**CONTRA COSTA COLLEGE**

**Classified Senate Council Minutes**

**Date: 12/21/20**

**Time: 12:30PM-1:30PM**

**Location:** <https://4cd.zoom.us/j/95458737014>

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| **Item** | **Discussion** | **ACTION ITEMS** |
| 1. **Call to Order with Introduction of Guests**
 | * Meeting called to order at 12:30pm
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| **2. Action Items** | * Kate motions to approve, Zaira seconds to approve the agenda
* Michael Z. motions to approve minutes, Kate seconds
 | * Agenda approved
* Minutes approved
 |
| **Professional Development Budget** | * Equity talk, equity walk on the 29th. $2,000 speaker’s fee
* Will come out of classified budget
* Have $8,000 available from unused funds last year Currently have $14,000 + in account.
* Question: what will she talk about? Only student centered information? Or Classified issues?
* Will look at data, for type of outreach, look at programs offering, redevelop first year experience, focus on student engagement
* Want: Develop high impact practices
* Jenna motions to approve the $2,000 for the guest speaker, Michael Z. seconds
 | * Guest speaker budget approved for $2,000
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| 1. **Agenda Items**
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| * 1. Professional Development
 | * Spring Break PD. Day 1 Dr. McNair 2. CCSIG De-escalation strategies. Day 3: Ways to work electronically (new features office 365, new features in Zoom, presentation on how to improve LinkedIn presence). Day 4 Cooking Demo
* There has been push for more classified PD
* Chanel will have specific hours for classified PD
* Fall: more continuous PD/happen more often
* Our coordinator is part time hourly, so we should push for a full time position.
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| 1. President search committee
 | * 2 spaces on hiring committee (1 paper, 1 first interview)
* How can we intentionally find someone?
* The recent ones have been with a form and those names are taken and a subgroup decides based on demographics of committee and knowledge of position, we put forward 3 names and an alternate
* Do we want to continue doing it the way we have in the past or do it differently?
* Decided to let executive council to choose candidates to be on hiring committee
 | * Executive council will nominate 2 classified professionals to sit on committee
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| 1. Caring Campus
 | * Student services doing a “ask me” zoom room. Tutoring will host room. There will break out rooms.
* Please sign up for time slots
* Caring Campus will present 10-15minutes at All College Day
* Campus-wide classified training on caring campus agreements
* There is a method of contact part of the sheet to help direct people of who to call when if you need someone to help you with the student
* Suggestion to keep Teams for student services available
* Marketing will send out info about hub
* Discussion of Welcome Center to provide some briefings/new information/ possibly a SharePoint drive
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| 1. JobLinks
 | * Take place virtually
* CCC’s senate responsibility to put together
* Agree to do virtual “JobLinks Lite”
* Brandy will reach out to district PD, equity deans at various campuses, to help secure speak 1 hour equity talk
* Check with 4CS
* If you’re interested in co-chairing, contact Brandy
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| 1. **College Committee Reports**
 | * None
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| 1. **Open Discussion**
 | * Holiday on Jan 18
* Many people want a 1/11 meeting at 12:30-1:30
* Let brandy know what you would like to see
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| 1. **Adjournment**
 | * Adjourned at 1:21pm
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