**CONTRA COSTA COLLEGE**

**Classified Senate Council Minutes**

**Date: 11/16/20**

**Time: 12:30PM**

**Location: https://4cd.zoom.us/j/98996190689**

Attendance: Brandy Gibson, Jenna Hornbuckle, Kate Weinstein, Michael Simpson, Michael Zephyr, Kelly Ramos

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| **Item** | **Discussion** | **ACTION ITEMS** |
| 1. **Call to Order with Introduction of Guests** | * Meeting called to order at 12:31pm |  |
| **2. Action Items: Approve Agenda and Minutes and decide meeting time** | * Michael S. motions to approve agenda, Michael Z. seconds * Remove “to in part b” in Minutes * Space for Hector’s name and Richard’s last name is misspelled * Notified, review misspelled * Change operations “meeting time” 2:30-3:30pm, 2nd and 4th Wednesday Operations approved the change to the co-chair model at our 10-12-2020 meeting. * Kelly motions to approve minutes with amendments, Jenna seconds | * Agenda and minutes with amendments approved |
| 1. **Agenda Items** |  |  |
| * 1. JobLinks update | * Need to get a committee together * LMC/DVC will have same people from last year * Jenna will step down as co-chair * Christina has some questions about the virtual nature of the event * Suggestion of a survey to ask classified staff about virtual JobLinks * Brandy will contact Christina and talk to coordinating council about a survey * Call for folks to join JobLinks committee: Jackie is interested in staying involved |  |
| 1. Spring break professional development | * Last year we didn’t have it * How would we like to structure it for this spring break? * Ideas: * development for “managing up” * Project management coaching * Should we have one day of professional development or held throughout M-Thu * Many people support multiple days and double workshops, one for the morning and one for afternoon so that it gives more opportunity for folks to attend * Usually $1k-1.5k used from professional development funds * Funds were rolled over from last year due to pandemic, so we have some extra money * Suggestion for LinkedIn training * Suggestion for CCSIG and mental health |  |
| 1. Caring campus update | * 4th coaching session finished * Initiatives were decided and will be presented to campus leadership team on 12/2 2-4pm. 5 volunteers will present to leadership * Commitments for ask me campaign virtual and make something fun for students * Leadership to discuss how they will commit to supporting the work. A lot of it is what we already do, but not across the board * Review the commitments: learning about other departments, first week greetings (virtual is phone banking), warm referrals (follow up!) * Suggestion to put some responsibility on management to implement |  |
| 1. Classified recognition | * Propose classified funding for a recognition * Every month, recognition and gift card * Set $600 from 10,000 * People will nominate * Michael S. motions for vote, Michael Z. seconds * Roll call vote to approve expenditure: All vote yes, still need vote from Leticia * Suggestion for a plaque or something to display in addition to gift card | * Classified recognition awards approved |
| 1. IEPI update | * IEPI, strategic enrollment management didn’t go anywhere due to leadership transitions * Going out for IEPI * How are documents available, information about committees, which are brown act, this funding will allow us to look at the policies and procedures manual which is currently outdated * Funds will be used to digitize, organize, * Will begin to look at policies and procedures that need to be modified which will come through the senate for approval * Integrating planning and resource allocation process * How we can institutionalize positions * Involvement is needed * Learning outcomes tied to strategic initiatives * SLO/AUO committee: needs 2 people * This is the first time classified are being asked to be involved * Lumen will be used for AUO and information will come up * Want a process that can be used |  |
| 1. **College Committee Reports** | * **CSCC**: board-docs might be tool used to display minutes/agendas for senate * Goals were reviewed and considering updating by-laws * Discussion of communication and strategies for increased participation. Hourlies and sitting on senate to see if this can be changed * **Budget:** reviewing and approving CARES act funding. Timeline will be discussed for more standard resource allocation process. * **Operations:** charging inverters for parking lot Wi-Fi access, but not feasible to install. Thinking of providing cigarette lighter chargers. Clarify responsible, and proposal for integrated system of security cameras. Review 5 year facilities plan. Safety committee reports operations, but no process previously to make reports, that’s been changed. * **Student Success**: technology is going out to students, heard from SLO committee, social justice committee discussion * **College council**: talked about governance structure more available on website. Discussion to make the graphic clickable to link to senate info. Approved CARES act funding. Collegiality and action. Guided Pathways presentation |  |
| 1. **Open Discussion** | * Scholarship funding: $500 raised through Brandy’s birthday * Food fundraiser postponed due to new restrictions * C-WIDE got book equity talk to equity walk * Chapter 1 will be shared out to everyone. Book club reading week of Thanksgiving. * Update from Dr. Bell? A lot of this happened before his time, Would like more equitable options in the future * He was not available for November * What should we do about December meeting date? * Poll sent out about December meeting * 64% voted for 12/14 next meeting * Reminder Academic Senate meeting today to discuss support of DE recommendation Proctario * 2 surveys are going out this week from Brandy | * Next meeting voted for 12/14/20 |
| 1. **Adjournment** | Meeting adjourned 1:36pm |  |