President: Karen Shields, Vice-President: Roberto Gonzalez; Secretary/Treasurer: Theresa Rumjahn

Attendance: Jorge Rico (ASBCC), Roberto Gonzalez, Karen Shields, May Chen, Joanna Louie, Guang Chen, Nancy Cayton, Natalia Fedorova, Sylvia Espinosa, Theresa Rumjahn, Ramona Butler

| **Agenda Item** | **Discussion** | **Follow-Up Action** | **Decisions/Resolved** |
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| Meeting Called to Order | 3:05 pm |  |  |
| 1. **Introductions and Review of Agenda** | Jorge Rico is the Community Building Senator representing ASBCC. Roberto Gonzalez informed that the college is comprised of 3 groups of people (faculty, administrators and staff), and the Classified Senate is the shared governance group of staff. We have a constitution with by-laws that is all on our website at <http://www.berkeleycitycollege.edu/wp/classified-senate/> | None required. | None required. |
| 1. **Review/Approve Past Minutes** | Because of the full agenda, Theresa Rumjahn said past draft minutes will be emailed to everyone for review and approval next meeting. | Theresa Rumjahn to email past draft minutes to members. |  |
| 1. **CTE and Program Awards** | May Chen talked to the Classified Senate about BCC’s CTE Program and the Awards Program related to CTE program completers, job placement rates, and employment placement tracking at BCC. The ACCJC requested this additional information in their 8/17/2015 letter. Some of the reporting categories do not apply to BCC (such as the 2012-2013 exams pass rates for licensure, and the fact that BCC does not offer CTE certificates or degrees as yet). For BCC’s Biomedical Technology and Multimedia Arts programs, the institution-set standard and BCC’s job placement rate were both 57.5% based upon BCC’s 2012-13 CTEOS survey in conjunction with Santa Rosa’s Junior College’s CTE Employment Outcome Survey. Many other community colleges participated in Santa Rosa’s survey conducted in Spring 2014. BCC’s data will be updated following the findings of the 2015-16 CTEOS survey which will be available in Spring 2016. May Chen distributed copies of the survey findings (1 sheet). The other 2 handouts will be emailed to Classified Staff.  Roberto Gonzalez asked for clarification on how this affects classifieds. May Chen indicated it was important to communicate with all groups. In the future, there will be more involvement with the Transfer and Career office which is staffed by a classified position. The researcher position will also be classified. Joanna Louie asked when would the researcher be hired. May said we are waiting for a response from HR since the position has been posted. The funding will be from PASS and SSSP.  The course success rate is targeted at 70%, and the value will be sent in Oct. 15. Roberto Gonzalez suggested that we do not need to compare with other colleges; May Chen agreed and we set on the previous success rate. The job types shown on the downloaded spreadsheet (from the CCC Chancellor’s website) are highlighted in yellow for CTE and the column data show how many students complete degrees (such as accounting, animation, MMARTs associate degree). Jorge Rico asked clarification on the types of programs and May Chen said it was to help job seekers find jobs. | Send handouts to Classified Staff by email. | None required. |
| 1. **Classified Matters Training Update** | This District wide classified staff training has been rescheduled to Friday, November 13, because of a conflict with the opening of the Barbara Lee building at Merritt on that day. The training will be a whole day and include a student presentation, trustees doing Q&A, and training on financial aid and A&R. Lunch will be in the Laney Theatre provided by the union which will also speak. The workshops in the afternoon include Excel and Access. There will be some student participation. |  |  |
| 1. **Shared Gov Committee Updates** | **Technology** **(Roberto/Theresa)** – Roberto Gonzalez said Calvin Madlock (Associate VC of IT) visited the last Tech Committee meeting. The roll-out of the new phones fell short by 40 phones which are on order and there are still problems to sort out such as no old voice mail and South Campus issues. The BCC Tech Committee also took a stand to propose creating a BCC IT budget that focuses on sustainability and projecting out what we need in the classrooms and labs, and what is needed by faculty and student services. It will be the first of its kind because the District IT does not have a budget even though BCC has spent a lot of time and energy providing reports and data trying to get the District to adopt one for many years. BCC is the only campus that submitted our reports on time. Sylvia Espinosa said there are other reasons for having a District IT plan and budget such as having the District purchase Turnitin.com. Roberto said Dean Antonio Barreiro is discussing this with AVC Calvin Madlock. Instead of prioritizing and having to get Board approval, the colleges should have a broader spending limit before a project goes to the Board. For example, anything > $10,000 could go for Board approval. We have a higher percentage of costs if we have a higher FTE.  **Facilities (Joanna/Karen)** – Joanna Louie said the first Facilities meeting is scheduled for Nov. 6; she has already sent out an email with the meeting dates.  **Education (Andrea/Roberto)** – Roberto Gonzalez reported that the main discussion focused on membership and role of the chair, which would be the chair, etc. We need more classified participation because the discussion is germane to classifieds. (Andrea Williams is also on the Ed Comm; Lisa Gwyn-Laigo was present but is there in another capacity.)  **User Group for New Building** – The classified representatives are Johnny Dong, Ralph Smeester, and Jennifer Lenahan (who had a conflict with another event during this meeting).  **Roundtable (Roberto/Karen/Nancy)** – Roberto said a main topic of discussion is the 2015-16 Goals & Accomplishments. These started off as the 2014-15 G&A and when the approved goals were achieved they were removed. The 2015-16 G&A are the 2014-15 G&A with a couple of additions, but somehow our recommendations got overlooked. The hiring for vacant positions and the new positions yet to be determined got left off the goals. These positions were supposed to be filled by the end of the 2014-15 academic year but they are not filled yet. And now they are left off the 2015-16 G&A. The next Roundtable meeting will be about developing activities to achieve the goals. So we will recommend hiring for the vacant positions at the next Roundtable meeting.  **Professional Development (Jennifer/Joanna/Theresa)** – Miriam from the District held a meeting at BCC on Oct. 14 to get the Professional Development Committee going. Jennifer Lenahan, Joanna Louie, and Theresa Rumjahn are now on the committee, with Karen Shields as alternate. Brandon Celaya will be chair through this semester, and Scott Hoshida and Cleavon Smith will be the other faculty representatives. Administrative representatives will be Paula Coil, Theresa Rowland, and Tram Vo-Kumamoto. Roberto Gonzalez indicated the college Presidents have been encouraged to provide funding for training for faculty and staff. Sylvia Espinosa said staff should get reimbursed for seminars and training they attend instead of spending their own money or using their sick leave or vacation time. Joanna Louie said you should ask your manager for travel/training reimbursements. | Defer to next meeting. | None required. |
| 1. **Signage Update** | Roberto Gonzalez said this was raised at the college president’s cabinet meeting. It will be a low budget approach right now until something more permanent can be approved. |  |  |
| 1. **Activities for 2015-2016 Goals and Accomplishments** | This was not discussed as it was partially addressed in Item V above (Shared Governance updates, for Roundtable). |  |  |
| 1. **Status of BCC Survey/ Professional Development Activities** | Theresa Rumjahn reported that Excel Training is being planned for BCC staff at the end of October and early November. More information will be coming out. The BCC Survey will be taken up at a later time. |  |  |
| 1. **Appointees to the BCC Professional Development Committee** | See Item V (Shared Governance update for Professional Development). |  |  |
| 1. **Other Matters** | None. |  |  |
| 1. **Adjournment** | 4:30 pm |  |  |
| Next Meeting | Thursday, October 22, 2015, 3:00 - 4:30 pm, TLC |  |  |

*[Minutes taken by Theresa Rumjahn]*

Handouts:

* Agenda
* BCC’s CTEOS survey findings of job placement rates (2 pages)
* CTE Employment Outcomes Survey 2014, Berkeley City College (2 pages, from report of 10/6/2014)
* California Community Colleges Chancellor’s Office – Program Awards Summary Report (table on 2 pages), report run on 10/5/2015