

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

**Date:** Friday, February 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 12:35pm	
<b>2. Action Items</b>		
<b>a) Approval of Minutes</b>	b) Joel Nickelson-Shanks motion to approve the minutes from January 13 2017. c) Jacqueline Lopez second the motion. Minutes from January 13 <sup>th</sup> , 2017 have been approved.	
<b>d) Purchase of a wireless mouse and computer case - Maritza Guerrero</b>	<ul style="list-style-type: none"> <li>• Joel motion to approve the purchase of a mouse and the case for the price of \$100 Evren second the motion.</li> </ul>	
<b>3. Agenda Items</b>		
<b>e) Campus Advertising Policy Lorena Cortez</b>	<ul style="list-style-type: none"> <li>• Reinforcing the policy to post flyers and signs, electronic signs, other including electronics and computers. Joel Nickelson-Shanks and Brandy Howard are in charge of updating this.</li> <li>• Brandy (public Information Officer) may be the one approving signs.</li> <li>• Bulletin boards will be a different discussion.</li> <li>• Lorena brought the updated campus Advertising and Non-Permanent Signage which comes from College Policy 3007 adopted by Operations Council, May 11, 1992.</li> <li>• We can start our media request form for IT on line and we need to get a timeline.</li> </ul>	

	<ul style="list-style-type: none"> <li>• The committee suggested combining E and F because it talks about the same thing.</li> <li>• Evren suggested to use the same form to also advertise events on the website.</li> </ul>	
<b>f) <i>Morale Survey – Lorena Cortez</i></b>	<ul style="list-style-type: none"> <li>• Survey The college Council wants to focus on one right now. Constituencies need to identify what can be more effective.</li> <li>• A survey will be send to each constituency to obtain feedback. Classified and students will be included. Identify and describe can it is broken and what we can improve.</li> <li>• ASU will be representing students.</li> </ul>	
<b>g) <i>Skype for Business Jacqueline Lopez</i></b>	<ul style="list-style-type: none"> <li>• Skype for business is not only video chatting it is also use to instant message each other.</li> <li>• Find it on outlook under contacts. Click on a person and start chatting.</li> <li>• To access it Start menu type in Skype for business and enter your log-in info (user name is your Insite email and your Insite password).</li> <li>• Need to let all classified know.</li> <li>• Easier and faster than text messaging.</li> <li>• You can save and print your conversation.</li> <li>• You can attach files.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>h) <i>Professional Development Fund- Andrew</i></b>	<ul style="list-style-type: none"> <li>• Classified Professional Development date will be Wednesday April 5<sup>th</sup> from 8:00 to 4:00pm. Need to secure the presenters to verify the end time.</li> <li>• Culinary will provide breakfast and lunch. Need to send feedback to Andrew about menu.</li> </ul>	<ul style="list-style-type: none"> <li>• Andrew will check times of all the proposed workshops and will report to classified so we can select workshops.</li> <li>• Brenda will visit classified stall to invite them.</li> </ul>

	<ul style="list-style-type: none"> <li>• Proposed workshops are: Email Adequate , Zumba, Cooking, CPR and AET.</li> <li>• Lorena proposed to have a workshop on Public Speaking.</li> <li>• Need to submit a Request for Leave for this date.</li> <li>• Professional development fund for full time staff is \$350.</li> <li>• Need to submit applications for reinvestment ahead of time for approval.</li> <li>• It is ok to turn in copies of receipts to obtain the reimbursement.</li> </ul>	
<p><b>i) 4CLI Registration-Finalize List of Attendees</b></p>	<ul style="list-style-type: none"> <li>• Registration is open. Early birth registration is on March 3<sup>rd</sup>.</li> <li>• Evren will no longer will be the Area Rep. still will attend the conference.</li> <li>• Need to attend the professional development meeting on February 28<sup>th</sup> to request funds for the conference registration.</li> <li>• Deadline for people interested in presenting is February 24<sup>th</sup>.</li> <li>• People who went last year to the conference will be asked to be part of the senate (Marykate Rossi, Minda and Jacqueline Lopez) in the upcoming elections which is in May.</li> <li>• Erika Green is terming out, so president's position will be available.</li> <li>• Additional charge for food if you are planning on bringing a guest.</li> <li>• Need to book the hotel ASAP</li> <li>• Lorena Cortez proposed to set up a deadline for people who are interested in going to the 4CLI conference.</li> <li>• Maritza Guerrero motion to set up February 16<sup>th</sup> 2017 as a deadline.</li> <li>• Leticia Mendoza second the motion.</li> </ul>	<ul style="list-style-type: none"> <li>• An email will be sent out to ask people to contact the senate if interested on attending the conference.</li> </ul>

	<ul style="list-style-type: none"> <li>• Motion to make February 16<sup>th</sup> the deadline has been approved.</li> </ul>	
<b>j) AP1900.03-1<sup>st</sup> Read</b> <b>Jacqueline Lopez</b>	<ul style="list-style-type: none"> <li>• Jacqueline Lopez motion to table it for next meeting</li> </ul>	
<b>k) Joblinks</b> <b><i>Evren Gurson</i></b>	<ul style="list-style-type: none"> <li>• Joblinks will be held at CCC on June 1 2017.</li> <li>• Expect 200 guests.</li> <li>• If interested in volunteering let Evren know.</li> <li>• We will have a campus tour for people who have not seen our new buildings.</li> <li>• Chef Nader will be catering</li> <li>• New chancellor will be present</li> </ul>	
<b>l) Classified Senate Budget</b> <b><i>Maritza Guerrero</i></b>	<ul style="list-style-type: none"> <li>• Expenses are the following: Budget of \$604.86 allocated for a computer, \$8.00 for a flash drive, other supplies, holiday party decorations, food, travel and mileage.</li> <li>• Current budget \$7358.07</li> </ul>	
<b>3. Standing Committee Reports</b>	<ul style="list-style-type: none"> <li>•</li> </ul>	
<i>No items</i>		
<b>4. College Committee Reports</b>	<ul style="list-style-type: none"> <li>• Advertising and morale survey.</li> </ul>	
<b>Budget Committee</b> <b><i>Brian Williams</i></b>	<ul style="list-style-type: none"> <li>• No report</li> </ul>	
<b>Planning Committee</b> <b><i>Jacqueline Lopez</i></b>	<ul style="list-style-type: none"> <li>• New validation team structure. Trying to create teams to be part of the program review which is web based. Committees will not have to get together, they can do it at their desk.</li> <li>• It is a two year commitment for people who are interested let Jacqueline Lopez or Wayne Organ know.</li> </ul>	
<b>Operations Council</b> <b><i>Lilly Harper</i></b>	<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>Revising the application of people who applied for funds.</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> <li>Classified Senate will be held the second Friday of the month.</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>Next meeting will be on March 10<sup>th</sup></li> <li>Meeting adjourns at 2:05pm</li> </ul>	