

Berkeley City College - Classified Senate  
 Minutes for Meeting on Thursday, February 11, 2016  
 3:00 - 4:30 pm, Rm 451A

**Facilitators:** Karen Shields/President, Roberto Gonzalez/Vice-President and Jasmine Martinez/Interim Secretary/Treasurer

**Attendance:** Sylvia Espinosa, Joanna Louie, Marilyn Clausen, Vincent Koo and Dolores Harshaw.

Agenda Item	Discussion	Follow-Up/Action
<b>Meeting Called to Order</b>	3:15 pm	
<b>I. Review of Agenda</b>	Karen Shields 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 Interim Secretary/Treasurer</b>	Roberto Gonzales moved to approve the appointment. Seconded by Sylvia Espinosa. No objections.	Completed
<b>III. Special Projects Update</b>	<p><u>Signage:</u> Signage for the campus locations such as the 1<sup>st</sup> floor student services</p> <ul style="list-style-type: none"> <li>-Need to have other signs on campus updated for student such as class related changes.</li> <li>-Need to really utilize our monitors for getting information out to our student/community</li> <li>-Academic calendar/deadline dates need more clarification such as the Cashier's office in regards to the drop date</li> </ul> <p><u>HR Workshops/Q&amp;A</u></p> <ul style="list-style-type: none"> <li>-Roberto reached out to Vivian Farmer to communicate to her our topics to cover for the workshop content. Mostly a Q&amp;A about hiring processes.</li> <li>-Discussed having Union Reps also come to campus.</li> </ul>	<p>In Progress</p> <p>In Progress</p>
<b>IV. Professional Development</b>	Theresa did get approval from Tram to move forward with the next Excel Training; higher level training. Our Interim VPSS has created a Staff Development Plan, that she got the approval from the Chancellor as BCC being the Pilot and then go district wide. This was put out at the last Student Services Meeting.	In Progress
<b>V. Shared Governance Reports</b>	Ran out of time due to visit from President Johns; will address at next meeting.	Address at next meeting
<b>VI. Q&amp;A with Interim President Krista Johns</b>	<p>Krista stated that she was very pleased to be here with us. Her goal is to work with the college on creating an environment that doesn't seem so busy and last minute. This diminishes the importance of all the other work we do as a mission to our community and would like a sense of regularity and normalcy. We need to do a quick triage with students and then do a follow-up but not allow it to throw off our flow. She would like us to focus on making more of a connection with our students and their experience here at BCC. Let's figure out ways to include students in our discussion and thinking. We need to improve our communication with each other. Apart of this is a trust factor and know how to appropriately use our information in our email communications. Krista mentioned that the amount of meetings that we have and the time we have for our work needs to be managed effectively.</p> <p>Questions from classified:</p> <p><u>Vincent:</u> What is your intent? Do you plan on applying for the President position here?</p>	

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	<p><u>Krista's response:</u> Krista's contract will end 6/30/16 as the Interim. Krista did not leave a full-time job to just do Interim here. She did apply and does want to stay. She mentioned that the people that are here year round are the staff/classified. We should all feel valued and leave here feeling good about your position.</p> <p><u>Roberto:</u> Krista has a very profound difference in work style than our previous President. Due to the change in administration certain things go away or get minimized. So we don't necessarily expect the President to oversee every issue. Hoping that you can foster that sense of support from our manager in order to correct that.</p> <p><u>Krista's response:</u> The state law says that classified has the right to have a voice related to classified decision and matters. We have AB1725 and accreditation standards that require this participation as a shared activity. Our processes may have become more cumbersome when it comes to decision making and Krista would like to have us work on this and work together. When hiring new Administration, Krista would like for the new hires to sit down with the staff and talk about the processes, our vision and give feedback. Krista would like to hear more from classified about this and our ideas on this.</p> <p><u>Karen:</u> Karen mentioned the signage issue on campus and this needs to be addressed.</p> <p><u>Krista's Response:</u> Krista stated that this would be a perfect opportunity to use this as a student issue and needs attention that could be addressed at the Roundtable. Also, include other needs that have not been identified. We need to look at what is best for our students and not what is just comfortable for us. Roberto mentioned that he would like to see students involved in this project. Krista also mentioned line management on the first floor. We have a newly leased building adjacent to us that will gain us more space where the plan is to move Health Services, Veterans and other student services related offices but not yet determined. The newly purchased building on Milvia will take much longer to get ready due to all the refurbishing it needs.</p> <p><u>Karen:</u> Karen suggested that we should have the welcome desk in the lobby as you walk in versus the 1<sup>st</sup> floor. Krista mentioned that we really need to just provide proper signage and guidance for our students.</p> <p><u>Roberto:</u> Roberto complimented Krista's approach at the Roundtable; it really felt like a Roundtable as opposed to how it has been over the years. Roberto would like to see the Roundtable continue with that model in order to close out some of these gaps. Roberto also brought up the topic of all these changes in staffing. So that we are following through with the Rubric all while priorities and things change in the meantime, but to also keep consistent with moving forward with these positons.</p> <p><u>Krista's response:</u> In accreditation there are guidelines and plans to identify needs and solutions to implement your plan and has it solved your problem. If you have identified the need for hiring and did it happen, then it solved the staffing problem. Krista would be more than happy to work on a process for this with a group.</p>	

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<b>VII. Other Items</b>	It was suggested to have Andre Singleton, Campus Life Director trained on the software for posting information on the monitors since it is currently only Vincent with access.	Pending
<b>Adjournment</b>	4:30 pm	
<b>Next Meeting</b>	Thursday, February 25, 2015, 3:00 - 4:30 pm, TLC	

*[Minutes taken by Jasmine Martinez, Interim Secretary/Treasurer]*

Handouts:

- Agenda