

Berkeley City College - Classified Senate  
 Minutes for Meeting on Thursday, January 14, 2016  
 3:00 - 4:30 pm, Rm 451A

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

**Attendance:** Christopher Scott, Dwayne Cain, Roberto Gonzalez, Andrea Williams, Joanna Louie, Karen Shields, Marilyn Clausen, Nancy Cayton, Theresa Rumjahn

Agenda Item	Discussion	Follow-Up/Action
Meeting Called to Order	3:05 pm	
<b>I. Review of Agenda (3:05)</b>	Roberto Gonzalez called the meeting to order. Roberto moved Item #3 BCC Interim President and Item #5 Health & Safety Update later in the agenda when more people would be in attendance.	
<b>II. Approve Past Minutes</b>	Corrections to the draft Dec. 10, 2015, minutes were discussed. Nancy Cayton moved to approve the minutes as corrected. Seconded by Andrea Williams. No objections.	
<b>III. BCC Interim President and Other Interim Positions</b>	Karen Shields discussed that we have a new Buyer (at the District) for BCC. Chancellor Laguerre is waiting for faculty to come on campuses before talking to us about interim positions. We have filled all of the hiring committee (classified) positions as of now.	
<b>IV. BCC/HR Hiring Process</b>	<p>Roberto Gonzalez indicated we are experiencing lots of hiring with more to come. He suggested that we invite Vivian Farmer, our hiring liaison at District H&amp;R, to come to BCC for a Q&amp;A workshop, in February or later, which can be held during a classified senate meeting. Roberto spoke with her today and she is more than happy to do this. He suggested setting up a Survey Monkey form to develop questions and topics for the Q&amp;A workshop. Some topics could include:</p> <ul style="list-style-type: none"> <li>• If internal staff applies for a job, our contract clause indicates we start at the round 2 interview process (so no outside non-District applications are taken and the round 1 interview process is waived).</li> <li>• Discuss with staff about what is involved in the application process, what key skills and features will help staff in interviews, what HR and the job are looking for in an applicant.</li> <li>• Help and tips with resume writing and what Peralta looks for in applications.</li> </ul>	
<b>V. Health &amp; Safety Update</b>	<p>Joanna Louie made a full and complete report on the last Health &amp; Safety Committee Meeting (Dec. 22, 2015). The next meeting will be on Feb. 23, 12:15-1:30.</p> <p>The sheriff has scheduled required active shooter training in February.</p>	

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	<p>AB 1088 (sexual assault procedures) – the manual has been modified for BCC, and edits are needed on the BCC site which Susan Truong, Emie Mitsuno, and Loan Nguyen are working on. The modifications will be considered for approval at the next H&amp;S meeting. The committee will communicate with Tram regarding how to provide staff and administrator training which could take place during Flex Days if the procedures are approved by then.</p> <p>There are non-science classes being held in the science labs, and the faculty and students using the science labs must have formal OSHA training. Willard Cheng will follow up on this with Antonio Barreiro. There is no current director of Risk Management.</p> <p>BCC Engineering is redesigning the push peddles for better control over when they are enabled or disabled.</p> <p>The Columbine keycard system is being tested at the District this Saturday.</p> <p>The IT security system/surveillance system internal and external capabilities are being reviewed.</p> <p>The lease for BCC Annex (South Campus) ends on June 1, 2016, and they will relocate to 2000 Center Street (next to K's).</p> <p>Testing of pre-recorded alert messages on BCC phones will take place in February. We will be notified ahead of time. The pre-recorded message will be sent to all phones and there will be simultaneous displays on the screen. Classrooms have audible messages.</p> <p>Andrea Williams indicated that BCC's new Mental Health Counselor, Janine Greer, begins on January 19 in the Annex (South Campus). She is tenure-track faculty, and will be invited to the H&amp;S committee meetings.</p>	
<p><b>VI. Update on PCS Resolution to the BOT</b></p>	<p>Roberto Gonzalez said there are changes to the Peralta Classified Staff body so this affects the draft PCS Resolution we discussed at the December classified staff meeting. Tim Brice is the new PCS president, as James Blake has retired. There are also changes in the classified leadership at Merritt and Laney.</p>	

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	<p>After further discussion, it was agreed to table the draft PCD petition due to wording ambiguities and the need to rework the focus and intents of the draft as written. The goals are for the colleges to come together on these points, and to secure a seat at the table during Board Meetings during which the PCS will make regular reports and have a say in items being heard.</p> <p>Karen Shields indicated that Chancellor Laguerre feels shared governance is dropping away at the campuses, and he sees classifieds are not showing up and helping the colleges. The Chancellor wants to meet with the PCS as a cabinet before the February Board Meeting.</p>	
<b>VII. Fill Secretary/ Treasurer Position</b>	Theresa Rumjahn indicated she will be unable to continue due to the increase in demands in her regular work. Roberto Gonzalez said we will need to circulate the announcement and have a vote for a replacement which could be done at the next meeting.	
<b>VIII. Other Items</b>	None	
<b>IX. Adjournment</b>	4:30 pm	
Next Meeting	Thursday, February 11, 2015, 3:00 - 4:30 pm, TLC	

*[Minutes taken by Theresa Rumjahn]*

Handouts:

- Agenda
- Draft Past Minutes (12/10/2015)
- Draft PCS Resolution