**CONTRA COSTA COLLEGE**

**Classified Senate Council Minutes**

**Date:** Monday, August 19, 2019

**Time:** 12:30 p.m. – 1:30 p.m.

**Location:** SAB-107

**Present:** Jenna Hornbuckle, Brandy Gibson, Jackie Lopez, Michael Simpson, Tejae Dunnivant, Jim, Avemar Pineda, Demetria Lawrence, Marina Melara, Natasha DeAlmeida, Erika Green, Christina Craig

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| **Item** | **Discussion** | **ACTION ITEMS** |
| 1. **Call to Order with Introduction of Guests** | * Jenna motions to call to order, Kate seconds at 12:31pm |  |
| **2. Action Items** | * Jackie motions to approve agenda, TJ seconds it. * Demetria has amendment to minutes. Choose a speaker for opening day and change comment to Brandy Gibson to ask for assistance in evaluating vendor proposals. Add Leticia to group to volunteer to help. Kate seconds change. * Kate motions to approve the minutes. Michael seconds. | * Change the minutes to include Leticia, change wording of the day, and add Brandy’s request. |
| 1. **Agenda Items** |  |  |
| * 1. Committee participation | * Classified responsibility to chair the college council * Brandy proposes that we have a co-chair model. Kate moves to approve and Jim seconds. No opposition. Unanimous vote. * Discussion about college council second Thursday of month 2-4pm. Michael volunteers to co-chair. Kate volunteers. Demetria volunteers. TJ volunteers too. Demetria decides to give spot to TJ. Only get one vote. Confer together and then vote as a group. * Big Four and subcomittees * Budget Committee: need one more. Evaluate procedures and disseminate information about college budget. * Question if we will be presenting this to larger body. Yes we will. * A request for full list before deciding. * Operations committee. 2nd and 4th Mondays 9am-10am. Raise issues and take immediate action on problems for routine operations of college. Recommends president cabinent evaluation activities. Improve service operations and upgrade existing facilities. Need one more. * Safety and Security Sub- committee. Workgroup. 1st Friday 8am-9am. On campus security and safety concerns. Need one more. * Sustainability workgroup. 1st Thursday 7am-9am. Jenna volunteers to be on committee. TJ. Christina wants to also join committee. * Planning Committee. First Friday 12:30-2:30pm. Lead college research and planning to ensure quality service and instruction. Support strategic initiatives on qualitative and quantitative information. Kate would like to join. Christina joins as well. Avemar also joins. Demetria is willing to step in if Elizabeth does not want to continue on the committee. * Student Success Committee hasn’t met in a year. Waiting for leadership to recreate this committee. * SLO/AUO workgroup. Meeting times are TBD, will know in September. Kate expresses interest but wants to know time. * Career/Technical: Natasha and Marina. Meets 2nd Wednesday 2:30-4:00pm. Identify needs and use of workforce grants. Kate expresses interest, but will get back to everyone. * Guided Pathways will discuss. * EEO: College employment opportunity diversity advisory workgroup. Discussion if it is meeting, nobody knows. Committee is mandated. Brandy will find out what the status is of this committee. * Professional Development. 4th Monday 2:30-4:00pm. Coordinate staff development, budget, report to planning. Brandy and Neal are working on creating a Classified Learning Academy. Demetria wants to be an unofficial member of the group. Marina wants to come audit. Erika wants to join. Natasha and Kate are interested in attending but not as an official member yet. * Another email will be sent out with more sub-committees. | * Have a co-chair model for college council * Brandy will find out what the status is of this committee EEO |
| 1. Student Scholarship Update | * Proposals passed out. Everyone reviews information for requirements for the scholarship. * Brandy proposes add classified professional. * Discussion to put the criteria to be work-study is just a desirable not requirement. Discussion to add an astriks to say undocumented can apply. * Propose to add “student employee” instead of federal work study. Currently taking classes. * Proposal of fundraiser idea for scholarship. Donate to vehicle donation service. Auction it off. Receive half of the sale. * Question about something similar but with electronics. * Suggestion to use Amazon Smile. The college’s account would be connected with Amazon smile, it would help with fundraising. * Discussion about defining what educational major means. * Suggestion for an active education plan, signed by the counselor. * Suggestion about min. units. Everyone agrees that we don’t want a minimum. * Discussion about other awards. Would not require information about other. * Brandy proposes group to make changes. Jenna and Jackie second. * Suggestion of a FAFSA/Dream Act on file. Discussion on which year. * TJ says people can email to add anything.   Brandy proposes to change agenda. Erika agrees. Monday September 16. | * Student Scholarship group to change application with information to be more inclusive of undocumented students, student employee, currently taking classes, no minimum units. |
| 1. Guided Pathways | * Demetria- The deadline is March 1st. Self assessment tool. Affects how we input our annual plan. 2019-2020 notified late in February newer template and get a draft submitted. Original deadline was September 30th. The deadline is now March 1st. Request to read through it so we can discuss and approve next meeting. * The proposal is attached in the email reminder from Brandy. |  |
| 1. **College Committee Reports** | NONE |  |
| 1. **Open Discussion** | * Chancellor Wood asked if we want him to come back. No. * Thursday Football game! Scrimage at 6pm. |  |
| 1. **Adjournment** | * Jenna moves to adjourn at 1:33pm and Demetria seconds. |  |