**CONTRA COSTA COLLEGE**

**Classified Senate Council Minutes**

**Date: 6/15/2020**

**Time: 12:30pm – 1:30pm**

**Location: ZOOM**

Brandy, Jenna, Demetria, Jackie, Kate, Michael, Natasha, Leticia

All in attendance except:

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| **Item** | **Discussion** | **ACTION ITEMS** |
| 1. **Call to Order with Introduction of Guests**
 | * 12:34 called to order
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| **2. Action Items** | * Jackie Motions to approve agenda, Michael Z. seconds
 | * Agenda approved
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| 1. **Agenda Items**
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|  | * Michael Simpson elected for VP
* Michael Zephyr elected for treasurer
* Zaira Sanchez elected for classified senator
* Begin on July 1st, 2020
* Kate moves to approve the elections, Demetria seconds
* No opposition
 | * New treasurer and senators approved
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|  | * Dr. Bell COVID-19: waiting for guidance from governor or local health professionals. Meantime, working to put together a plan. Stickers on ground for service areas 6ft apart, sneeze guards, distancing classroom spaces, districtwide return to work plan, face coverings required while on campus
* Question: how do you accommodate a large class? Can’t fit 40 students, looking at reducing class #s, but still being worked out.
* Question: Office spaces, cubicles give distance, are required to wear masks at desks? Use best judgement, but wear mask most of time.
* Question: A/C system always on. Any thought on how to handle that? Wear your mask while inside.
* Concern about not having air flow
* Question: are we going to get adequate cleaning supplies?
* Question: how do we maintain distance on way to bathroom? Use best judgement
* Send Dr. Bell an email if you have any further questions.
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|  | * VP search failed. Decision made by looking at candidates, search processes, specifically looking for skillsets that managers don’t possess, looking for someone with a specific skillset
* Looking for a team to fill leadership gaps
* Specific items on job description/duties where we need a strong candidate to do to work
* Next hiring processes, be more specific with duties that person needs moving forward
* Help Dr. Bell to help fill in gaps that we need on our campus. Currently have a leadership gap surrounding instruction. Need an experienced instructional leader
* Will move forward with hiring interim VP of instruction
* 6 people selected from previous search, to help with interim hiring process
* Posted for 2 weeks. Group of applicants that are being reviewed
* Interview, select someone candidates for Thursday. Interview next week. Start by July 1.
* 2-3 weeks start permanent search
* Committee suggestions for job descriptions. That will be sent out for more feedback from others with job announcement
* Question: last round of VP interviews, appreciated recorded sessions. Are they going to do that? Yes for permanent search.
* Question: if we do a remote forum, it might be more engaging if we solicited questions from community and then committee representatives to participate in forum and ask the questions themselves.
* Yes, will have webinar Zoom so that’s more possible.
* Any questions. Email Dr. Bell.
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|  | * Jenna mentions we forgot to approve minutes.
* Kate motions to approve minutes in May meeting, Michael Seconds.
 | * May minutes approved
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|  | * Reviewed AA call to action, but this is more of what we want to do as classified to engage campus in discussion. Forward to mgmt. of action steps.
* Actual goal is to come up with folks who would like to participate in work group. Solicit feedback campus wide.
* Erika volunteers for workgroup
* Call to action: #7,8,15,19, 36
* Will not be compensated, its important work, if you can be a part of workgroup in any capacity, appreciated. How to communicate to managers, we can support you with talking to managers. Jackie part of workgroup
* Jenna part of the workgroup
* Christina part of workgroup
* Kelly part of workgroup
* Natasha part of workgroup
* Kate part of workgroup
* Elizabeth part of workgroup
* Marina part of workgroup
* Focus on injustice, need to stand up and support the person. If you know if something is going on with black employee in particular.
* Anti-racism training as classified staff
* All of us need to do the diversity hiring training
* Question: does district send out emails about when you need to renew? YES
* Comment: There needs to be better training, not just legal, not really about how we attract good candidates from get go
* Diversify hiring committees. Emails sent out to get involved in hiring. Not a lot of response to be on hiring committees. A lot of frustration with committees. We need to come together and make sure hiring committees are diverse
* #19 can be done immediately. Please respond to Brandy’s email.
* Comment: workgroup suggestion to come up with of substance in training. No checking of understanding. Should look into ways to make a better training that highlights with we are needing.
* #36
* Comment: support of training. Some staff might not feel comfortable because need training
* Comment: push campus and DO to make wide changes with hiring process
* Comment: support that we need inclusivity and racial respect should not be just a legal item we do, but part of our normal training. We really need a written quiz
* Comment: Hiring, also think of same people who sit on committee. Seems like a lazy way instead of giving thought to honoring diversity and inclusivity
* Comment: agree with being on committees. Questions that are asked/questioning the questions. They don’t address the community or diversity or working with students. Be more involved, but also question the questions. Call it out. Managers need to approve and encourage being on hiring committees. Not all managers support.
* Comment: spread word and inform of events and share communication of activities
* Comment: #7, come up with a plan. We need to remind managers to do that.
* Brandy will pass that on to union. Also need to address at management council.
* Comment: evaluation and union, proper training, and follow up and evaluation after. A lot of people are not trained people and then fired. Union should be able to look at evaluation. Should be change with union and managers. Not sure when that’s supposed to start.
* Team made with 11 people for workgroup. Focus on training and hiring.
* Classified Town Hall, with DO and Dr. Bell to make movement with these issues.
* Comment: If someone is terminated, is proper documentation being kept? Whoever is keeping documentation, more than 1 person should witness. That should be considered before termination.
* Comment: FRISK training DO is how we are supposed to respond. Brandy will send more information
* Comment: Termination clause. Agree that evaluations happen when supposed to happen. Classified train other classified, not managers.
* Question: How many times workgroup should meet?
* Brandy will send out Doodle poll to discuss when and how often, goals/actionable items, bring back proposal to CS July meeting to get other support from Senate.
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|  | * Latinx Association: Issues around diversity/inclusion on campus. Even though HSI, lack of celebration and inclusion of Latinx community. Also as leadership, but activities. Lack of support. VP hiring committee, there was a candidate in pool that was qualified, educated, doing work, felt like even hiring within and community and students to give back and look for leaders of color and diversity, we had that, don’t understand why process happened.
* Letter was written to Dr. Bell to outline the issues
* Hiring trends, having advisory committee, transparency for selection process for hiring committees.
* Main point: historical exclusion felt, not the only ones, the black colleagues also felt excluded. Don’t feel institution is proud HSI, or uplift that aspect of our campus. Questions and thoughts are in line with Black Association.
* Feeling hopeful. Grateful to have these conversations.
* Letter will be sent out to all staff
* Comment: can’t just check box. Need to work together.
* Comment: growing, anyone identifies as Latinx to next meeting
* Comment: Letter is different than the call to action, but it is in line with the call to action. Need to uplift black hiring, that will also lift up Latinx and other underrepresented groups.
* Comment: emphasize that classified to get involved in hiring committees. Urges senate to reach out to folks.
* Comment: room for us to work together. Come up with a measurable way to see progress and hold leadership accountable. Set up timeline and consistent check-ins for our asks.
* Comment: inspiring, it’s time to be active, time to enact change as a collective as classified professionals, we’re all ready to work on this.
* Comment: we are willing to reflect on behaviors and commitments, come together we can impact change on campus. Need collegial way that sparks real meaningful discussion.
* Reach out to workgroup and set parameters to hear from them at regular meetings
* Something to think about it: should we extend our meetings?
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| 1. **College Committee Reports**
 | * None
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| 1. **Open Discussion**
 | * None
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| 1. **Adjournment**
 | * Meeting adjournment: moved at 1:41pm
* Kate seconds
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