**CONTRA COSTA COLLEGE**

**Classified Senate Council Minutes**

**Date: Monday April 20, 2020**

**Time: 12:30pm-1:30pm**

**Location: Zoom Meeting** <https://4cd.zoom.us/j/5825755564>

Missing: Jenna Hornbuckle. All others in attendance.

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| **Item** | **Discussion** | **ACTION ITEMS** |
| 1. **Call to Order with Introduction of Guests** | * Classified Senate President: Brandy Gibson * Classified Senate Vice President: Michael Simpson * Secretary: Jenna Hornbuckle * Treasurer: Jacqueline Ore * 4CS Associate Member: Kate Weinstein * Classified Senate Senators: * Natasha DeAlmeida, Demetria Lawrence, Leticia Mendoza |  |
| **2. Action Items 12:30pm-12:35pm** | * Approval of minutes and agenda- Brandy Gibson | Motion to approve Agenda by Michael Simpson. 2nd by Kate Weinstein.  Motion to approve March Minutes by Kate Weinstein, 2nd By Jacqueline Lopez. |
| 1. **Agenda Items** |  |  |
| * 1. COVID-19 Response Update- Brandy Gibson | Working Remotely through end of April until at least May 4th.  Remote Instruction through end of Spring term and through Summer 2020.  Jackie- Potentially 2 weeks away from going back to campus. Is there a discussion about who will be coming back and what precautions are in place? Ie, washing hands, using sanitizer.  We will provide updates when available.  Brandy thanks classified staff for their work with students. |  |
| 1. Strategic Plan First Read- All | Do the goals of the Strategic Plan reflect the work we are doing?  Mayra will send out a reminder with the survey link for the Strategic Plan. Original Survey sent Monday April 13. Survey ends midday Tuesday April 21.  There will be a forum this Friday via zoom.  Brian- Commented that management should ensure that participation in participatory governance should be a part of their job. More encouragement from management is needed.  Brandy- Classified Senate has funds to help backfill positions. Create a strategy to backfill classified positions so they can participate in classified senate and participatory governance activities.  Brian- Foster a culture where it is just as important to participate with classified senate governance activities as it is to participate in their assigned work.  ISER:  Mayra- |  |
| 1. Review of BB2200.0- All | Brandy- Information for Classified Staff. Made some suggestions to the procedure.  Brandy & Michael will work to complete a few sentences to explain what Classified Senate does.  Jackie- Suggests changing Classified “Staff” to Classified Professional. |  |
| 1. JobLinks Update- Jenna Hornbuckle/Christina Craig-Chardon | Christina- JobLinks committee has been meeting, due to Shelter in Place orders we have decided to cancel joblinks. Once back on campus we do not know when we will be able to meet in large groups. JobLinks 2021 will be the next JobLinks program. The committee is working on sending out an announcement and will share professional development opportunities through the InSite Growth tile. |  |
| 1. Discretionary Funds Update- Brandy Gibson | Brandy- The discretionary fund cannot be spent, but Interim Chancellor Gene Huff has agreed to roll over unspent funds from 2019-2020 to 2020-2021, provided that there is not a hugh budget change in the May revise (Kate mentioned that it may be a August Revise). |  |
| 1. Elections Updates- Brandy Gibson | Timeline for election is put together. Email will go out this afternoon. 2 executive and 2 senator roles will be open. Committee will send out an online ballot on May 11 and run through May 29th.  Treasurer roll is up for elections. The Treasurer is up for election is because the roll was filled outside of elections. Normally this is a two year assignment. |  |
| 1. Guided Pathways Update | Demetria- Guided Pathways is still meeting. Meeting again Thursday April 23. Discussion around All College Day event (up in the air). Pedagogy group will meet to discuss discussions campus wide.  Hoping to use All College Day to share scales of adoption of Guided Pathways, but we do not know what the day may look like. |  |
| 1. Caring Campus Update- Brandy Gibson | Brandy- CCC Was accepted to Caring Campus and assigned a Coach, but this was before the campus closure. We are discussing what this will look like through remote service.  30 minute webinar will be sent out, but will not replace the kickoff event. |  |
| 1. **College Committee Reports** | Budget: Brian- Met to review resource allocation. Meeting again Wednesday April 22  Operations: Brian- Meeting scheduled for first virtual meeting  Student Success: No update. The committee did meet. Cochair model, and students will always share cochair going forward. Rod Santos has agreed to cochair the rest of this year and next fiscal year. Email to come.  Planning: Kate- Focused on Strategic Plan.  College Council: Brandy- VP Search is continuing. Open forums on May 5th. Open up to questions and feedback. Reviewed Strategic Plan and ISER. Made adjustments to Handbook |  |
| 1. **Open Discussion** | Sustainability: Christina- Cancelled events due to COVID-19 |  |
| 1. **Adjournment** | Meeting Adjourned by Brandy at 1:20pm. |  |