**CONTRA COSTA COLLEGE**

**Classified Senate Council Minutes**

**Date: 11/16/20**

**Time: 12:30PM**

**Location: https://4cd.zoom.us/j/98996190689**

Attendance: Brandy Gibson, Jenna Hornbuckle, Kate Weinstein, Michael Simpson, Michael Zephyr, Kelly Ramos

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| **Item** | **Discussion** | **ACTION ITEMS** |
| 1. **Call to Order with Introduction of Guests**
 | * Meeting called to order at 12:31pm
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| **2. Action Items: Approve Agenda and Minutes and decide meeting time** | * Michael S. motions to approve agenda, Michael Z. seconds
* Remove “to in part b” in Minutes
* Space for Hector’s name and Richard’s last name is misspelled
* Notified, review misspelled
* Change operations “meeting time” 2:30-3:30pm, 2nd and 4th Wednesday Operations approved the change to the co-chair model at our 10-12-2020 meeting.
* Kelly motions to approve minutes with amendments, Jenna seconds
 | * Agenda and minutes with amendments approved
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| 1. **Agenda Items**
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| * 1. JobLinks update
 | * Need to get a committee together
* LMC/DVC will have same people from last year
* Jenna will step down as co-chair
* Christina has some questions about the virtual nature of the event
* Suggestion of a survey to ask classified staff about virtual JobLinks
* Brandy will contact Christina and talk to coordinating council about a survey
* Call for folks to join JobLinks committee: Jackie is interested in staying involved
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| 1. Spring break professional development
 | * Last year we didn’t have it
* How would we like to structure it for this spring break?
* Ideas:
* development for “managing up”
* Project management coaching
* Should we have one day of professional development or held throughout M-Thu
* Many people support multiple days and double workshops, one for the morning and one for afternoon so that it gives more opportunity for folks to attend
* Usually $1k-1.5k used from professional development funds
* Funds were rolled over from last year due to pandemic, so we have some extra money
* Suggestion for LinkedIn training
* Suggestion for CCSIG and mental health
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| 1. Caring campus update
 | * 4th coaching session finished
* Initiatives were decided and will be presented to campus leadership team on 12/2 2-4pm. 5 volunteers will present to leadership
* Commitments for ask me campaign virtual and make something fun for students
* Leadership to discuss how they will commit to supporting the work. A lot of it is what we already do, but not across the board
* Review the commitments: learning about other departments, first week greetings (virtual is phone banking), warm referrals (follow up!)
* Suggestion to put some responsibility on management to implement
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| 1. Classified recognition
 | * Propose classified funding for a recognition
* Every month, recognition and gift card
* Set $600 from 10,000
* People will nominate
* Michael S. motions for vote, Michael Z. seconds
* Roll call vote to approve expenditure: All vote yes, still need vote from Leticia
* Suggestion for a plaque or something to display in addition to gift card
 | * Classified recognition awards approved
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| 1. IEPI update
 | * IEPI, strategic enrollment management didn’t go anywhere due to leadership transitions
* Going out for IEPI
* How are documents available, information about committees, which are brown act, this funding will allow us to look at the policies and procedures manual which is currently outdated
* Funds will be used to digitize, organize,
* Will begin to look at policies and procedures that need to be modified which will come through the senate for approval
* Integrating planning and resource allocation process
* How we can institutionalize positions
* Involvement is needed
* Learning outcomes tied to strategic initiatives
* SLO/AUO committee: needs 2 people
* This is the first time classified are being asked to be involved
* Lumen will be used for AUO and information will come up
* Want a process that can be used
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| 1. **College Committee Reports**
 | * **CSCC**: board-docs might be tool used to display minutes/agendas for senate
* Goals were reviewed and considering updating by-laws
* Discussion of communication and strategies for increased participation. Hourlies and sitting on senate to see if this can be changed
* **Budget:** reviewing and approving CARES act funding. Timeline will be discussed for more standard resource allocation process.
* **Operations:** charging inverters for parking lot Wi-Fi access, but not feasible to install. Thinking of providing cigarette lighter chargers. Clarify responsible, and proposal for integrated system of security cameras. Review 5 year facilities plan. Safety committee reports operations, but no process previously to make reports, that’s been changed.
* **Student Success**: technology is going out to students, heard from SLO committee, social justice committee discussion
* **College council**: talked about governance structure more available on website. Discussion to make the graphic clickable to link to senate info. Approved CARES act funding. Collegiality and action. Guided Pathways presentation
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| 1. **Open Discussion**
 | * Scholarship funding: $500 raised through Brandy’s birthday
* Food fundraiser postponed due to new restrictions
* C-WIDE got book equity talk to equity walk
* Chapter 1 will be shared out to everyone. Book club reading week of Thanksgiving.
* Update from Dr. Bell? A lot of this happened before his time, Would like more equitable options in the future
* He was not available for November
* What should we do about December meeting date?
* Poll sent out about December meeting
* 64% voted for 12/14 next meeting
* Reminder Academic Senate meeting today to discuss support of DE recommendation Proctario
* 2 surveys are going out this week from Brandy
 | * Next meeting voted for 12/14/20
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| 1. **Adjournment**
 | Meeting adjourned 1:36pm |  |