Adjournment	<ul style="list-style-type: none">• Meeting adjourned at 2:18pm	
-----------------------	---	--