**CONTRA COSTA COLLEGE**

**Classified Senate Council Minutes**

**Date: October 19, 2020**

**Time: 12:30pm**

**Location: ZOOM**

In Attendance: Brandy Gibson, Michael Simpson, Jenna Hornbuckle, Kate Weinstein, Kelly Ramos, Jim Gardner, Hector Moncada, Evren Gurson, Chantel Barton, Christina Craig-Chardon, Brian Williams, A. Saechao, Demetria Lawrence, Luana Waters, Cile Beatty, Vanessa Mercado, Maritza Guerrero, Richard Stollings, Carla Matute, Elizabeth Bremner, Leticia Mendoza, Michael Zephyr.

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| **Item** | **Discussion** | **ACTION ITEMS** |
| 1. **Call to Order with Introduction of Guests**   Cile Beatty |  |  |
| **2. Action Items** | Motion to approve the Agenda:  Kelly motions to approve  Leticia 2nds    Motion to approve the Minutes from September 21, 2020:  Kate motions to approve  Jenna 2nds | Evren motions to amend meeting minutes to include commenter’s first and last name in minutes.  Kelly 2nds  Motion carries |
| 1. **Agenda Items** |  |  |
| * 1. 3vp Structure: | Dr. Bell- Tabled. Called into meeting with new Chancellor. |  |
| 1. Classified Professional Development Needs- Cile Beatty | * Classified Professional Development Needs- Cile Beatty   Cile Beatty: Thought of sending out a survey. What is the best way to ask questions? Goal is to be an advocate for Classified. Acknowledges the work Classified has been doing.  Kelly Ramos: I think for me the 3 VP structure is a done deal. My ask would be to get something in writing to in regards to guidelines that leadership uses when making the decision to have classified go through the reclassification process versus being able to call it a “restructure” so that management can then promote without the process.  Christina Craig-Chardon: Support for Colleague. It would be nice to have more training as well as would like more equity training for Student Services around interpersonal interactions.  Cile Beatty: Would like feedback from Survey about what is lacking in terms of Professional Development and to use as leverage. The Survey responses would be anonymous.  Kate Weinstein: Looking at Racial Bias/Anti-racist/equity training as part of C-WIDE. Also looking at de-escalation training and how to work with students with Mental Illness and homeless students.  Brandy Gibson: Also discussed equity for our undocumented students.  Brandy Gibson: Is there PD we can offer in support of our DSPS and Veteran students?  Hector Moncada:  Cultural Sensitivity Training. Knowing what we should and shouldn't ask Veteran Students. Mindful of passed traumas.  Richard Stollings: Providing advanced notice of campus wide events so students with disabilities can be provided with accommodations.  Demetria Lawrence: Sensitivity Training for Adult and formerly incarcerated students to ask probing questions to identify additional needs and resources. More customer-service training  Michael: Leveraging data collected on CCC Apply application such as DSPS, Financial Aid, Veteran and Tutoring resources.  Vanessa Mercado: Is there some way to streamline Mini PD Grant applications and disbursement of PD Funds. Be more inclusive of colleagues who may have the same title as another on campus who may not know about the funds.  Chantel Barton: Applications should be submitted 6-8 weeks prior to an event to use PD grants. The committee meets the 4th Monday of every month so Classified should be notified prior to the event if approved.  Elizabeth Bremner: Can we receive a pre-approval of reimbursement when using PD funds? Not all Classified know of workshops far enough in advanced.  Kelly: Not all Classified may have funds to pay in advanced for airfare or hotel, so offering prepayment would be beneficial.  Cile: Will look at different models that may be more successful/equitable than current model.  Vanessa: maybe a "classified"  p-card with a budget/credit limit of the amount reserved for classified and that can be the method of payment for the pre-approved mini grants  Elizabeth: could we also maybe get email reminders a week before that committee meets to approve? Folks are so busy they often prioritize their own PD needs last and then miss the approval meeting deadlines.  Kelly: Some of the policies and procedures we have in place have been there for years and at this point if classified are not utilizing funds then we should probably re-evaluate the process. We need to look at what policies and procedures are there due to ed code, etc. that we cannot change and what was done just out of convenience or a reaction at that time.  Brian Williams: I'm definitely in agreement with the need to get pre-funding allowed for PD in general, and will also chime in to encourage Classified to apply for CEEP funding when there's something that people need to have pre-paid, since the Local 1 contract explicitly allows for CEEP to pre-pay eligible things. |  |
| 1. Fundraising for Scholarships | * Fundraising for Scholarships   Brandy: We currently do not have enough funds for even one scholarship.  Kelly: Asking for donations to Foundation for Birthday campaigns?  Demetria: Amazon Smiles could be an option.  Brandy, Demetria, and Kelly will begin planning for some sort of campaign to raise funds.   Hector Moncada: Raffle? |  |
| 1. **College Committee Reports** | Planning: Demetria Lawrence- Robust discussion on tying student outcomes to program revue. How do we make our student learning outcomes valuable to our work?   Budget Committee: Michael Zephyr- Working on finalizing form for CARES Act. A little over 1 million dollars in the budget.   Operations: Brian Williams- We’ve been talking about changing meeting time to 2nd and 4th Wednesday afternoons 2:30-3:30PM. Looking at changing Chair Model to have a permanent chair who would be VP of Instruction and would rotate between constituent groups. Change was approved 10-12-20.  College Council: Kate Weinstein- Kelly Ramos brought up funds and how to use them. Discussed using leftover funds for Classified to supplement home internet usage, etc. Kelly Ramos- Process to be reimbursed could be cumbersome. Offer a stipend to Classified to use for these purposes.  Elizabeth Bremner: There is precedence to pay employees for normal expenses incurred, even if these are normal expenses that would have otherwise been incurred. | Elizabeth Bremner will send links to resources for precedence. |
| 1. **Open Discussion** | * Brian Williams: Mentioned that District has offered to reimburse for expenses incurred that would not normally been incurred, such as increased Internet or PG&E bills. Submit reimbursement claim to manager. Brian Williams will provide additional clarification. Concern from Classified is how this will be funded and what the process is for submitting reimbursement claims. |  |
| 1. **Adjournment** | Adjourned at 1:51pm  Next meeting is Monday November 16, 2020 at 12:30pm. |  |

purposes.

Next Meeting November 16th, 2020