

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

**Date:** Thursday, October 15, 2015

**Time:** 12:30 p.m. – 1:30 p.m.

**Location:** HS-1

Item	Discussion	ACTION ITEMS
<b>1. Call to Order with Introduction of Guests</b>	Meeting called to ordered at 12:35pm	
<b>2. Action Items</b>	Appoint a Secretary	<ul style="list-style-type: none"> <li>• Appoint a Secretary</li> </ul>
<b>3. Agenda Items</b>		
a. Flag at new College Center: Jim Gardner - Update	Jim has approached Operations Council for the approval of the additional flag pole and POW flag and Comets flag to be on the new pole. Operations wants more information on the budgeting for the items. Bruce King has estimated 6-8K for the new pole.	
b. Wellness Day: Kelly Ramos- Update	\$250 for food and drinks Lavender Epson Salts and decorations are being shipped soon.	<ul style="list-style-type: none"> <li>• Kelly will get some of the cost together for our following meeting to show all that is being used from the 2K budget.</li> </ul>
c. Winter Retreat-needs a committee	JG motions to approve and KR 2ns the motion, all approve. Winter Ball Committee: Lorena Cortez, Maritza Guerrero, DeEboni Herron Nouredinne, Minda Calagui and Jackie Lopez	<ul style="list-style-type: none"> <li>• Will meet on 10/27 for the breakdown of responsibilities.</li> </ul>
d. Classified Branding Merchandise	District is looking into the reasoning behind purchasing t-shirts for marketing purposes. Our shirts are on hold until District lifts the ban on purchasing t-shirts for Classified.	
e. Kay Armendarez Award- Marykate Rossi & Evren Gursen-Update	The link is posted online and was e-mailed to all classified.	<ul style="list-style-type: none"> <li>• Classified Senate Executives final vote!</li> </ul>

f. Photos: Halloween Costumes on 10/30/15	Jackie has set up a place for everyone to stop by and have refreshments and take photos of the costumes worn by Classified!	
g. Update the Classified Senate Website	Ideas? Posting the Halloween photos on the website.	
<b>4. Senate President Reports</b>	None	
<b>5. Standing Committee Reports</b>	None	
<b>6. College Committee Reports</b>	<b>A. Budget Committee-Jackie Lopez</b>	<ul style="list-style-type: none"> <li>• Basic Skills Initiative Budget is \$90,000. BSI Coordinator \$12,000. Tutoring (Skills Center) \$21,600, BSI Innovation \$5,400, Student Services \$10,000, ESL Tutoring \$10,000, ESL Hourly Assistant \$10,000, Faculty Dev. \$10,000, Clerical Assistance \$5,000, Research \$6,000.</li> </ul>
	<b>B. Operations Council-Jackie Lopez for Maritza Guerrero</b>	<ul style="list-style-type: none"> <li>• Shortening the list of names for the new buildings.</li> <li>• Shorting the names for the new street</li> <li>• Cancellation Notification Process- Different forms being used. Consolidate to one form for all departments.</li> <li>• Drop Off/Pick Up Location Redirected</li> </ul>
	<b>C. Planning Committee-Jackie Lopez</b>	<ul style="list-style-type: none"> <li>• Resource Allocation Process- Instructional equipment</li> <li>• College Recommendation 2 and brainstorm a process to meet recommendation</li> <li>• Strategic Plan-specific strategies, role of Stewards, req. for Nov. Ed. Planning Report, method for report</li> <li>• Basic Skills, 3SP, and Equity Plan into the CCC Strategic Plan- understanding how these items interest with the Strategic Plan</li> <li>• Dean of Enrollment Services-tabled</li> <li>• Departmental and Administrative Productivity goals as a Planning function.</li> </ul>

<p><b>7. Open Discussion</b></p>	<p>CCLC Conference in Burlingame- KR  Motions to send classified to  conference and Evren 2nds the motion,  all approve.</p>	
<p><b>8. Adjournment</b></p>	<p>Meeting adjourn at 1:30PM</p>	