

**CLASSIFIED SENATE MINUTES**

Monday, March 23, 2020

3:00 p.m. – 4:30 p.m.

**Via Zoom**

**Members Present:** Nicole Almassey – *President*, Robert Delgado – *Vice President*, Letta Greene – *Treasurer*, BethAnn Stone – *Secretary*, Paul West - *Union Rep*, Catt Wood – *Council Member*, T’sendenia Gage – *Council Member*, Ninnette Alfaro – *Council Member*, Frankie Chavez, Chris Long, Courtney Diputado, James Kolthoff, Kelly Green, Erika Messenger, Cesar Reyes, Sheri Woltz, Shondra West, Reggie Turner, Eloine Chapman, Catherine Fonseca

**Members Excused:** Justin Nogarr – *Council Member*, Sandra Mills

**Guest(s):** Chialin Hsieh, Christian Ortiz

Item	Agenda	Outcomes
1. 2. 3.	<b>Welcome Announcements Public Comment</b>	<ul style="list-style-type: none"> <li>Nicole announced that we would have celebrated Sandra Mills’ award as CCCCD Classified Employee of the Year during this meeting however, given the current COVID-19 pandemic and subsequent shelter in-place the ceremony and celebration is postponed. Nicole will notify the CS when it has been rescheduled.</li> <li>No public comment given.</li> </ul>
4.	<b>A. Agenda of 2/24/2020 B. Minutes of 02/03/20</b>	<p><b>A. Agenda Action: M/S: N. Alfaro/C. Wood approved with one correction. Insert the letter “e” after Green in Letta Greene’s name. (8-0-0)</b></p> <p><b>B. Minutes 03/09/2020 Action: M/S: N. Alfaro/C. Wood with one correction (8-0-0)</b></p>
5.	<b>Presentation:</b> Mission Statement	<p><b><u>ACCJC Annual Report – Chialin Hsieh:</u></b> ACCJC requires all colleges accredited with their agency to complete an annual report. The CS was provided the report for review and feedback. Chialin Hsieh (Office of P&amp;IE) provided a brief overview outlining the College’s responses within the report. The reporting requirements include but are not limited to – enrollment, institution set-standards, achievement, employment rates, licensure exam pass rates. Information compiled to include in this report is gathered both internally and externally. Some of the sources utilized are:</p> <ul style="list-style-type: none"> <li>We utilized the USDE LMC graduation rate of 24% for the response.</li> <li>For Institution-Set Standards (ISS) we have utilized the standards established in 2016 as our “floor” or baseline. For Course Success Rates we added 2.5% to our baseline of 72.9% to create our stretch goal of 75.4%. For certificates and degrees, we added 20% to our baseline (2016/17 ISS) to create our stretch goal. For transfers we added 35% to our baseline (2016/17 ISS).</li> <li>The employment rates data is collected from the CTEOS Visualizations via Santa Rosa Junior College. This is a self-reporting data collection tool which can create some issues. For example, in Graphic Arts it shows 100% employment rate however there was only one (1) student that reported. It was questioned as to whether this data includes those students who just take one or two CTE courses. BethAnn indicated that to her knowledge it does not include these students. However, Chialin and BethAnn will inquire with CTEOS to confirm.</li> </ul>
6.	<b>Committee Input and Report-Outs</b>	<b>A. DGC:</b> Met via Zoom last Tuesday. The review and possible revision of the bylaws was postponed and the budget was reviewed. Most of the discussion during the meeting centered on the COVID-19 medical-legal order

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		<p>and transition to remote delivery of instruction and student services.</p> <p><b>B. Shared Governance Council:</b> Meeting cancelled.</p> <p><b>C. Strategic Enrollment Management:</b> No meeting.</p> <p><b>D. Safety Committee:</b> Discussed the new buildings, evacuations, and the review of the safety monitor charts, emergency signage and posting.</p> <p><b>E. Planning Committee/EMP:</b> No meeting.</p> <p><b>F. TAG:</b> Meeting cancelled.</p> <p><b>G. IDEA:</b> Meeting cancelled.</p> <p><b>H. Sustainability:</b> No meeting</p> <p><b>I. Professional Development Advisory Committee:</b> No meeting.</p> <p><b>J. EEO Committee:</b> Meeting cancelled.</p>
7.	<b>Council Business</b>	<p><b>A. Elections Committee:</b> An email was sent last week announcing the call for nominations. Robert is researching a plan on how e-ballots would work should the COVID-19 medical-legal order be extended.</p> <p><b>B. JobLinks:</b> Planning is continuing with Job Links still scheduled to take place in June at Contra Costa College. The theme is “Grow”.</p> <p><b>C. CLI:</b> Currently the 4CS communication indicates CLI will still be held in Riverside in June.</p> <p><b>D. Logoed Item:</b> Lunch Bag #2 and the ID badge holder were voted as the favorites during our last meeting.</p> <p><b>E. Chancellor’s Search:</b> The timeline for the search has been postponed 30 days due to the COVID-19 order.</p> <p><b>F. Accreditation:</b> The next ISER 2020 draft was sent to the campus for review and feedback by March 27<sup>th</sup>. As the College Assembly last week did not take place, college-wide feedback is to be submitted online via the feedback submission tool on the Accreditation website and included in the campus e-mail. The ISER 2020 draft is scheduled for the first read by Senates on April 13<sup>th</sup>.</p>
8.	<b>Adjourn Meeting</b>	<b>Action:</b> Adjourn at 3:41 pm