

Berkeley City College - Classified Senate  
 Minutes for Meeting on Thursday, December 10, 2015  
 3:00 - 4:30 pm, TLC (Room 341)

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

**Attendance:** Theresa Rumjahn, Roberto Gonzalez, Karen Shields, Joanna Louie, Lisa Gwyn-Laigo, Phi Le, Nancy Cayton, Andrea Williams, Johnny Dong, Alexandria Tomas, Christopher Scott, Marilyn Clausen, Jorge Rico (ASBCC), Sylvia Espinosa, Ramona Butler, Jasmine Martinez, Dolores Harshaw

Agenda Item	Discussion	Follow-Up/Action
Meeting Called to Order	3:05 pm	
<b>I. Review of Agenda (3:05)</b>	<p>Roberto Gonzalez called the meeting to order, and recommended an update on staff hires.</p> <ul style="list-style-type: none"> <li>• Christopher Scott was introduced as the new hourly staff assistant to Dean Brenda Johnson.</li> <li>• Anum Chiagozi (spp?) starts in Feb. 2016 as the new Assessment and Orientation Technician working with Gail Pendleton.</li> <li>• Andre Singleton has been hired as Campus Life Director beginning in January.</li> <li>• Johnny Dong has been selected as Transfer Center Coordinator, and will vacate his position as Curriculum Specialist.</li> <li>• The AV/IT position was offered to the top candidate but declined; status of hire is unknown.</li> </ul> <p>The classified prioritization rubric was mentioned but status is unknown.</p>	
<b>II. Approve Past Minutes</b>	<p>The draft minutes from Nov. 12, 2015 were approved with no objections. Several people abstained from the vote because they were not present at that meeting.</p>	
<b>III. Committee Reports</b>	<ul style="list-style-type: none"> <li>• <b>Roundtable -</b> <ul style="list-style-type: none"> <li>○ <b>BCC's Equity Plan</b> is due to the state tomorrow (12/11/2015). It was submitted to the District for the 12/8 Board meeting but none of the campus reports were really presented. Roberto Gonzalez said hopefully our edits made it in to BCC's report before it was submitted to the District. However, any last minute edits should be sent to May Chen by tomorrow.</li> <li>○ <b>Faculty Hires</b> – Nancy Cayton said a ranked list of new FT faculty positions was forwarded to President Budd from RT. There were 8 or 9 positions.</li> </ul> </li> <li>• <b>BCC Facilities</b> –           <ul style="list-style-type: none"> <li>○ Joanna Louie said the new building user group should let the vendor know about</li> </ul> </li> </ul>	

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	<p>our concerns for desk setup (admin and staff) and also classroom setup to support what will be taught in the classrooms (e.g., to support a creative learning style, the room and desk configuration should have orientation, layout and design for this).</p> <ul style="list-style-type: none"> <li>○ The Annex lease will end on June 30, 2016, and we will be getting the building next door (on Center St. at Milvia St.), same block as us.</li> <li>● <b>District Facilities</b> – Karen Shields said there will be a Jan. 16 pilot test of new security locks at BCC and Laney. These lock from the inside. The company is Columbine Locks. Also, the front doors will be replaced because they have been broken for some time.</li> <li>● <b>Education/PIE</b> – Andrea Williams said she usually gets updates from Susan Truong, but Susan did not attend the last meeting. Alejandria Tomas said our Program Reviews are going on now but the changes will take place next year. Due to the amount of stress on faculty and staff to perform this round of Program Reviews and APUs (under new review formats), our 3-yr cycles do not afford time to improve so we are rethinking our process at BCC. We are also looking at innovative ideas for assessment and curriculum. Karen Shields noted that students take incompletes on some courses they have been told they are over-prepared for, and other courses they don't enroll in because they are told they are under-prepared for but actually aren't. Roberto Gonzalez referenced a recently published article that quotes a Laney College English instructor who has been advocating for a writing component to the assessment process, and that the funding strategy has been favorably met, but that funding has not been forthcoming. Jorge Rico said it is a placement test issue from a student's perspective.</li> <li>● <b>Technology Committee</b> – Theresa Rumjahn and Roberto Gonzalez reported:           <ul style="list-style-type: none"> <li>○ <b>Website</b> - Diana Bajrami suggested a complete website redesign to favor students. The Tech Committee appointed Josh Boatright to tentatively head up a website committee. The District's new design is due over winter break and BCC may be able to use that.</li> <li>○ <b>Technology Prioritization</b> – The Tech Committee will meet in January to prioritize technology requests to submit to the District as requested. The Committee decided to go ahead and spend the staff time to do this prioritization even though nothing has been funded in the past even though projects were approved at the District level.</li> <li>○ <b>OEI (Online Education Initiative)</b> – This statewide program will allow students to login to a statewide portal to find online classes. The program is overseen by the State Chancellor. The recent OEI decision to use one learning management system (Canvas) instead of integrating many types is not widely supported by Peralta because our current Moodle system will not be supported. Also, any courses taught</li> </ul> </li> </ul>	

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	<p>under this program must meet the OEI criteria and peer review, and this leaves local colleges out of the review loop, among other issues. Peralta District has not joined the OEI yet.</p>	
<p><b>IV. Ideas for Group Picture</b></p>	<p>Karen Shields suggested we take a group picture at the upcoming office potluck on Dec. 16. Marilyn Clausen said we could take department photos. Theresa Rumjahn will bring a camera. Karen Shields noted that Merced Community College Classified Senate got a resolution approved by their Board to change the title of “Classified Staff” to “Classified Professional”.</p>	
<p><b>V. Update on PCS Activities</b></p>	<p>Karen Shields said that James Blake will be stepping down as Peralta Classified Senate President on 12/31/2015. Jim Brice will step up. This has already been announced and approved at a Board meeting.</p> <p>Roberto Gonzalez reported that the draft Resolution circulated for staff signatures among BCC and other campus classifieds this last week has been held up because the review time was too short and some of the wording needed cleaning up. The intent was to get all four campus Classified Senates to approve the Resolution and present it at the Dec. 8 Board meeting. The draft Resolution requests the Chancellor and Board to give Classified Staff representation at Board meetings – that is, to have Classifieds report to the Board as a regular agenda item. The Resolution was developed and approved by Merritt Classifieds. The plan now is to vet it and present it at the Jan. 26 Board meeting. This may give us time to include additional language for inclusion of classifieds in any Board policy development activities, similar to the Academic Senate’s 10+1 language that is already in place.</p>	<p>Send an email and last revision of the Resolution to classified staff with the note: “Please review the language of the resolution and forward any additional ideas for content to Karen, Roberto and Theresa.</p>
<p><b>VI. Academic/ Classified Senates’ letter to the Chancellor</b></p>	<p>A draft joint letter was displayed on the overhead projector that poses questions to the Chancellor about his recent decision to deny hiring of the top candidate recommended by the hiring committee for BCC’s Vice President of Student Services. The letter also requests the status of vacant administration positions at BCC and what the Chancellor will do to fill these positions as soon as possible and to keep faculty and staff notified of what is happening. The letter would be signed by both the Academic Senate and Classified Senate presidents. At this point, we are waiting for a response from Cleavon Smith (Academic Senate President) about the status of this letter, as we want to send it as soon as possible. The current VPSS interim person will only be available until her contract runs</p>	<p>Karen Shields to keep trying to contact Cleavon Smith.</p>

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	out at the end of December 2016. Ramona Butler suggested that a copy of the letter should be sent to Suzanne Kunkel, the Chancellor's administrative assistant.	
<b>VII. Health &amp; Safety Staff Concerns</b>	Roberto Gonzalez said our Health & Safety efforts need to be stepped up at the administration level. There have not been any committee meetings for two months now, and we have many concerns for the staff safety on campus. Roberto suggested that a letter be written to the H&S committee about this. Nancy Cayton moved that this letter be sent. Roberto Gonzalez seconded it. Joanna Louie said she would check with Shirley Slaughter about making sure they hold their next meeting, so the letter may not be necessary.	
<b>VIII. Other Items</b>	None	
<b>IX. Adjournment</b>	4:26 pm	
Next Meeting	Thursday, January 14, 2015, 3:00 - 4:30 pm, TLC	

*[Minutes taken by Theresa Rumjahn]*

Handouts:

- Agenda
- Draft Past Minutes (11/12/2015)
- Academic Senate 10+1