**CONTRA COSTA COLLEGE**

**Classified Senate Council Minutes**

**Date: 12/21/20**

**Time: 12:30PM-1:30PM**

**Location:** <https://4cd.zoom.us/j/95458737014>

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| **Item** | **Discussion** | **ACTION ITEMS** |
| 1. **Call to Order with Introduction of Guests** | * Meeting called to order at 12:30pm |  |
| **2. Action Items** | * Kate motions to approve, Zaira seconds to approve the agenda * Michael Z. motions to approve minutes, Kate seconds | * Agenda approved * Minutes approved |
| **Professional Development Budget** | * Equity talk, equity walk on the 29th. $2,000 speaker’s fee * Will come out of classified budget * Have $8,000 available from unused funds last year Currently have $14,000 + in account. * Question: what will she talk about? Only student centered information? Or Classified issues? * Will look at data, for type of outreach, look at programs offering, redevelop first year experience, focus on student engagement * Want: Develop high impact practices * Jenna motions to approve the $2,000 for the guest speaker, Michael Z. seconds | * Guest speaker budget approved for $2,000 |
| 1. **Agenda Items** |  |  |
| * 1. Professional Development | * Spring Break PD. Day 1 Dr. McNair 2. CCSIG De-escalation strategies. Day 3: Ways to work electronically (new features office 365, new features in Zoom, presentation on how to improve LinkedIn presence). Day 4 Cooking Demo * There has been push for more classified PD * Chanel will have specific hours for classified PD * Fall: more continuous PD/happen more often * Our coordinator is part time hourly, so we should push for a full time position. |  |
| 1. President search committee | * 2 spaces on hiring committee (1 paper, 1 first interview) * How can we intentionally find someone? * The recent ones have been with a form and those names are taken and a subgroup decides based on demographics of committee and knowledge of position, we put forward 3 names and an alternate * Do we want to continue doing it the way we have in the past or do it differently? * Decided to let executive council to choose candidates to be on hiring committee | * Executive council will nominate 2 classified professionals to sit on committee |
| 1. Caring Campus | * Student services doing a “ask me” zoom room. Tutoring will host room. There will break out rooms. * Please sign up for time slots * Caring Campus will present 10-15minutes at All College Day * Campus-wide classified training on caring campus agreements * There is a method of contact part of the sheet to help direct people of who to call when if you need someone to help you with the student * Suggestion to keep Teams for student services available * Marketing will send out info about hub * Discussion of Welcome Center to provide some briefings/new information/ possibly a SharePoint drive |  |
| 1. JobLinks | * Take place virtually * CCC’s senate responsibility to put together * Agree to do virtual “JobLinks Lite” * Brandy will reach out to district PD, equity deans at various campuses, to help secure speak 1 hour equity talk * Check with 4CS * If you’re interested in co-chairing, contact Brandy |  |
| 1. **College Committee Reports** | * None |  |
| 1. **Open Discussion** | * Holiday on Jan 18 * Many people want a 1/11 meeting at 12:30-1:30 * Let brandy know what you would like to see |  |
| 1. **Adjournment** | * Adjourned at 1:21pm |  |