

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

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| | <ul style="list-style-type: none"> • Evren Gurson will be creating an online voting ballot • People who want to nominate themselves will be given a month to apply. • Classified staff will be given a week to vote. • 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. • 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. | |
| e) Bylaws – Leticia Mendoza | <ul style="list-style-type: none"> • Need to write policies and procedure on the process of applying for applying for conferences. • That includes deadlines for senate to announce conference opportunities and deadlines for classified staff to apply. | <ul style="list-style-type: none"> • Lorena Cortez, Leticia Mendoza, Meagan McDermott and Elizabeth Bremner will meet to develop the policies and procedures. |
| 4. SENATE PRESIDENT REPORTS | | |
| a) Joblinks – June 1st | <ul style="list-style-type: none"> • Need volunteers to set up signs, directing vendors, campus tours. • We will have over 200 guest from DVC, LMC and District office. • The chancellor and presidents from all three colleges will be present • We will have two sessions with a total of 14 workshops • Another reminder email will be sent at the end of March or beginning of April | <ul style="list-style-type: none"> • An email will be sent with all the areas where we need volunteers for people to sign up and help. |
| b) Staff Appreciation | <ul style="list-style-type: none"> • Leticia Mendoza went around asking people about the two proposed dates for staff | |

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| | <p>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.</p> <ul style="list-style-type: none"> • | |
| c) CLI Conference | <ul style="list-style-type: none"> • Will be open back on Monday March 13th for more people to apply. Will follow the same criteria. • We can send up to five people to go. | |
| 5. College Committee Reports | | |
| Budget Committee <i>Brian Williams</i> | <ul style="list-style-type: none"> • Did not meet | |
| Planning Committee <i>Jacqueline Lopez</i> | <ul style="list-style-type: none"> • Working on new processes for program review • The entire review process has been restructured. | |
| Operations Council <i>Lilly Harper</i> | <ul style="list-style-type: none"> • Have revised the composition which was not updated on the handbook. • Two classified have to be part of the Operations Council for the college procedures. • Brandy Howard and Joel Nickelos-Shanks are working on procedures for signage. • Automotive have receive funding for instructional equipment which was approved a few years ago. • This money will be used to extend their area to be able to fit more cars. • Lucile Beatty will be coming to the next meeting to talk more about it. | |
| Student Success Committee <i>Joel Nickelson-Shanks</i> | <ul style="list-style-type: none"> • No report | |

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| Safety Committee <i>Jim Gardner</i> | <ul style="list-style-type: none"> • No report | |
| Sustainability Committee <i>Jim Gardner</i> | <ul style="list-style-type: none"> • No report | |
| College Council <i>Joel Nickelson-Shanks</i> | <ul style="list-style-type: none"> • Resolution number 1S Providing support for CCCC employees and students in defense of diversity and inclusion within our district. • Our police department will not report with immigration anyone who is suspected to be undocumented. • CCC Police department will not put an immigration hold on those individuals who are suspected to be undocumented. • If we have any immigration agents in campus, they have to be referred to the Chancellor. • The vice president position will be open as soon as possible. | |
| 3. Open Discussion <i>All</i> | <ul style="list-style-type: none"> • 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. • Job board is up and running on our website. | |
| 4. Adjournment | <ul style="list-style-type: none"> • Meeting adjourned at 2:18pm | |