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

**Attendance:** Jennifer Lenahan, Joanna Louie, Javier Lopez, Karen Shields, Nancy Cayton, Marilyn Clausen, May Chen, Theresa Rumjahn, Sylvia Espinosa

| **Age****nda Item** | **Discussion** | **Follow-Up/Action** |
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| Meeting Called to Order | 3:05 pm |  |
| 1. **Review of Agenda (3:05)** | Karen Shields called the meeting to order. Jennifer Lenahan indicated May Chen was notified a little while ago that she was a late-add to today’s meeting, and so May had emailed the draft Student Equity subcommittee reports a few minutes ago. Karen Shields said we would distribute these by email after the meeting to Classified Staff for review. |  |
| 1. **Approve Past Minutes (3:10)** | Nancy Cayton abstained from meeting minutes for meetings she did not attend. Otherwise there were no comments and no objections. No comments were received about the final draft minutes distributed last week to all Classified Staff. |  |
| 1. **Status of Filling Vacant Staff Positions (3:15)** | There was general discussion about whether or not we have sufficient classified staff on hiring committees for classified positions. We should get classified staff chosen first, and then the faculty would be picked. It appears that the Deans are picking the committee members.  The status of classified hiring was discussed. It was reported that the:   * Financial Aid specialist interviews and committee work are done (2 rounds) * MMART media specialist interviews and committee work are done (2 rounds). * Classified permanent positions do not need Board approval; they only need administrator approval. * Board approval is needed for hourly classifieds. The minimum wage will be going up to $13.50/hr. * Other classified position statuses:   + Campus Life Coordinator (vacant but has interim temporary staff) - interviews done, pending VPSS process.   + EOPS (vacant but has interim staff) – interviews done, pending VPSS process.   + DSPS (vacant) – no information on status.   + A&R Technician (new) – will be hired as an Evaluator (per Loretta Newsom, 12/11 email) |  |
| 1. **Fundraising Update (3:25)** | Karen Shields asked if there were any ideas. She suggested we do something at beginning of next semester to meet and greet the new classifieds. |  |
| 1. **Update on May Chen’s Student Success Report (3:30)** | May Chen provided an update of the Student Equity Plan status.   * Our SSSP Plan was completed and submitted to the state on 10/30/2015. * Our Equity Plan is due to the state on 12/18/2015 (last day of school). * Five pieces of language have been received thus far, and the plan is for the final drafts will be obtained from the teams today. These will go through the shared governance process next week (Academic Senate and ASBCC next Wed.). Since Classified Senate is not meeting next week, May is sharing the drafts she has so far with us today with copies sent by email today. At present, the plan has rough wording. * The Plan will undergo final edits and be polished over the 3 days during Thanksgiving week, so the final drafts are expected by Wed., 11/25 Noon and the sections will be distributed. * The Equity Plan will go to Roundtable on Mon. 11/30 for approval. * The final plan will go to the District by Tues., 12/3, for the Board to review at its 12/8 meeting, and approval at its 12/18 meeting. * The plan will be submitted to the state on 12/18. * The state posted examples of exemplary plans on its website; however they are all very plain with brief executive summaries and no tables or graphs so far. BCC’s plan will include much more information and content than the examples, and will build in an evaluation plan so we have an assessment methodology in place early on.   Plan contributors include:   1. Access (Diana Bajrami) 2. Course Completion (Tran Vo-Kumamoto) 3. ESL/Basic Skills (Theresa Rowland) 4. Degrees/Certificate Complete (Antonio Barreiro) 5. Transfer (Paula Coil) 6. Planning Committee (May Chen)   Joanna Louie asked if all community colleges are required to submit this plan, and May Chen said yes. We did not submit the SSSP Plan for Board approval.  Karen Shields asked what are our strengths and weaknesses based on the Equity Plan, such as related to male students, foster youths, and African American students. May Chen said we have identified main units in our student population which are the subjects of the Equity Plan data and strategies for improving access to grade completion. May indicated that Theresa Rowland worked on the section that evaluated the January 2015 funding implementation for 2014 – this is contained in the 2015 Equity Plan and our annual updates will be in alignment. The state asked the colleges to do 6-year tracking, so our Equity Plan will be a 6-year plan. The mid-term evaluation will coincide with our program review schedule (3-year cycles).  May Chen discussed that the state allocates money to the District for equity. It was $215,000 last year, and this year will get up to $400,000 (we think). SSSP funds are given to the colleges, but our District allocation is based on FTES. This year, we are doing the same but we don’t know how much we are getting. PASS is for teaching and learning, and is not equity money. PASS is Measure B funds and will end in 3 years.  One important topic is how to define equity. The state looks at the district’s population, not our specific campus in the District, and decides what our educational attainment is based on unemployment rate, student population, and other factors. How does the state assess equity? It looks at the core success rate (gender, race, ethnicity, foster youth, veteran, low income). African American success rate is 48% vs. 63.5% for all students, so the gap is bigger than the 80% index. 50% of Financial Aid [at BCC] is African American students, which represent 18-19% of our student population. We have a higher proportion of African American students receiving financial aid because students do not know about EOPS/CARE. BCC gets very little money from the state to support this program for which we have had a peak of 250 students in the past. Nancy Cayton asked how socioeconomic status compared with racial group in our area. There was further discussion that our numbers are dependent upon the District’s numbers.  May Chen indicated she would send the final product to Karen Shields and Roberto Gonzalez by the close of Wed., Nov. 25. Theresa Rumjahn requested that if updated draft version were available before this, could they also be sent to Karen and Roberto. | Theresa to send draft Equity Plan sections to Classified Staff for review and comment by email. |
| 1. **Shared Governance Updates (3:50)** | * **Technology** – not discussed (however, no Nov. 3 meeting). * **Roundtable** – not discussed. * **District Facilities** – Karen Shields went to the Barbara Lee opening at Merritt. * **District Planning and Budgeting Committee (PBC)** - Sylvia Espinosa reported she went to her first District PBC meeting. * **Facilities (BCC**) – Karen Shields said Laney has tons of deferred maintenance; there is a field house that needs work; there is no title 9 program at Laney for women athletes. * **Health & Safety** – not discussed. * **New Building** – Nancy Cayton reported that there will be more meetings and a survey is coming regarding classroom space that impact your work or if you were a student. She encouraged everyone to participate in the survey. Jennifer Lenahan commented that there are no definite plans for relocating health services, veterans resource center, and faculty who are now located in South Annex. According to Jayne Matthews (who was chairing the New Building meeting), faculty offices are lower priority; and the new building may have 4 – 6 classrooms only, and maybe the health center. Everything depends on what’s available. The One-stop Center is still being considered. We will lose the Annex in 2016, so we need to find other space because the new building will not be ready. * **Planning and Budget Committee (District)** – not discussed. * **Education** – not discussed. * **PIE** – not discussed (staff not present). * **Professional Development** – not discussed. |  |
| 1. **Classified Matters III (4:10)** | Karen Shields asked who was planning to attend. A few people said they were going. |  |
| 1. **Other Professional Development (BCC/District)** | Not discussed. |  |
| 1. **Other Items** | None |  |
| 1. **Adjournment** | 4:18 pm |  |
| Next Meeting | Thursday, December 10, 2015, 3:00 - 4:30 pm, TLC |  |

*[Minutes taken by Theresa Rumjahn]*

Handouts:

* Agenda
* Draft Past Minutes (7/23/2015, 8/6/2015, 9/10/2015, 9/24/2015, 10/8/2015, 10/22/2015)