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

**Attendance:** Lisa Gwyn-Laigo, Yolanda Young, Joanna Louie, Jorge Rico (ASBCC, Community Building Senator), Roberto Gonzalez, Theresa Rumjahn, Karen Shields, Sima Moshtaghi, John Saenz, Briana Rogers (ASBCC President), Roger Toliver, Francine Lewis, May Chen, Diana Bajrami

| **Age****nda Item** | **Discussion** | **Follow-Up Action** | **Decisions/Resolved** |
| --- | --- | --- | --- |
| Meeting Called to Order | 3:09 pm |  |  |
| 1. **Review of Agenda** | Karen Shields said the Student Success Program would be presented by May Chen and Diana Bajrami as Item 3. |  |  |
| 1. **Shared Governance Updates** | **Technology** - Roberto Gonzalez reported that everyone should have the new phones now. Training has not been rescheduled and will be in the future, so everyone should refer to the online manuals (<http://web.peralta.edu/it/>). At the last Roundtable meeting, the BCC Tech Committee submitted a memo that promised to do an IT budget for BCC. This budget will address sustainability and make improvements to instructional and student services technology, and is a positive step forward.  **Roundtable** - Roberto Gonzalez said the 2015-16 Goals and Accomplishments was approved. The next phase is to develop a strategic plan and specify activities to achieve those goals.  **Facilities (District)** - Karen Shields indicated that the bulk of the meeting centered around discussion of construction and improvement projects around the District, and the infrastructure for IT and IT budget. The electronics are now here at BCC. A list of planned improvements was discussed which includes replacement of the front doors and elevators at BCC.  **Facilities (BCC**) - Joanna Louie reported that a schedule of meetings has been sent out but the committee has not met yet.  **Health & Safety** - Joanna Louie said the next meeting has been pushed back to November 24. In light of President Budd's recent memo, the Sheriff is to make a presence on campus 3 days/week. Briana Rogers (ASBCC) indicated we need more security and asked why students were not alerted. Roberto Gonzalez advised that the Health & Safety Committee would be the appropriate place to bring up the concern about security communication to students.  **New Building** - Johnny Dong, Ralph Smeester, and Jennifer Lenahan are the classified members on this committee. Jennifer was at another meeting, and no one was in attendance to report. Lisa Gwyn-Laigo, who participated in a recent site tour, said a survey was being developed regarding room usage and other questions, and would be distributed to faculty and students. The District will get bids from the architectural firms on November 3. The firms will then be ranked and the top firms (based upon the number of bids received) will be given an opportunity to make a presentation to the user groups.  **Education** - Lisa Gwyn-Laigo said this will be covered by the SSSP presentation (item III below).  **PIE** - John Saenz said that rubrics and teamwork were the topics of discussion. The committee discussed how to assess global consciousness and looked at the historical context of assessment in the classroom. The Teaching and Learning Center (TLC) projects were described: FIGS, APPLES, and DARTS. Faculty and staff may work together on these projects. Roberto Gonzalez said that Heather Dodge sent out a recent email requesting faculty and staff to propose and work on these projects, but he said clarification was needed on how classified staff could participate. He also noted that the FELI Training was coming up and urged classifieds to take this useful 5-day training. |  |  |
| 1. **Student Success Program** | May Chen discussed the SSSP fund and displayed a table of the draft budget. She thanked the Classified Senate for its quick feedback and they will work on the grammar in the report. The report is still in draft form and formatting, spelling and grammar corrections will be made.  Last year's budget was $858,000. There is a 70% increase this year, so we are projecting a $1.4 million budget. We will add/remove items when we get the final budget.  Some of the positions to be funded by SSSP include (note: a full list was not made of the spreadsheet shown on the projector and dollar amounts were not copied; this spreadsheet was in a separate file and was not contained in the body of the SSSP report that was shown later on the projector):   * A/O (Assessment & Orientation) Coordinator, 1 FTE * SS Personnel Specialist, 1 FTE (to go to high schools, and to bring the HS groups to BCC for assessment or to do assessments at the high school) * A&R Specialist, 1 FTE * PCCD A&R Specialist, 0.25 FTE * Last year, SSSP funded 3 of the 4 new counselors we hired. * Proposal to hire a researcher position (Research & Systems Technical Analyst) with Equity funds   Technology to be funded by SSSP:   * Computers/printer, hardware and software = $50,000 * DSPS Technology = $6,000 * Supplies = $20,000 * Website updates = $20,000 * Printing = $10,000 (publications, brochures)   May Chen explained that SSSP is for incoming, matriculating students. Briana Rogers asked if this included DSPS, EOPS, and Calworks students. May described that some DSPS students do not fall into the category of incoming, matriculating students, and so only that category of students are covered by SSSP. She also said EOPS has its own funding and the Equity funds would add about $4,000 to the other EOPS funds. Calworks has state funding so is not SSSP.  Roberto Gonzalez asked if this budget report is a draft. Diana Bajrami responded that it is a proposed budget. She said last year we received state money, and we now must be accountable. So we are starting ahead to collect the data and to set up processes to do this. We need to submit this draft SSSP report to the state on October 30. The Roundtable will meet on Monday, Oct. 27, to consider the report. So that is why we are meeting with the various groups and to get their comments.  May Chen showed Table 5 on the projector (BCC College Record Assessment and Orientation - Student Headcount, Summer 2014, Fall 2014, and Spring 2015), pages 16 - 18. She said that based on the numbers, BCC met 100% of student assessments and orientations, which is the state mandate. Diana Bajrami said we want to improve the orientation for students by going to an online orientation technology that we are pursuing. The technology has not been released to us yet for review. Gail Pendleton and the counselors will be involved in reviewing and using this technology. Students will complete the online orientation, print out a ticket, and be able to take the ticket to their counselor. Hermia Yam is the SSSP coordinator.  Sylvia Espinosa raised the issue that many students could go through the online orientation, then enroll in classes that may not be at the right level.  The timeline for finalizing the SSSP report is now at the stage where funds need to be allocated, so we are checking on the funding.  Karen Shields emphasized the Classified Senate comments that were previously sent by email yesterday. She read through the comments.  Diana Bajrami said our SSSP report must be submitted to the state on Friday, Oct. 30. It is an annual report.  Roberto Gonzalez asked all classified staff to review the draft SSSP report. Since it is a 50-page report, he suggested that we focus on our area. For example, if we work in DSPS or EOPS, we could do a search for those terms in the digital version of the report that was emailed to everyone. It will be a bigger job for staff in the Office of Instruction. |  |  |
| 1. **Feedback/ reflection on Chancellor's Visit** | The Chancellor's visit was acknowledged, and the turnout from classified staff was fairly good. |  |  |
| 1. **Professional Development Update (BCC and District)** | Roberto Gonzalez reported that the District wide Classified Matters III professional development training is scheduled for Friday, November 13. There was an email from James Blake, Peralta Classified Senate president, which is reaching out to faculty, staff and students for student stories and participation. If anyone has student feedback, please send these on to Karen Shields. Karen asked everyone to think about "how we can help [students] be successful". |  |  |
| 1. **Senate Activities Update** | Not discussed. |  |  |
| 1. **Update on President Budd's Nov. 12 Visit** | Karen Shields invited Debbie Budd, but she cannot attend our November 12th meeting. Roberto Gonzalez suggested holding this visit on the following Thursday, November 19th, if that does not conflict with the Peralta Classified Senate meeting which is usually held on the 3rd Thursday of the month. |  |  |
| 1. **Classified Hiring Committee Anomalies** | Roberto Gonzalez reported that hiring committees are being formed but they are not consistent in how they are being formed. For example, the AV position hiring committee has no classified staff on it, and we (Karen and Roberto) were not informed that the hiring committee was being formed. Roberto asked if anyone knew of other examples, such as Campus Life, the Vice President of Student Services, and upcoming financial aid and career center positions.  Roberto Gonzalez suggested that we:  1) gather data to make sure our information is accurate (need to check with Jennifer Lenahan)  2) write a short memo to HR and Debbie Budd that cites that classified staff are not being included in hiring committees in accordance with the hiring committee rules and process, and that adjustments are needed. The hiring committee rules should be on the Peralta District website, administrative procedures (APs). |  |  |
| 1. **Other Items** | Karen Shields asked everyone to email their birthdays to her so we can recognize our staff as part of team building. |  |  |
| 1. **Adjournment** | 4:34 pm |  |  |
| Next Meeting | Thursday, November 12, 2015, 3:00 - 4:30 pm, TLC |  |  |

*[Minutes taken by Theresa Rumjahn]*

Handouts:

* Agenda
* Student Success Program report previously sent out with Agenda via email to Classified Staff