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

Attendance: Andrea Williams, Catherine Nichols, Tam Vo, Tammie Perry, Roberto Gonzalez, Sima Moshtaghi, Jasmine Martinez, Roger Toliver, Guang Chen, Joanna Louie, Karen Shields, Johnny Dong, Marilyn Clausen, Theresa Rumjahn, Donna Dorsey, John Saenz

| **Agenda Item** | **Discussion** | **Follow-Up Action** | **Decisions/Resolved** |
| --- | --- | --- | --- |
| Meeting Called to Order | 3:10 pm |  |  |
| 1. **Agenda Review** | Roberto Gonzalez went over the agenda and asked if anyone had other issues they want to add to the agenda. No additional items. | Resolved | Resolved |
| 1. **Signage** | Roberto Gonzalez: This issue has come up several times and we need to come up with a short-term strategy to resolve it now and a long-term strategy to take care of issues in future semesters.  Joanna Louie: Reported that she talked to Shirley Slaughter about having temporary signage now for the Fall 2015 semester. Joanna took Shirley on a walk-through today and pointed out incorrect signs such as the incorrect EOPS room number on the 1st floor signs. Shirley noted the problems and approved going ahead with purchase of temporary signage on strong, bonded paper to be laminated and as large as a door so it will grab the eye. An example sign is a plastic sign produced by Andrea Williams for South Campus. Karen Shields offered to help with getting the signage up, and Andrea may help with design. They will try to get this done before Joanna goes on vacation in August.  Joanna Louie: Also reported that Shirley Slaughter will send a letter to Jeff Cook at the District to get permanent signage made for BCC, since signage is handled by the District.  Everyone applauded Joanna’s initiative and efforts to get signage in place for the Fall 2015 semester. Lots of kudos to Joanna! | Resolved | Resolved for Fall 2015; track for future semesters |
| 1. **Survey of Issues and Concerns** | Theresa Rumjahn: Catalina Herrera was unable to attend due to year-end reports she needs to complete. Theresa said she will meet with Catalina to develop a survey to query all classified staff on their issues and concerns for this year, what we can do to resolve them, and how to get more participation.  There was general discussion about the topics (e.g., safety issues about slipping on newly waxed floors, the need to fill vacancies) and how to handle the survey results. It was generally felt that the survey should be open-ended and ask people what their issues and concerns are rather than giving them a pre-determined list to rank. | Catalina and Theresa to prepare a draft survey; report back next meeting. |  |
| 1. **Shared Governance** | Roberto Gonzalez: Referred to the updated Accreditation Q&A sheet put out by Shirley Fogarino yesterday and said we have a high priority to find classified staff to be on the committees both at BCC and the District. One of the two BCC deficiencies cited by the ACCJC is that we do not regularly assess, update and make public our shared governance activities and actions. It is important that we have Classified Senate members to get actively involved in decision making, and also in the policy and procedures that affect how our resource allocations are done (such as priority ranking) and what is written in the program reviews.  We need to review the Shared Governance Manual to determine how many voting members we have on the important committees and their typical meeting schedules. Committees that need representation both at BCC and at least one representative at the District include:   * Roundtable – at BCC: the classified senate president plus 3 others; meets twice per month on 2nd and 4th Mondays at lunch time. * Facilities – once a month, first Friday at lunch time. * Technology – once a month, 2nd Wednesday from 1:30 – 2:30 pm * Education – twice per month on 2nd and 4th Thursdays at lunch time.   Other BCC committees that we should have representation on:   * Curriculum – Thursdays, 10 – 12, weekly or as needed. * Bookstore – there is no BCC committee but we should have one. There was a recommendation to place the Bookstore on the 1st floor instead of the tiny room on the 5th floor. * Professional Development – once a month, 4th Thursday, 10:30 – 12 Noon. Do we have staff development funds for this? We have been asked to participate – 3 members. Karen Shields will ask James Blake about the training budget for classified staff in the District, and about what Laney does. | Further discussion on committee representatives at the next meeting.  Karen Shields to follow-up on the training budget for classified staff in the District and at other campuses. |  |
| 1. **Informational Item** | Karen Shields and (maybe Theresa Rumjahn, not likely) to attend the Statewide Conference on Senates, on Aug. 5, in Santa Clara. Cost is $36/person; transportation not included.  Joanna Louie: Reported that Classified Senate funds (including the money earned from the bake sale last year) totals $461 and is managed by Business Services under Shirley Slaughter as Misc Funds. To use this money, it needs to be allocated, so Joanna will move a certain amount into the travel account, and from there the recipient will file the necessary form. |  | Joanna Louie will work with Karen Shields to determine amount to transfer from Misc funds to the travel account for the conference. |
| 1. **Other Issues** | None. | Resolved. | Resolved. |
| 1. **Adjournment** | About 4:15 pm |  |  |
| Next Meeting | Thursday, July 23, 2015, 3:00 - 4:30 pm, TLC |  |  |

*[Minutes taken by Theresa Rumjahn]*