

CONTRA COSTA COLLEGE
Classified Senate Council Minutes

Date: Thursday, October 1, 2015

Time: 12:30 pm – 1:30 pm

Location: HS-1

Item	Discussion	ACTION ITEMS
1. Call to Order with Introduction of Guests	Meeting called to ordered at 12:40pm	<ul style="list-style-type: none"> • No action items
2. Consent Agenda Action Items	None	<ul style="list-style-type: none"> • No action items
3. Non-Consent Agenda Action Items	None	<ul style="list-style-type: none"> • No action items
4. Information/Discussion		
a. Shared Governance:		<ul style="list-style-type: none"> • No action items
b. Classified Representation for Budge Committee (replacement of Seti and Erika) and Safety Committee (Jim Gardner)	<p>The following members volunteered to be the Classified representatives at committees:</p> <p>Jackie Lopez - Budget Committee (for Seti Sidharta), Planning Committee (for Maritza Guerrero)</p> <p>Maritza Guerrero - Operations Council, Joblinks and CSCC (Planning Committee)</p> <p>Lorena Cortez – Will be substitute for Kelly Ramos at the Planning Committee on September 5, 2015.</p> <p>All classified representatives must report on committees at Classified Senate Council.</p>	<ul style="list-style-type: none"> • Jim Gardner will no longer be in Safety Committee nor Sustainability Committee
c. Flag at new College Center (Jim Gardner)	Jim Gardner – brought the flag proposal to shared governance committees.	<ul style="list-style-type: none"> • No action items

	<ul style="list-style-type: none"> • Spoke with Mariles about the cost of the pole and flag could be shared with other groups on campus. • Response from Mariles is pending • Next step is to meet with College Council • Dept. Flags/ placement of the poles • ASU will be assigned to raise the flags • Currently Police Services raises the USA and CA flags • The idea of the flags had a positive outcome from all classified staff members. 	
<p>d. Spa Day (Kelly Ramos) -Update</p>	<ul style="list-style-type: none"> • Dates Options: Dec 17 – Thursday Dec 18 – Friday *Before Winter Break • Suggested Event Time: 11:00 am – 2:00 pm (Lunch/ Afternoon Breaks) <p>~~~~~</p> <p>Workshops:</p> <ul style="list-style-type: none"> • Kaiser and BlueCross – Dietitian and Nutritionist • CSIG (Wellness/ Mindfulness/ Ergonomics) • Motives Cosmetics • Bootcamp • Hanna Artist • Gifts for classified staff – lavender and bath salt bags • Massages- (pending to hear back from schools) • Manicures- (pending to hear back from local schools) 	<ul style="list-style-type: none"> • Volunteers for Committee for Health and Wellness: <ol style="list-style-type: none"> 1. Mary Kate Rossi 2. Ashley Paterson 3. Angel Wing Man • Allocated Budget: \$ 2,000.00 • Volunteers for Allocation Committee: <ol style="list-style-type: none"> 1. Jim Gardner 2. Ashley Paterson • Reserve 3 Seasons Restaurant for Thursday, December 17, 2015 From 11:00 am – 2:00 pm • Order food from 3 Seasons • Hanna Artist \$150.00 • Decorations • Remind Classified Staff to bring money to purchase items on that day • Bootcamp offering packages • Kelly has suggested to each vendor to have something to show, tell, or interact • Kelly is asking all vendor to donate to an opportunity drawing so everyone who attend will have the opportunity to win something

e. Fall Semester Events	<ul style="list-style-type: none"> • Ideas for winter retreat: <ul style="list-style-type: none"> - No, Managers - Yes, faculty • Last year retreat was cancelled due to low attendance <ul style="list-style-type: none"> - Macaroni Grill 	<ul style="list-style-type: none"> • Discuss Venues • All classified staff are welcome permanent or hourly • Afterhours for family to join • Maple Hall – Free Rental (Mon – Friday) • Outside Catering • A Committee need to be selected/ volunteers
f. Classified Branding Merchandise	<ul style="list-style-type: none"> • Tabled for next meeting because there was no access to Erika’s office 	<ul style="list-style-type: none"> • Add to next meeting’s agenda
g. Kay Armendarez Award Update	<ul style="list-style-type: none"> • Mary Kate, reported that the form is available online • Evren Gurson, tested the form with Jim Gardner help • Jim, agrees that the form is very cool and supports the award • Award will go-on forever • Form will be available online and by paper • Selections of nominee will go to Erika Greene 	<ul style="list-style-type: none"> • Award is for classified by classified • Only classified staff could nominate other classified staff • No time limit to be nominated • All classified staff qualifies to be nominated – permanent or hourly
5. Senate President Reports	None	<ul style="list-style-type: none"> • No action items
6. Standing Committee Reports	None	<ul style="list-style-type: none"> • No action items
7. College Committee Reports	None	<ul style="list-style-type: none"> • No action items
8. Open Discussion	<ul style="list-style-type: none"> • Website – Mission Statement • Wrong Meeting dates • We need to meet twice a month • Next meeting Jacky will provide refreshments • Erika, Jacky and Maritza will do another walkthrough to meet classified staff • Push name tags for all classified staff • College Banners – with our logos/ department information 	<ul style="list-style-type: none"> • Meeting days and times – 1st & 3rd Thursday of the Month from 12:30 pm – 1:30 pm to comply with Robert’s Rules • Classified Staff voiced their concerns and opinions in regards to Colleague and the time DO takes to resolve any request

	<ul style="list-style-type: none"> • Rush banner and flags for designs • Discuss this information with Tim Gleason • Rod Herrera – Colleague Training on purchasing • Jackie Lopez – SQL report training • Jackie, wants to meet with Management Council to explain the struggles that Classified Staff are experiencing in the work place • Kelly- Events – Project and time management – ideas on how to manage your time • See what everyone else is doing and leaning from each other 	
9. Adjournment	Meeting adjourn at 1:26 pm	