

**CONTRA COSTA COLLEGE**  
**Classified Senate Council Minutes**

**Date:** Friday, December 09, 2016  
**Time:** 12:30 pm – 1:30 pm  
**Location:** SAB 107

Item	Discussion	ACTION ITEMS
<b>1. Call to Order with Introduction of Guests</b>	Meeting called to ordered at 2:30pm	
<b>2. Action Items</b>		
<b>a) Allocate funds for laptop for Classified Senate</b>	<ul style="list-style-type: none"> <li>• Evren Gurson found a touch screen laptop for \$549</li> <li>• This laptop will be used by our secretary to take notes for</li> <li>• Evren Gurson motioned to approve the purchase of the laptop. Maritza Guerrero seconded the motion. Everybody agreed.</li> <li>• The purchased of the laptop has been approved.</li> </ul>	<ul style="list-style-type: none"> <li>• The laptop will be purchase by James Eyestone today and will be charged to the Classified Senate GL#.</li> </ul>
<b>b) Allocate funds for Winter Retreat</b>	<ul style="list-style-type: none"> <li>• 34 people has registered for the Winter Retreat.</li> <li>• We have a quote from the Aqua Terra restaurant of \$1500 without a head count.</li> <li>• Winter Retreat is open for everyone, but we need a head count to figure out the menu and amount of food. This will include utensils (forks, spoons, napkins, cups etc.)</li> <li>• Angel will try to get a final quote from Chef Nader.</li> <li>• Estimate of attendees is 70</li> <li>• Open buffet</li> <li>• Estimated budget for the retreat of \$2500 for food and decorations.</li> <li>• \$1000 will be used for decorations for the Fireside including table cloths.</li> <li>• Maritza Guerrero motioned to approve the \$2500 allocated</li> </ul>	

	budget for the Winter Retreat. Second motion by .....	
<b>3. Agenda Items</b>		
<b>a) 4CSD 2017 Annual Conference Update</b>	<ul style="list-style-type: none"> <li>We decided not to pay the Supporting group \$250 membership fee for the state wide, so the conference California Community College Classified Senate District in March 16<sup>th</sup> &amp; 17<sup>th</sup> will be at cost, not a discounted rate.</li> <li>Anyone interested on attending the conference need to contact Jacqueline Lopez.</li> </ul>	
<b>b) 4CS Classified Leadership Institute 2017</b>	<ul style="list-style-type: none"> <li>We are the sponsor group</li> <li>\$150 allocated to pay for membership</li> <li>Conference will be on June 15<sup>th</sup>-17<sup>th</sup> Granlibakkin in Tahoe City We need a head count of who wants to attend to get the pre-approval from professional development. Early birds rate end in March.</li> </ul>	<ul style="list-style-type: none"> <li>Deadline to sign up will be announced in our next meeting.</li> </ul>
<b>c) AED Training- District Office</b>	<ul style="list-style-type: none"> <li>AED and CPR training from the office. Classified are encourage to go.</li> <li>Training is happening because survey indicated that we are not prepared for an emergency.</li> <li>Training will be here.</li> <li>We need to know where the AED? on campus</li> </ul>	<ul style="list-style-type: none"> <li>Jacqueline Lopez will find out a list of places where the AEDs are and will email it to classify.</li> </ul>
<b>d) Workshops/Training Ideas for Classified</b>	<ul style="list-style-type: none"> <li>CPR/AED Workshop. It will take place at the Library main floor on January 19 2017 at 10:00am.</li> <li>CERT Training – Jim Gardner is working with Chief Carney on having a training on campus.</li> <li>Computer Technology training</li> </ul>	
<b>e) UndocuAlly Training: Supporting Undocumented Students</b>	<ul style="list-style-type: none"> <li>It was a great training.</li> <li>It was a little overwhelming for people who are not familiar with all the terms.</li> </ul>	

<p><b>to Graduate from College: Information, Resources &amp; Best Practices—Dec 2<sup>nd</sup> 2016</b></p>		
<p><b>4. Senate President Reports</b></p>		
<p><b>5. Standing Committee Reports</b></p>		
<p><b>Classified Budget</b> <i>Jacqueline Lopez</i></p>	<ul style="list-style-type: none"> <li>• The budget has not moved</li> <li>• We applied for the laptop and winter retreat. Estimated cost \$250</li> </ul>	
<p><b>6. College Committee Reports</b></p>		
<p><b>Budget Committee</b> <i>Brian Williams</i></p>	<ul style="list-style-type: none"> <li>• No report (Brian is out sick)</li> </ul>	<ul style="list-style-type: none"> <li>• Maritza will follow up with Brian to get an update.</li> </ul>
<p><b>Planning Committee</b> <i>Jacqueline Lopez</i></p>	<ul style="list-style-type: none"> <li>• Talked about validation teams to figure out how to get more classified involved</li> <li>• Currently we have only six or nine people involved.</li> </ul>	
<p><b>Operations Council</b> <i>Lilly Harper</i></p>	<ul style="list-style-type: none"> <li>• It was cancelled due to no agenda items.</li> <li>• Update from last meeting:</li> <li>• Planning on standardizing the alarm system, and addressing the HPAC issues, but it was not voted on.</li> <li>• Brandy Howard and Joel Nickelson-shanks are working on an advertising policy.</li> <li>• Meeting for January is also cancelled</li> </ul>	
<p><b>Student Success Committee</b> <i>Ashley Patterson</i></p>	<ul style="list-style-type: none"> <li>• Identify what money goes to different programs.</li> </ul>	
<p><b>Safety Committee</b> <i>Jim Gardner</i></p>	<ul style="list-style-type: none"> <li>• Discussion about where cameras will go.</li> <li>• Digging going on parking lot six by the tennis core to determine earthquake capacity in that area because they want to build police services department.</li> </ul>	

<p><b>Sustainability Committee</b> <i>Jim Gardner</i></p>	<ul style="list-style-type: none"> <li>• Events coming up during the spring, harbor day where Chef Nader plants trees.</li> <li>• Two more events during April.</li> <li>• There is a concern about not having enough recycle bins.</li> <li>• Concern about custodial not recycling when collecting the garbage. Jim suggested to put a note on the recycling bin asking custodial to recycle.</li> <li>• Committee suggested to come up with a plan for classify to take care of recycling.</li> </ul>	
<p><b>College Council</b> <i>Joel Nickelson-Shanks</i></p>	<ul style="list-style-type: none"> <li>• Budget committee presented their plan for instructional equipment and it was approved \$400,000 for everything.</li> <li>• Results of moral survey came out in October. The top three areas with higher percentages are: <ul style="list-style-type: none"> <li>a) 29% of employees Felt that they were understaffed.</li> <li>b) Poor/broken or inefficient processes. Needs to be revised.</li> <li>c) Outdated or not functioning outdated technology.</li> </ul> </li> <li>• College Council decided that there will be a survey sent out to everyone to obtain more information about the type of questions that they need to have on the survey. Need to come up with top three processes that we need to bring to College Counsel on February 9th.</li> <li>• Andrew presented Society for College and University Plan (SCUP). <ul style="list-style-type: none"> <li>a) Next semester the district is planning to bring in a planning institute for strategic planning workshop.</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>b) This will teach you how to plan and implement procedures.</li> <li>c) Each constituency (except students) will be able to send three member.</li> <li>d) This training will happen at the district and the district will pay for it.</li> <li>• Construction updates: HPAC is not working properly as of today the Music building is not working. Fireside Hall is shut down the boiler is not working. Same problem in the GE building. Jaqueline Lopez is working to obtain an emergency boiler.</li> </ul>	
<b>7. Open Discussion</b> <i>All</i>	<ul style="list-style-type: none"> <li>• Winter retreat December 15<sup>th</sup>. RSVP as of today 40</li> </ul>	
<b>8. Adjournment</b>	<ul style="list-style-type: none"> <li>• Meeting adjourned at 1:33pm</li> </ul>	