

CONTRA COSTA COLLEGE
Classified Senate Council Minutes

Date: Thursday, February 4, 2016

Time: 2:00 p.m. – 3:00 p.m.

Location: HS-3

Item	Discussion	ACTION ITEMS
1. Call to Order with Introduction of Guests	Meeting called to order at 2:20 pm by Jackie Lopez	
2. Action Items	NONE	
3. Agenda Items		
a. CCLC Ventura	The conference is on June 16 to June 18 2016. Early registration fee is \$550. There are eight people signed up so far. We need to determine how many people are going. The book is closing to submit the professional development form on February 21 st . Early registration is on March 1 st . (See attached professional development form).	Jackie will send out the professional development form again via email.
b. Job Links	Job links is on June 2 nd and will be held at DVC. Leave requests form must be filled out and submitted to your supervisors for approval to attend this event.	
c. Classified Fundraising Ideas and Procedures	Erika and Jackie had a meeting with Nick in regards to fundraising and he suggested that we open a “Foundation account”. He also suggested that we used vendors that will do all the work and just issue us a check of the percentage of the profit as oppose to us receiving money. Jackie suggested that we do a Jamba Juice fundraising by having them come out every other Friday and possibly doing two locations.	Erika will open a Foundation Account and Jackie will look into Jamba Juice Fundraising.
d. Classified Hourly Sick Leave		Tabled for next meeting

<p>e. New Classified Hires, Classified on Leave of Absence, Classified Retiring or Resigned</p>	<p><u>New Classified Hires:</u></p> <ul style="list-style-type: none"> • Travis Hiner – Theater Staging Specialist • Magda Mercado – Senior Administrative Secretary (LAVA Division) • Lawrence Punsalang – Special Students Programs & Services Assistant • Marykate Rossi – Office Assistant II- Counseling to Counselor Assistant • Karen Ruskowski – Senior Administrative Secretary/Curriculum • Amy Shen – Instructional Assistant, Art Department • Joanne Solano – Senior Admissions & Records Assistant (Transcripts Audit Specialist) • Evan Decker – Career Pathways Manager (Economic & workforce Department) <p><u>Classified on Leave of Absence:</u></p> <ul style="list-style-type: none"> • None <p><u>Classified Resigned:</u></p> <ul style="list-style-type: none"> • Vanessa Kersten (Athletics) • DeEboni Herron Nouredine (Counseling) • Jillian Sison (DSPS) <p><u>Classified Retired:</u></p> <ul style="list-style-type: none"> • JR Morroco (Drama/Knox) • Jeryl Landers (Athletics) • Sui-Fen Liao (A&R) 	
<p>f. New Classified Positions at CCC</p>	<ol style="list-style-type: none"> 1. Administrative Secretary 2. Admissions/Records Assistant I 3. Senior Account Clerk 	
<p>4. Senate President Reports</p>	<p>NONE</p>	
<p>5. Standing Committee Reports</p>		
<p>a. Classified Budget – Jackie Lopez</p>	<p>See attached yearly budget spreadsheet.</p>	
<p>6. College Committee Reports</p>		
<p>a. Budget Committee-Jackie Lopez</p>	<p>December Meeting was cancelled so there was nothing to report.</p>	
<p>b. Operations Council-Maritza Guerrero</p>	<p>December Meeting was cancelled so there was nothing to report.</p>	

c. Student Success Committee – Kelly Ramos		Tabled
d. Safety Committee-James Gardner		Tabled
e. Sustainability Committee-James Gardner		Tabled
Open Discussion		
	B. Next meeting is on March 4th. Location TBD.	
7. Adjournment	Meeting adjourn at 3:10pm	



CONTRA COSTA COLLEGE
Professional Development
GRANT APPLICATION

Internal Use Only
 Amount approved
 Date expense claim submitted
 Date report submitted
 Date expense claim processed

Academic Year _____ Application # _____ Date application rec'd _____

Directions: Please type, or print clearly. Incomplete applications will be returned. Return the application to the Professional Development Office at least three weeks before the planned event. Applications may be submitted until 6 weeks before the end of the semester or until all funds are encumbered.

- **All grants must be pre-approved.**
- **There is NO retroactive funding.**
- **Conference/workshop must be completed and all paperwork submitted to the Staff Development Office by the end of the first week in May (or other specified deadline).**

Name:	Employee ID number:
Department:	Division:
Phone number:	Email address:
I work <input type="checkbox"/> Full-time <input type="checkbox"/> Permanent-less-than-100%; specify % _____ <input type="checkbox"/> Part-time; specify load % or hours/week _____	Home address (optional) Number & Street: Apt. #: City/State/Zip:

Kind of Grant Requested

<input type="checkbox"/> Conference / Workshop <input type="checkbox"/> I will be a presenter as evidenced by attached description – see also estimated expenditures section <input type="checkbox"/> Department Project or Retreat	Title: Location: Inclusive dates:
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ATTACH brochure/flyer that describes the conference / workshop, including location, dates, and registration costs – OR – type a brief description below that includes the required information.

Indicate the Chancellor's Office Authorized Use for Professional Development funds that applies to your activity: (see separate sheet or PD website for more definitions & examples for each category)

1. Improvement of teaching
2. Maintenance of current academic and technical knowledge & skills
3. In-Service training for vocational education & employment preparation programs
4. Retraining to meet changing institutional needs
5. Intersegmental exchange programs
6. Development of innovations in instructional & administrative techniques & program effectiveness
7. Computer & technological proficiency programs
8. Courses & training implementing affirmative action & upward mobility
9. Other activities determined to be related to educational & professional development pursuant to criteria establish by the Board of Governors of the California Community Colleges, including, but not necessarily limited to, programs designed to develop self-esteem

Briefly describe the relation of your request to the Authorized Use selected above:

Indicate the Professional Development learning outcome that fits your activity:

	1. I will be able to use technology more effectively with the information/skills I learned today.
	2. My job skills have been enhanced by the information/skills I learned today, which may increase my opportunities for advancement.
	3. I will be able to use instructional models that are grounded in sound theoretical frameworks & good practice as a result of the information & skills I learned today.
	4. I will be able to create working & learning environments that are inclusive, engaging, challenging, relevant, welcoming, purposeful, & responsive to diverse cultures with the information/skills I learned today.
	5. My knowledge about the district and/or college has increased.
	6. My participation has increased my morale and well-being.

Amount requested: Have you applied for funds from any other source to help defray the expenses for this activity? Yes No If yes, complete the following:

Source(s)	Amount(s)

If you are going to be a presenter:

Is your registration fee waived? Yes No

Are you being paid or receiving a stipend for presenting: Yes No **If yes, provide amount:** _____

Estimated expenses (please fill out completely)

Registration fee:	
Travel costs:	
Hotel:	
Meals:	
Other (specify):	
TOTAL:	

Signature of Applicant _____ Date _____

Reimbursement Directions:

- Submit a **typed grant report**. Expense claims will not be processed without a completed report. (A copy of the report form will be sent with the notification of grant approval).
- Submit **original receipts** for all items with two (2) copies of your **Expense Claim** within **30 days of the event**. You will receive ONE email or phone reminder. Claims that are submitted after the date given in the reminder will not be processed and the grant will be cancelled.
- Submit a copy of your **Request for Leave** (with division dean signature). If your conference/workshop occurred during non-work hours, you still need to fill out a Request for Leave form and get it signed. (It's a liability issue, since you will technically be "on school business" while at the conference/workshop.)
- Note that Professional Development does not reimburse for the purchase of materials or membership fees.

Grant <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date approved/denied:	Grant number:
Amount approved	If denied, reason for denial:	
Date applicant notified		
Date report received	Date copy of Request for Leave received	
Date expense claim received	Date expense claim processed	

Signature of Professional Development Coordinator

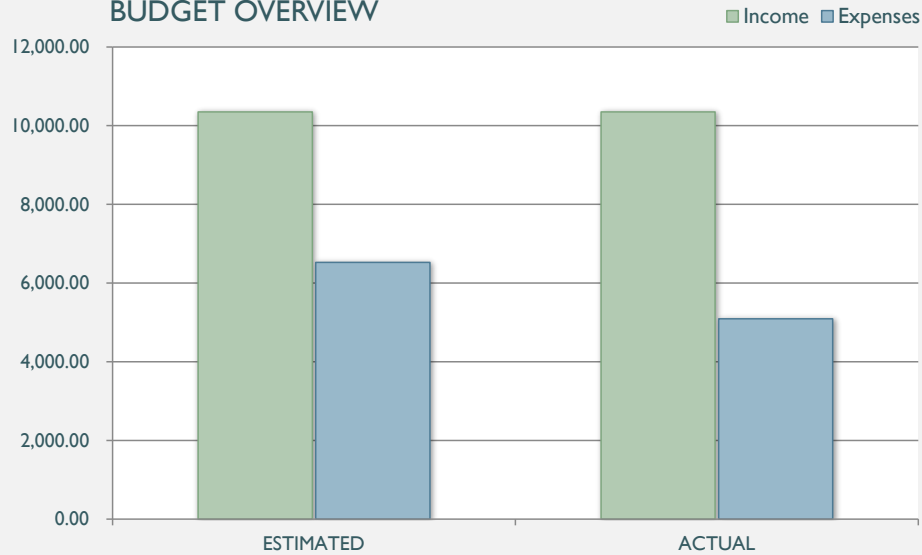
Date

FY 2015-2016 Classified Senate Yearly Budget

January 2016

BUDGET TOTALS	ESTIMATED	ACTUAL	DIFFERENCE
Income	10,350.00	10,350.00	0.00
Expenses	6,526.89	5,090.52	1,436.37
Balance (Income minus Expenses)	3,823.11	5,259.48	1,436.37

BUDGET OVERVIEW



WHAT ARE MY TOP 5 HIGHEST OPERATING EXPENSES?

EXPENSE	AMOUNT	% OF EXPENSES
Office supplies	1,746.89	34.3%
Allocated Budget-Wellness Day	1,481.26	29.1%
Allocated Budget-Holiday Party	929.12	18.3%
Summer BBQ	500.00	9.8%
Allocated Budget-CCLC Conference	415.75	8.2%
Total	5,073.02	99.7%

INCOME	ESTIMATED	ACTUAL	DIFFERENCE
Beginning Budget	10,350.00	10,350.00	\$ -
Fundraising			\$ -
Total	10,350.00	10,350.00	\$ -

PERSONNEL EXPENSES	ESTIMATED	ACTUAL	DIFFERENCE
Wages			\$ -
Employee benefits			\$ -
Commission			\$ -
Total Personnel	0.00	0.00	\$ -

OPERATING EXPENSES	ESTIMATED	ACTUAL	DIFFERENCE
Allocated Budget-Wellness Day	\$ 2,280.00	\$ 1,481.26	\$ 798.74
Allocated Budget-Holiday Party	\$ 2,000.00	\$ 929.12	\$ 1,070.88
Allocated Budget-CCLC Conference		\$ 415.75	\$ (415.75)
Summer BBQ	\$ 500.00	\$ 500.00	\$ -
Maintenance and repairs			\$ -
Office supplies	\$ 1,746.89	\$ 1,746.89	\$ -
Postage			\$ -
Refreshments		\$ 17.50	\$ (17.50)
Registration			\$ -
Shipping and storage			\$ -
Supplies			\$ -
Total Operating	\$ 6,526.89	\$ 5,090.52	\$ 1,436.37