

CLASSIFIED SENATE MINUTES

Monday, March 9, 2020

3:00 p.m. – 4:30 p.m.

Room CC3-361

Members Present: Nicole Almassey – *President*, Robert Delgado – *Vice President*, Letta Greene – *Treasurer*, BethAnn Stone – *Secretary*, Sandra Mills – *Union Rep*, Catt Wood – *Council Member*, Justin Nogarr – *Council Member*, T’sendenia Gage – *Council Member*, Ninnette Alfaro – *Council Member*, Grace Villegas, Frankie Chavez, Paul West, Chris Long, Courtney Diputado

Guest(s): Sabrina Kwist

Item	Agenda	Outcomes
1. 2. 3.	Welcome Announcements Public Comment	<ul style="list-style-type: none"> • P. West announced that the Distance Education (DE) Committee just met Given the recent COVID-19 health crisis, something will be sent out (if needed) on distance learning and student services. • No public comment given.
4.	A. Agenda of 2/24/2020 B. Minutes of 02/03/20	A. Agenda Action: M/S: C. Wood/P. West approved with two corrections. N. Almassey will provide the EEO Powerpoint Presentation in lieu of Carla Rosas. Insert the letter “e” after Green in Letta Greene’s name. (8-0-0) B. Minutes 02/24/20 Action: M/S: R. Delgado/C. Wood (7-0-1, G. Villegas abstained)
5.	Presentation: Mission Statement	<p><u>EEO Presentation – N. Almassey:</u> The EEO Survey results are available and N. Almassey will provide the Powerpoint presentation summarizing the results and outlining next steps. Dean Sabrina Kwist from the Office of Equity & Inclusion is present to assist in addressing any questions or additional information. From the results, it is noted that 70% of Classified Professionals have served on hiring committees. It is also noted that most of the participation on hiring committees occurred on paper screening committees. N. Almassey will e-mail B. Stone the Powerpoint to accompany the meeting minutes. The Classified Senate noted the following when reviewing the presentation:</p> <ul style="list-style-type: none"> • For future surveys, it is recommended a comment/text box be included so that the respondent can include a reason for any “unsure” responses. • Define the Human Resources recommendation as it pertains to barriers for Classified Professionals serving on hiring committees. • Dean Kwist noted that in addition to the survey, research also includes reviewing historically what has been the composition of hiring committees. Additionally, identifying the hiring and diversity trainings we need to have a more inclusive hiring process. <p><u>Mission/Vision/Values Statements – N. Almassey:</u> SGC began work last semester on the review and revision on the College’s current Mission, Vision, and Values Statements. In collaboration with Diane White (Consultant/Facilitator) SGC has administered a survey and collected college-wide input. Through this collected data and discussions in shared governance, themes arose from both the quantitative and qualitative results. It was also determined through this process that the consensus of the College was that our Vision and Values statements were too lengthy and should be condensed. As more information is provided on the process for providing input into the upcoming Mission, Vision and Values Statement drafts we need to ensure that the voices of Classified Professionals are heard. Therefore, when given the opportunity please participate by providing your input.</p>

CLASSIFIED SENATE MINUTES

Monday, March 9, 2020

3:00 p.m. – 4:30 p.m.

Room CC3-361

		<p>N. Almassey will request that the consultant/facilitator Diane White attend a meeting to provide additional information on this process and next steps.</p>
6.	Committee Input and Report-Outs	<p>A. DGC: No meeting.</p> <p>B. Shared Governance Council: The primary focus of the meeting was the Mission Statement. Carlos Montoya (VPB&AS) provided a budget update.</p> <p>C. Strategic Enrollment Management: No report.</p> <p>D. Safety Committee: Met last week and discussed the new buildings, evacuations, and the review of the safety monitor charts. We will need additional monitors due to new buildings and expansions. May possibly hold the next training in summer.</p> <p>E. Planning Committee/EMP: The EMP Core Group (expansion of Planning Committee membership) met for a full-day retreat on Friday. Following the review of qualitative and quantitative data analysis and summaries, five (5) themes were developed. After review and discussion, a sixth theme was added that centered on resources (financial, technology, physical, facilities). At the end of the retreat the EMP Core Group had developed draft SMART goals that corresponded with each of the six (6) themes.</p> <p>F. TAG: The agenda was very brief as much of the discussion centered on determining the charges and direction of the advisory group.</p> <p>G. IDEA: Meets next week.</p> <p>H. Sustainability: No meeting</p> <p>I. Professional Development Advisory Committee: Currently working on a user manual with screenshots for Cornerstone. The anticipated completion date is the second week of April. When it becomes fully active the “Grow @4CD” tile in InSite will become lit.</p> <p>J. EEO Committee: See earlier presentation.</p>

CLASSIFIED SENATE MINUTES

Monday, March 9, 2020

3:00 p.m. – 4:30 p.m.

Room CC3-361

7.	Council Business	<p>A. Elections Committee: The call for nominations ends March 16th. There are currently open seats for President, Treasurer, and two (2) Council Member positions. Elections will take place March 16th through April 10th.</p> <p>B. Scholarship Committee: Meets on Thursday</p> <p>C. JobLinks: Will be held at Contra Costa College this year. They are still discussing the guest speaker however, they will not be going with anti-racism as the speaker theme.</p> <p>D. CLI: The selections have concluded and registrations paid for the five (5) Classified Professionals to attend 4CLI this year. N. Almassey, C. Lon, A. Duldulao, T. Gage, and A. Soto will be attending the conference in Riverside in June 2020. N. Almassey did note that she was just informed that we can no longer pay for the hotel for this conference out of our Fund 11 budget. N. Almassey is working with the Foundation and College administration to identify funding for conference travel.</p> <p>E. Crab Feed: The Crab Feed Committee meets again this afternoon. The majority of the donations have arrived, with a couple more to be delivered later this week. We have approximately 100 tickets sold and tickets are available until Wednesday at noon. B. Stone places the final order for the crab and meet on Wednesday afternoon. Given the recent COVID-19 crisis B. Stone and N. Almassey will continue to request updates as they are available from College or District administration. At this point in time, we are still planning to hold the Crab Feed as scheduled.</p> <p>F. Logoed Item: N. Almassey provided three (3) different types of logoed lunch bags for the CS to review, discuss and provide individual votes on which is the favored lunch bag style. Additionally, there was a sample hand sanitizer and zipper coin purses to view.</p> <p>G. Chancellor’s Search: The timeline for the search is aggressive with the anticipated “road-show” to take place in April.</p> <p>H. Accreditation: The next ISER 2020 draft will be sent to the campus later this week in advance of the Accreditation-ISER College Assembly on March 16th. There will be various methods available for providing your input on the content and the evidence. Additionally, please be sure your websites are updated as evidence is in the process of being collected and converted.</p>
8.	Adjourn Meeting	Action: Adjourn at 4:20 pm