**CONTRA COSTA COLLEGE**

**Classified Senate Council Minutes**

**Date: June 21, 2021**

**Time: 12:30pm-1:30pm**

**Location: https://4cd.zoom.us/j/95597236569**

Attendance: Brandy Gibson, Michael Zephyr, Jenna Hornbuckle, Zaira Sanchez, Kelly Ramos, Michael Simpson

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| **Item** | **Discussion** | **ACTION ITEMS** |
| 1. **Call to Order with Introduction of Guests**
 | * Meeting called to order at 12:31pm
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| **2. Action Items** | * Kelly Ramos motions to approve agenda with amendment to move Welcome Week and Caring Camus to beginning of agenda, Michael Zephyr seconds
* Michael Zephyr motions to approve minutes, Zaira seconds it with spelling of eLumen and parity needs to be changed in minutes
 | * Agenda approved with amendment
* Minutes approved with spelling corrections
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| 1. **Agenda Items**
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| Welcome Week and Caring Camus Proposal | * Initiative around welcome week and ask me virtually
* How to coordinate it on campus? How will this look in hybrid environment?
* Don’t have capacity to be remote and in person all the time.
* Certain hours might be dedicated to remote
* Is it better to do remote because only roughly 20% are in person for Fall?
* Roughly 75% of students want both in person and remote for services, so it’s hard to predict how many students will be on campus
* Try to be nimble in adjusting schedules
* Will there be a virtual Ask Me for first two weeks? Who will coordinate?
* VPSS office should coordinate Ask Me
* Dennis will bring idea to VP Cifra to discuss
* Some events in the works from Student Life for students to feel more welcomed back
* In person: Fireside capacity? Separate sign ups and then have another sign up for online, instead of tabling out front, do presentations like an orientation and at the same time we can record for online students
* Welcome Center for triage in person and remote is ideal
* Next step: take back to VPSS and have him come to next meeting to talk more
* Dennis will bring to Jason Cifra
* Some concerns about virtual ask me: Get list of what Zoom room links were for all classes…zoom link wasn’t in Canvas. Maybe ask Academic Senate for a general list of Zoom links or communicate to faculty to put on Canvas
* Dennis will draft email to VPs and Deans to mention putting link on Canvas
* OSHA guidelines vs state
* Protocols that exist for if there is an outbreak
* https://www.dir.ca.gov/dosh/coronavirus/Revisions-FAQ.html
* [www.4cd.edu/covid19](http://www.4cd.edu/covid19)
* If you hear about COVID or have COVID, you’ll tell your manager to begin the process
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| Election Results | * Thank you Leticia Mendoza. Carla Matute will be coming in and Kate Weinstein is doing another term.
* No Secretary or President. Some nominations for those, but were declined.
* Executive council decided to proceed without leadership. Early September will think about filling roles
* Responsibilities will be divided up in the meantime among current Senate
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| Senate Kick-off | * Want people to know what Senate is, how to get involved
* Suggestions on what we can do as we return to campus to highlight it
* Workshop? Social activities?
* Suggestion have food, present the idea of senate, then do a mingle
* Time? Mid-late September. OR week before FLEX
* Next Meeting: identify who will spearhead classified senate activity in September
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| By-laws | * Constitution and by-laws have been attempted to modify
* Specifically vote for senate representatives even if only 1 person running. What to do in event of vacancy? Can we do a co-chair?
* Suggestion to reach out to state classified or another experienced college with a more parliamentary structure. We could pay the person out of our budget to revamp constitution or by –laws
* Suggestion to create a poll: Should we look at bringing in an outside consultant to work on/assist by-laws, constitution, and structure?
* 61% voted 6 yes 75%, 2 uncertain 25%
* Hector hiring parliamentarian for ASU, should we work with him? Is Hector willing to work with Brandy and Demetria on it? Yes
* Nobody is opposed. Does anyone else want to help in workgroup for by-laws? None. Will be Demetria, Brandy, Hector
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| 1. **College Committee Reports**
 | * Budget: some meetings have increased due to end fiscal year and more requests for HERFs, so need to be processed. School awarded money and more applications are coming in and will know more. Wednesday is next meeting
* Nothing for Operations, not scheduled until Fall
* Planning and Student Success: not meeting until Fall
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| 1. **Open Discussion**
 | * Record meetings for folks who can’t make meeting?
* Some concerns about litigation and sharing information. If it’s recorded some folks might be hesitant to discuss items if being recorded
* Anyone for recording? Poll launched: Should we record meetings? Majority= No recording
* Board Docs eventually will house minutes/agenda
* Remote work schedules? Some negotiations. DO does not want to fall back on previous contract. May be more news after Wednesday.
* Thank you Brandy and Jenna for your terms as President and Secretary
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| 1. **Adjournment**
 | * Meeting adjourns at 1:27pm
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