

Classified Consultation Group

Meeting Minutes

04/06/2020

2:00 – 3:00 PM

Location: ZOOM

Attendees: Liz Auchincloss (Chair, CPC Rep), Beth Taylor-Schott, Cheryl Brown (CPC Rep), Erik Erhardt, Jesse Felix, Sherie Higgins, Valdas Karalis, Regina Reese (CPC Rep), Mary Saragosa (CPC Rep), Josie Tapia, Sara Volle,

Absent: Michael Gamboa and Sally Gill

1. Call to order

2. Roll call

3. Meeting Protocol Review

4. Discussion Items

4.1. Approve minutes from 03/02/20 -approved

4.2. Discuss CPC Agenda 04/07/20

- Budget discussion will include 3 20-21 scenarios: A, B, and C. Not much difference between the scenarios. Enrollment is down and international students are leaving. 80% of a class must be completed for a student to receive credit. FTES for spring will be given to the college even if students withdraw. Beth mentioned that the formula for computing FTES keeps changing due to the new funding formula; ask CPC about getting paid for Spring FTES. Jesse had a budget question for CPC: what are the transfers to the construction fund? Sara asked about page 2 of the budget attachment for CPC: Adjustments to Salaries, Hourly-Tutorial in the 3 different scenarios? Hourlies must be rehired for summer. Can student workers work over summer in any of the 3 scenarios? CPC will discuss the Student Success Scorecard (what does this measure?). The Chancellor has approved waiving curriculum approval for online classes through 2020.

4.3. Accreditation Steering Committee Report - Liz and Beth

- The Standard IV Steering Committee has been meeting and working on the Shared Governance portion of the standard and shared decision making with lots of input from classified staff and faculty. Patricia Stark is working on an improvement plan for the group. The improvement plan is taken from recommendations from classified (these are

being incorporated into the faculty proposal for improvement). More release time for classified staff to work on committees was proposed to be incorporated into Standard IV.

4.4 Accreditation Standard III – need someone

- We still need a classified employee for Operations Standard III. Cheryl recommended Kelvin from facilities. Liz will send out another email for a participant for this short term task. The classified employee could be from Human Resources, Technology Resources, or Facilities Resources.

4.5 BPAP – AP 2431 Superintendent/President Selection, BP 3720 Computer and Network Use, AP 5050 Fees, AP 5520 Student Discipline Procedures

- Beth mentioned that there is a proposed revision to BP 2510 or a rewrite that would include a detailed explanation of classified shared governance opportunities. Liz, Beth, and Dr. Goswami is meeting to work on revising the Resource Guide to Shared Governance. Beth also mentioned that the new Operation Committees will include classified staff.

4.6 Does anyone know about this position: Student Ready Program Manager New 30/140 03/18/2020?

- No information available.

4.7. SEA Committee Appointments

- Someone mentioned that it would be good to have a list of classified employees who completed the Crossroads Training, and Elizabeth Imhoff could potentially provide that list. Sara reported that we have four classified staff on SEA: Steve Reid, Kristy Renteria, Sara Volle and Liz Chiles.

4.8 Outstanding Classified Employee of the Year selection date

- June 1 deadline to submit nomination to HR.

4.9. Flow chart - Beth

- Beth has posted a PDF of the flow chart in the shared drive for everyone's review and comments. The question on the form first goes to Beth, then Liz and an answer to the question is given to the person who asked it to close the loop. Results of the form questions will be recorded on 2 spreadsheets, one public and one private. Beth is going to do a test run and a pilot of the form which she will email to CCG members, Union Stewards, and the E Board.

5. Next regular meeting – Next CPC is April 21, 2020. We will meet on April 20, 2020.

6. Meeting adjourned at 3:30 p.m.