President: Roberto Gonzalez, Vice-President: Catherine Nichols; Secretary/Treasurer: Jasmine Martinez

Attendance: Not taken.

| **Agenda Item** | **Discussion** | **Follow-Up Action** | **Decisions/Resolved** |
| --- | --- | --- | --- |
| Meeting Called to Order | 3:10 pm |  |  |
| 1. **Agenda Review** | Roberto Gonzalez: Suggest we discuss how we want to conduct next year's meetings such as what our concerns/issues are, how we delegate committee responsibilities, how we implement our newly approved [Classified Senate Constitution](http://www.berkeleycitycollege.edu/wp/classified-senate/classified-senate-constitution-and-by-laws/) (http://www.berkeleycitycollege.edu/wp/shared-governance/shared-governance-manual-file/) | Resolved | Resolved |
| 1. **Meeting Schedule for 2015 - 2016** | Roberto Gonzalez: Continue meeting twice a month, on the 2nd and 4th Thursdays, from 3 - 4:30 pm, as this worked in the past.  Even though some staff have meeting conflicts, they can communicate their concerns to someone who will attend, or they can make the effort to attend. Classifieds get release time to attend meetings. | Resolved | Agreement on twice per month meetings on 2nd and 4th Thursdays, 3-4:30 |
| 1. **Topics for future meetings** | 1. **Committee Appointees** are needed so we stay on top of issues being considered at Shared Governance committees and we can get issues presented and resolved on our own terms. 2. **Speakers** - invite Debbie Budd once per semester; invite the new Chancellor every other year; have James Blake, Laney Classified Senate President and other campus classifieds meet with us. 3. **Goals and Issues** - Catalina Herrera offered to update and re-send a survey to classified staff about participation, why they find it difficult to attend, and to collect issues and concerns they want resolved. Several issues raised today include:    1. Safety and safety training for staff.    2. Better communication with administrators about operational matters.    3. Staff training/computer training that was supposed to take place this Spring but was preempted by Accreditation; we have about 2 days worth of on-campus training (e.g., Excel, Access, Advanced Editing, personal/safety training). 4. **Fundraising:**    1. Bake Sales - we cannot have these anymore because of sanitation regulations (home-baked goods) and Board policy. Shirley Slaughter needs to approve bake sale activities. Alternatively, we could purchase pre-baked/pre-wrapped food to sell or get donations (Power Bars, Clif Bars, lollipops, non-food items). Good time to see would be during Finals week.    2. Other ideas - bowling with fundraising, raffle for Holidays (prizes needed), spa day/pedicure, T-shirt sales, or request funding from BCC discretionary monies (but will likely need to demonstrate and document need and how used). 5. **Morale building/teamwork building** - Classified Employee of the Year was step in the right direction; perhaps have profile or feature a Department in a BCC newsletter. 6. **How to resolve implicit, long-term issues** which need to be addressed by Administration. Paula Coil cautioned that we should be clear on what is senate-related and what is union-related. Roger Toliver said the District Senate has documents that separate the two areas. | A. Discuss next meeting.  B. Ongoing.  C. Discuss next meeting.  D. Ongoing.  E. Ongoing.  F. Ongoing. |  |
| 1. **Signage** | Signage is desperately needed now while students are registering and enrolling in classes. There are no large or explicit signs telling students which lines to stand in for Admissions vs. Financial Aid vs. Cashier and where to go for Counseling, EOPS, Bookstore, and Student Photo IDs.  We asked for signage in many previous semesters, but nothing has been done so far. Apparently the District has taken up the responsibility for signage on all campuses.  It may be more efficient to have temporary signs made and posted now, and then concurrently proceed with requests for more permanent signs and long-term support via the Facilities Committee. A budget will be in place after July 1st. | Possible temporary signs to be made after July 1st budget in place; will ask for status at next meeting. |  |
| 1. **Adjournment** | About 4:35 pm |  |  |
| Next Meeting | Thursday, July 9, 2015, 3:00 - 4:30 pm, TLC |  |  |

*[Notes taken by Theresa Rumjahn]*