

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

**Date:** Friday, January 13, 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>		
<b>a) 1<sup>st</sup> Read Grant Business Procedure</b>	<ul style="list-style-type: none"> <li>• District has changed grant procedures. Classified Senate members have to read it and provide their feedback.</li> <li>• Have it approved before the next CSCC meeting which will be on the 17<sup>th</sup> but we will let them know that we are going to have it ready on the 2<sup>nd</sup> read.</li> </ul>	
<b>b) 1<sup>st</sup> Read Distance Education Strategic Plan</b>	<ul style="list-style-type: none"> <li>• It has a 5 step goal.</li> <li>• Need to check that out and give feedback</li> </ul>	<ul style="list-style-type: none"> <li>• Jaqueline Lopez will send an email with all the information so classified staff can take a look at it.</li> </ul>
<b>c) Approve Allocation for Spa and Wellness Day</b>	<ul style="list-style-type: none"> <li>• Total expenses las year was \$2000</li> <li>• Will try to do it during Spring break this year.</li> <li>• Thinking about having a yoga session that maybe one of our instructors.</li> <li>• \$2000 will be allocated again this year for the Wellness Day.</li> <li>• Evren thinks that we should allocate less than \$2000</li> <li>• Lorena Cortez proposed to allocate \$1700. Jacqueline Lopez said we can allocate \$1500.</li> <li>• Lorena Cortez motioned to allocate \$1500 for the Spa and Wellness Day.</li> <li>• Elizabeth Bremner second the motion.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Motion to approve the \$1500 for the Spa and Wellness Day has been approved.</li> </ul>	
<p><b>d) Approve reimbursement for mileage to DGC and CSCC meetings for Jacqueline Lopez and Maritz Guerrero (October, November, December and January)</b></p>	<ul style="list-style-type: none"> <li>• Reimbursement for mileage to DGC and CSCC for Jacqueline Lopez and Maritz Guerrero has been approved by...</li> </ul>	
<b>3. Agenda Items</b>		
<p><b>a) 4CLI Conference, Tahoe City</b></p>	<ul style="list-style-type: none"> <li>• 25<sup>th</sup> Anniversary, so they are having a very formal ballroom theme. Planning to send around seven people. One from each area, maybe two, depends on funding.</li> <li>• Will take into consideration people who participate more with committees, etc.</li> <li>• The committee is trying to send Angel, but since she is not hourly, so it would have to be out of pocket. Will try to figure out how to get Angel to go.</li> <li>• Also, would like to figure out a way to rotate the people who go, because some people go every year, while others do not. This way everyone gets opportunity to go.</li> <li>• Will try to find ways to raise money for those who are not able to attend conferences due to funding issues.</li> <li>• Conference is for classified, but would like to budget only for people that are actually going to participate.</li> <li>• Hoping to do a team building exercise with the funding.</li> </ul>	
<p><b>b) Equity funding – Mayra Padilla</b></p>	<ul style="list-style-type: none"> <li>• Previous years, there were extra dollars to fund the conference. This year, the committee is not sure if there will be extra money.</li> <li>• First weekend of February, first meeting with committee</li> </ul>	

	<p>to discuss funding for conference. Parking lot available, so people can put in their requests, and as money becomes available, different requests will be funded.</p> <ul style="list-style-type: none"> <li>• For conference funding, the committee may come to the student success meeting and put in a request, but it is important to present strong argument as to how the conference is going to fit into any of the Equity Outcomes.</li> </ul>	
<p><b>c) Classified Employee Enhancement Program funding</b></p>	<ul style="list-style-type: none"> <li>• CEP funding (\$600 per fiscal year) can be used for the conference.</li> <li>• Make sure to provide original receipts to be able to get reimbursed</li> </ul>	
<p><b>a) Spa and Wellness Day creating sub-committee</b></p>	<ul style="list-style-type: none"> <li>• Thinking of doing Spa and Wellness Day in spring during Spring Break, but not on a Friday.</li> <li>• Will not get same people because were too pricey.</li> <li>• Angel proposed March 31<sup>st</sup> (will be the week before Spring Break) because it works best for Culinary Arts.</li> </ul>	
<p><b>b) Classified Senate Coordinating Council Annual Leadership Retreat held at CCC Standing Committee</b></p>	<ul style="list-style-type: none"> <li>• Planning to have it here at CCC to showcase the campus.</li> <li>• Classified Senate Coordinating Council is paying for the food and Jaqueline Lopez is helping them coordinate.</li> <li>• They want a faculty member to do a workshop on self-improvement or professional development. They also want a leadership speech from Mojhdah or the new chancellor.</li> <li>• The plan is to do it in May.</li> </ul>	
<p><b>3. Standing Committee Reports</b></p>	<ul style="list-style-type: none"> <li>• No report</li> </ul>	

<i>No items</i>		
<b>4. College Committee Reports</b>		
<b>Budget Committee</b> <i>Brian Williams</i>	<ul style="list-style-type: none"> <li>• No report</li> </ul>	
<b>Planning Committee</b> <i>Jacqueline Lopez</i>	<ul style="list-style-type: none"> <li>• No report</li> </ul>	
<b>Operations Council</b> <i>Lilly Harper</i>	<ul style="list-style-type: none"> <li>• No report</li> </ul>	
<b>Student Success Committee</b> <i>Ashley Patterson</i>	<ul style="list-style-type: none"> <li>• No report</li> </ul>	
<b>Safety Committee</b> <i>Jim Gardner</i>	<ul style="list-style-type: none"> <li>• No report</li> </ul>	
<b>Sustainability Committee</b> <i>Jim Gardner</i>	<ul style="list-style-type: none"> <li>• No report</li> </ul>	
<b>College Council</b> <i>Joel Nickelson-Shanks</i>	<ul style="list-style-type: none"> <li>• No report</li> </ul>	
<b>5. Open Discussion</b> <i>All</i>	<ul style="list-style-type: none"> <li>• The president would like to know when the best time to do the end of year barbecue is. They would like to include faculty so summer would not be the best time for them to attend. It may be done during May.</li> <li>• Management wants to pay for it.</li> </ul>	<ul style="list-style-type: none"> <li>• Jaqueline Lopez will send out an email to all classified about the Staff Appreciation BBQ is.</li> </ul>
<b>6. Adjournment</b>	<ul style="list-style-type: none"> <li>•</li> </ul>	