**CONTRA COSTA COLLEGE**

**Classified Senate Council Minutes**

**Date:** Friday, August 23, 2019

**Time:** 12:30 p.m. – 1:00 p.m.

**Location:** SAB-211

**Present:** Brandy Gibson, Demetria Lawrence, Jenna Hornbuckle, Natasha DeAlmeida, Marina Melara, Seretha Gallaread, Jaqueline Lopez, Kate Weinstein, Michael Simpson

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| **Item** | **Discussion** | **ACTION ITEMS** |
| 1. **Call to Order with Introduction of Guests**
 | * Brandy calls order 12:03pm.
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| **2. Action Items: Approval of Agenda** | * Michael moves to amend Item 6, Date to March 16. He also amends to add short committee updates.
* Kate seconds, no abstentions.
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| 1. **Agenda Items**
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| * 1. Commentary
 | * Brandy moves to add minutes to agenda column
* Natasha motion to approves minutes, Kate seconds
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| 1. Interim President Search Committee
 | * Spring break professional development
* CCSIG workshops for spring PD day. Tentative 4/1/2020.
* How much money for food?
* Last year was about 50 people.
* March 30th tentative is Senate Mixer
* 100 people for the week
* $1,750 is the total for 100 people for the 2 events
* Discussion of CEEP funds for Classified Leadership Institute
* Demetria motions to use Classified Senate funds up to $2000 for two senate sponsored events during Spring break (March 30 and April 1)
* Clarification just at Contra Costa College
* Kate seconds. No abstentions.
* Discussion on days for the events
* Caring Campus Initiative Brandy motions to move to bottom of section 3, Michael Seconds
* Classified Training Academy: Create something similar to faculty teaching academy
* Classified Coordinating with Local1 approved funds for a training academy similar to faculty academy
* Review document of coordinator for district, look at strategic plan, look at goals/objectives, call for proposals for training academy
* Senate will work with them to rank proposals, then coordinator will notify people who were selected and provide feedback for application improvements.
* Course descriptions and put into Flex system/Cornerstone. Can also create canvas courses. Provide surveys at end. Obtain timecards/signatures
* Funding 3500-4500 yearly
* Coordinator $750 twice a year
* Trainer/Presenter $1000
* Some suggestions: in-depth look at 25live
* Augment manager’s responsibility to train new staff
* CSCC will be overseeing Coordinator. What is the accountability for the person and how will the be receiving the stipend? Need language about who will manager coordinator and the accountability of the coordinator.
* Oversight to teacher of academy will also be CSCC.
* Suggestion to add more information
* Administrative hiring Joing memo: Volunteers for VP and Marketing Director searches
* Other positions that have come up that fall under management/administration that classified were not consulted for input. Classified were instead asked directly.
* It is not a policy to have classified senate involved in question.
* Joint memo with Academic Senate to CCC HR: asking to make requests to senate presidents as soon as job description is being developed, request has timeline and meeting deadliens for hiring committee and representation needed for committee. Want to add something about date changes. Brandy will send out to group before send to CCCHR. Should be implementing hiring practices. Hiring Manager work with Senate to find.
* Suggestion to also CC district HR.
* Also changing of business procedure
* Suggestion to rotate classified staff to improve diversity of hiring committees
* Suggestion: 2 faculty and 1 classified on most committees, there is not equal representation
* This is a board policy, changes to be considered for board
* Contract doesn’t require for classified to be on hiring and faculty don’t have to be on classified
* Not always a standardized process. Sometimes voting, some not voting. Discussion about why it is this way, but seems unfair.
* Discussion about difference between representation and having uniform hiring process
* Step in the direction of have DO to talk to us about hiring process. Start to get a consistent process for hiring.
* Should be getting OT time for any hiring committee work
* Question on how to get OT—we need clarification on how that works, but suggestion is to ask your manager first
* Elephant in the Room: Discussion about notice of event didn’t give people enough time. Brought up lack of classified representation to make decisions like having meetings with the president. Should be consulted with Senate.
* Confusion of difference between Dean’s listening session. Suggestion to give notice to Senate president to recruit people to go.
* Dean’s listening had more direction, elephant in the room had more open book.
* Suggestion to have the meeting minutes shared with constintuency groups since not all can go.
* No follow up messaging after event.
* Suggestion to have classified input on dates and times
* Push for management to support classified to go to events and ask them to go
* Suggestion for more division meetings
* President should be encouraging division meetings
* Division feedback sessions?
* Clarify feedback and the outcome of feedback, reiterate how this is different from feedback before. Review/reflect from information
* Including evening shift too for custodial
* Think of another way too-Anonymous or Zoom meeting instead to include more participants. Anonymous helps protect people who may not feel comfortable presenting information
* JobLinks: Meeting once a month, moving forward, 101 responses to survey monkey for intrest in workshop ideas. Looked at last year’s schedule and scaled back some of the more traditional offerings, it was basically a repeat of last year. Making room for new workshops.
* June 4, 2020 Save the Date
* Concern for date for nearby elementary schools to change date, but might get funds to pay for child care.
* Quick meeting update: Operations, proxy language for various campus commitees when members can’t be there
* Each constiutnet group for their own rules to choose person. Star thinking about what we want to do/structure.
* Trying to push for college for a general emergency plan. Security plan for building.
* Budget: currently figuring out resource allocation formula. Rubric aligns with major goals and is a lot less detailed. Foundation putting in. Lack AUO/SLOs. Submit program review, but may not have necessary.
* Need one on budget, one on operations.
* Need a replacement for Safety too.
* Planning update: propose integrated planning model to tie in all committees and reports so we know what we’re working on
* Guided Pathways: short a faculty co-chair for steering committee.
* Retreat.
* Dreamer’s Alliance Conference: February 22nd: Need volunteers. If you need a flyer, Carla can send.
* Student Success: Has not met, will be rebooted.
* Strategic Plan: Part of our accreditation/self study/strategic plan process there are gaps where processes can be improved
* Based on feedback from all groups, identified that the way we make decisions on campus is not efficient or clear.
* How will college organize plans and program review process in order to streamline things.
* Instead of having two different plans, collapse: Education Strategic Master Plan.
* EMP has a high level comprehensive review of program.
* Use labor market data, new areas of potential growth, adding majors that have potential growth for enrollment. Update our pathways based on this for our programs. CTE does consistently, rest of programs do not. Student Services, review programs, what kind of plan to have? Outcomes of each program. How to services tie into other grant funded programs. No comprehensive review of where we want to head in next five years.
* Strategic Enrollment: metrics based on course fill rates, how many students in classes, and productivity which is a narrow view
* A braoder view: how does outreach impact metrics, how does retention impact the metrics, to make an interrelated view of the outcomes
* Operationalize in Strategic Enrollment: increase completion by 35%. What percentage of growth is related to different programs? Feed into program review. Don’t have to guess what goals are. Being intentional about goals.
* PD, Tech, Facilities, update program review that has specific questions of needs and then related back to overlying goals. Budget allocation process scan already identify what we want to invest in.
* Make decisions simultaneously instead of separately
* Usually grant, then given Box2a for hiring faculty, stop that....if we want to increase enrollment, hire classified
* Divide funds up to include technology, like a CRM, and other staffing.

Equity, 3sp, HSi, to create resources. Related to gap that we have already identified. Invest in outcomes that we need. Then at end, analyze: did this funding produce any results. * Every 5 years have a comprehensive look, then recreate wheel.
* Facilities master plan: comprehensive review of programs.
* State chancellor’s suggesting, want to collapse workforce trying to create a way to look at labor market data to make enrollment predictions to push workforce dollars through process. High level recommendation all groups vetted, then present to facilities master plan (10 year plan). All of bonds require us to have good information in master plan, there is justification inside of it to create renovations, new buildings.
* Thoughts on vision: Good to have clarity on positions and good clarity for budget allocation
* Funding from grants can build and institutionalize roles
* Happy to see plan addressing the need for more staff to do the work that the grant is for
* Can’t expect things if there are no resources for output
* Can bring back recommendations back to planning: Mayra/Brandy will send out to get feedback.
* Are there other schools that have integrative on how to unfold on campus
* College council to bring to table to address with President
* To be discussed next meeting further
* Didn’t have time to get feedback because only a 10 day application period
* Will know if we are selected for Caring Campus in 2 weeks
* Decision making tree, do you have any questions. Does it make sense? Would you understand: TBD next meeting
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| 1. **Adjournment**
 | Meeting is adjourned at motion from Demetria 1:35pm, Jenna seconds.  |  |