

Columbia College Classified Senate Agenda

Friday, December 13, 2024, 1:00 pm

CALL TO ORDER:

- A. 1:04 pm

IN ATTENDANCE:

- A. Jennifer Hamrick, Megan Burke, Selina Flores, Misty Mount, Ilse Kerns, Christa Bartels, Kim Pippa Tonnesen, Patrick Krebs, Lydia Browning, Bryanna Adams, Glenn Machovsky, Teicia Downing, Kelci Goss, Jason Pimentel, Abby Sunday, Melissa Anisko, Matt Connot, Kelsey Halstead, Bo Locke, Jason Irion, Whitney Call, Nikki Coleman, Christina Katosic, Melissa Horcasitas, Sayad Aquil Mosawi, Michelle Sandhoff, Iveth Moreno, Oscar Eduardo Ramirez, Torri Keever, Jeri Pourchot.

ANNOUNCEMENTS:

- A. Guest speaker, Columbia College President, Dr. Lena Tran.

EXECUTIVE REPORTS:

- A. President – Abby Sunday:
 - a. No report was provided at the time of print.
- B. President-Elect – Vacant:
- C. VP Report – Melissa Anisko:
 - a. No report was provided at the time of print.
- D. Secretary – Jason Pimentel:
 - a. Nothing to report.
- E. Treasurer – Kelci Goss:
 - a. No report was provided at the time of print.
- F. Area 1 Rep – Debbie Stewart:
 - a. With the possibility of the Department of Education being abolished or shifted, is the college working on contingency plans for scenarios where federal funding for community colleges is reduced or eliminated? Is this a Board of Trustees concern?
- G. Area 2 Rep – Bryanna Adams:
 - a. What is the process of report outs? What happens after they are brought to the Classified Senate Meetings?
 - b. When will the next Lockdown Training take place? Also, what is the progress on getting an armed officer on campus?
 - c. 8 light bulbs are out in the Manzanita Rotunda/How to go about getting those replaced.
 - d. The “gas” smell in the women’s bathroom has been taken care of.
 - e. There is a “smacking” sound coming from the ceiling in the Academic Counseling Front Desk area; multiple attempts and work orders to reach out and have it fixed have been made, but it still has not been dealt with.
 - f. Meeting Minutes on Board Docs?
 - g. We could really use some more “Bike Stations” where students can lock their bikes (A specific request has been made for the Juniper/Fir area).
 - h. Multiple mentions of the lack of cleanliness in Upper Manzanita; smell from the drain in the women’s bathroom, the floors aren’t being swept or

Columbia College Classified Senate Agenda

Friday, December 13, 2024, 1:00 pm

mopped in the women's bathroom, floors don't seem to be vacuumed, and the trash bags are never changed at people's desks/these are not complaints about the individual custodians, rather these complaints reflect on management and training/the Facility Inspection Tool and the APPA Maintenance Standards were shared and provide a way to measure the quality of our custodial/facility operations.

- i. Request for standing artwork (separate from the art displays) to be put up in the Admin Wings and the Manzanita breakroom hallway; it feels bare and not lively/suggestion to put up a positive coloring poster on the wall that everyone can color in their free time (we could really use some positivity and facilitation of stress relief).
 - j. Students get really confused about where the Deans offices are; request for a sign to be put up to guide students.
- H. Area 3 Rep – Glenn Machovsky:
- a. Nothing to report.
- I. Area 4 Rep – Joseph Gorgulho:
- a. Nothing to report.

COLLEGE-WIDE COUNCIL AND COMMITTEE REPORTS:

- A. Academic Senate – Torri Kever:
- a. Public Comment:
 - i. Dr. Lena Tran addressed the Senate, acknowledging the frustration expressed by college faculty and staff. She stated her willingness to listen and understand what changes are needed. Dr. Tran emphasized her belief that employees are leaving for better opportunities, not because of leadership, and expressed her commitment to finding solutions while acclimating to Columbia's unique culture. She also stated that all HR matters have been addressed.
 - b. Information Items:
 - i. Classified Senate Statement:
 - 1. Torri Kever read a letter from the Classified Senate in support of the Academic Senate's resolution FA-24, Vote of No Confidence in Dr. Tran's leadership.
 - c. Curriculum Committee:
 - i. Dr. Stephanie Beaver announced training opportunities related to curriculum changes, including:
 - ii. 40% release time for an SLO (Student Learning Outcomes) coordinator.
 - iii. 100% release time for a curriculum chair position.
 - d. Distance Education:
 - i. Ashli Baumgardner announced a webinar series on AI instruction. Additionally, ACCJC will distribute a participation survey for input. The DE committee is seeking 2–3 more faculty members for a Spring semester workgroup.
 - e. Action Items:

Columbia College Classified Senate Agenda

Friday, December 13, 2024, 1:00 pm

- i. 6.1 Resolution FA-24-C – Vote of No Confidence in Dr. Tran’s Leadership:
 - 1. Discussion included concerns raised by Eric Andal, who cautioned that the Board of Trustees might perceive the Academic Senate as unprofessional and could reject the resolution. MJC Academic Senate is considering issuing a letter of support for Columbia’s Academic Senate. After deliberation, Lindsay Laney motioned to move the first reading to a second reading vote. The motion passed, and the resolution ultimately passed a final reading.
- ii. 6.2 Suspend By-Law #7:
 - 1. A resolution to allow Marcus Whisenant to assume the duties of election officer during Lahna VonEpps’ banked leave. The resolution passed.
- iii. 6.3 Aligning General Education with CalGETC:
 - 1. The resolution passed.
- iv. 6.4 Local Degree General Education Grades:
 - 1. A second reading of the resolution was conducted, and it passed.
- f. Discussion Items:
 - i. 7.1 Adding and Dropping Students:
 - 1. Joe Manlove highlighted the need for clearer guidelines on adding and dropping students. Marcus Whisenant will lead the effort to address this issue.
 - ii. 7.2 AP 3900 Policies and Procedures:
 - 1. Erik Andal noted that the policy prohibits “sleeping, camping, or bedding down on campus” but requires more specific language.
- B. College Council – Abby Sunday, Melissa Anisko:
 - a. Automotive & Welding Parking
 - i. Erik Andal presented via pre-recorded video, Jessie Ray in person to answer questions
 - ii. Asking for official designation of Welding/Auto Parking
 - 1. They are having a lot of students come and go out of these areas and it is presenting some safety issues since it is a one lane road in and out and not an area meant for high traffic flow
 - 2. Official designation would allow security to enforce parking and lower traffic flow
 - iii. Students parking here would need a campus parking permit and a slip parking permit granted from auto/welding that they can park there
 - iv. The topic was raised that some of the students parking in this area are parents that are dropping kids off at the care center and trying to get to class on time

Columbia College Classified Senate Agenda

Friday, December 13, 2024, 1:00 pm

- v. Proposition was that there are 4 spots in this area that are meant for childcare, have childcare issue slip parking permits for parent needing the spots for that use
- b. Instruction Updates – Donna Cooper
 - i. Curriculum
 - 1. Common course numbering done for this semester – to be approved at December 13th board meeting
 - 2. Curriculum specialist leaving, have that TOC position until June but need to re-fill it
 - 3. Faculty Curriculum chair is going to 100% release time for the remainder of this school year and all of next year
 - 4. Faculty SLO coordinator to be renamed Outcomes and Evaluations Chair and will be 60% release time for the remainder of this school year and all of next year
 - ii. IEC
 - 1. PGH – updated, will be sent out in January for feedback and come to College Council for approval in February
 - 2. Finance committee section needs to be updated since they are meeting again
 - iii. Professional Development – “Zero Week”
 - 1. Monday – iPad training for classroom use
 - 2. Tuesday – Colleague Training
 - 3. Friday morning – trainings on outcomes and evaluation, or curriculum
 - 4. TLC working is bringing in a speaker for this week focusing on Neurodivergence in the classroom – day/time unclear
- c. Hiring – Dr. Tran
 - i. No current update from State Chancellors office so District has not made decisions about if we will get growth positions – this will be a continued conversation
 - ii. Moving forward with replacement positions of Physics, Art, and General Counseling.
 - 1. Waiting for final confirmation on History retirement before they add it to the fill list
- d. Housing – Dr. Tran
 - i. Voltz is doing a site visit next week
 - ii. Eventually want to move housing from district control to our foundation
 - iii. ADA compliance updates estimated at \$3.4 million
 - iv. Currently have \$2 million for this purpose from District
 - v. First updates are focusing on main safety concerns (example given was stoves)
 - vi. Thinking about proposing a bond in 2026
- e. Power Outage & Emergency Closure Procedure – Dr. Tran
 - i. College Council planning to vote on approval in February R.
 - ii. Being sent to constituent groups for feedback
 - iii. All feedback should go to Sandra S.

Columbia College Classified Senate Agenda

Friday, December 13, 2024, 1:00 pm

- iv. Questions and Concerns Brought forward during discussion
 - 1. Need annual campus radio testing
 - 2. Need policy/procedure for how to deal with traffic coming onto campus (example of people picking up student who can't drive or don't feel comfortable)
 - 3. Asked for clarification on who to contact if DSPS students need assistance leaving buildings or getting to their transportation in a campus closure event (specifically snow)
 - 4. Asked for clarification on procedure/policy for individuals parked in handicap parking around campus in 2wd. Document states priority given to 4wd/vehicles with chains but DSPS students with 2wd should be a priority group to leave campus
 - 5. Regarding *assign staff in groups of two for traffic assistance*
 - a. We need a well communicated plan for this with training
 - b. Stated during meeting that classified cannot be assigned to this because of contractual working conditions – this needs to be noted and clarification provided as to who will be assigned these critically necessary traffic assistance positions
 - v. K-16 Grants – Dr. Tran
 - 1. Chicken ranch graduation for Health Care Pathway – Saturday December 14th
 - 2. Received additional funding
 - 3. Evaluation from On Site Visit
 - 4. We met our deliverable for healthcare – other pathways not mentioned
 - 5. Visiting team wanted to see how the pathways were going to be sustainable after grant ends
 - 6. Working on pipelines with local UC's/CSU's
 - vi. Professional Development – Dr. Tran
 - 1. Dr. Miles – continued communication training in the works, scheduling something for Spring
 - 2. Campus wide interest in 7 habits training that leadership has been doing
 - 3. Wants everyone to come together as a campus
 - 4. Lena also going through communication training
 - 5. Has a coach and is going to take classes
 - 6. Wants people to talk to her
 - 7. Holding herself responsible
 - 8. Things build up over time “let me know”
- C. College Services Committee – Torri Keever, Christa Bartels:
- a. Facilities Update
 - i. Safety Generators
 - ii. Approved budget for dorms and Child Care Center.
 - iii. Architect finalizing plans and costs.

Columbia College Classified Senate Agenda

Friday, December 13, 2024, 1:00 pm

- iv. Small generator for dorm office requested but deprioritized due to other projects.
- b. EV Chargers
 - i. Funding secured for additional chargers.
 - ii. Wireless connectivity issues persist; campus wireless tower proposal under discussion.
 - iii. Estimated project completion: ~1 year.
- c. ADA Restroom (Willow Building)
 - i. Funding secured; engineers preparing plans.
 - ii. Infrastructure evaluation pending before finalization.
- d. Campus Road Striping
 - i. Difficulty connecting with vendor; exploring new bids.
- e. Child Development Center
 - i. Flooring project expected to finish in ~1 week.
 - ii. Securing bids for Laurel Building floors and desks.
- f. Manzanita Building Boiler
 - i. Replacement underway.
- g. Oak Pavilion
 - i. Bathroom ADA upgrades: bids in process.
 - ii. Bleacher replacement imminent.
- h. Campus-Wide ADA Compliance
 - i. Comprehensive evaluation ongoing; estimated completion: 6 months.
- i. Campus Safety Update
 - i. Inclement Weather Plan: Approved, pending LTAC review.
 - ii. Fire Evacuation Drill: Scheduled for March/April.
 - iii. Active Shooter Drill: Planned for Summer.
- j. Risk Management
 - i. No Risk Manager; interim oversight by Trevor Stewart.
- k. Campus Access Update
 - i. Continuing work on ADA-related issues.
- l. Office Moves Procedure
 - i. Draft document includes Event Specialist (Ilse). Approval required from Administration & YFA for faculty moves.
- m. Menstrual Equity Act (AB367)
 - i. Planned installation of vending machines for health essentials (e.g., medical supplies, COVID tests).
- n. Classroom AV Equipment
 - i. Technology Committee assessment revealed code deficiencies in many classrooms. Faculty needs to be incorporated into the project.
- o. Handicap Parking
 - i. Back of Manzanita space to remain as is; no further issues reported.
- p. Dogwood Handicap Lift
 - i. Vendor issues due to missing permits. Estimated repair cost: \$5k–\$10k. Further evaluation needed.

Columbia College Classified Senate Agenda

Friday, December 13, 2024, 1:00 pm

- q. AAC Access Doors
 - i. Locksmith evaluation pending for door upgrade.
 - ii. Estimated cost: \$14k–\$15k for an automatic door opener.
- r. Oak Pavilion Locker Room Improvements
 - i. Locker room upgrades needed post-bleacher replacement. Considering Foundation support for funding.
- s. Ice Machine in Staff Room
 - i. Proposal to replace non-functional dishwasher with an ice machine under review.
- t. Fire Safe Projects & Plans
 - i. Summer evacuation drills in development.
- u. DSPS Cart Charging Station
 - i. Request for charger installation outside the loading dock under review.
- v. Carkeet Park Enhancements
 - i. Handwashing/Water Station: Needed for community event vendors. Facilities reviewing options.
 - ii. Tripping Hazards: Repairs planned by graduation.
- w. Tabled Items
 - i. Protocol for after-hours mobility assistance (DSPS).
 - ii. Installation of "Tram Stop Here" signs.
- x. Next meeting date
 - i. Friday, December 20, 2024, at 1:00 pm
- D. Cultural Enrichment Committee – Andrea Mattos:
 - a. Events Debrief:
 - i. Feel, heal, and be real: Processing election results
 - 1. Students were able to have a good conversation and voice their concerns/process their feelings
 - b. Native American film series
 - i. Held in the student center, students who watched had a large take away/wanted to learn more. Looking to do something similar in the future (enjoyed the more informal setting)
 - c. Native American books added to library
 - i. Books authored by Native Americans were added to the library
 - d. First Generation College Students display – Vanessa & Lindsay
 - i. Posters are being passed out, reach out to Lindsay if you want a poster, but have not received one
 - e. Indigenous Children's Lending Library
 - i. The books for the lending library have been ordered from Mountain Bookshop
 - f. Language list
 - i. Emily is creating a poster stating "We Speak These Languages." This poster is not meant to designate interpreters, but rather to show a broad array of languages across campus to create a feeling of inclusion.
 - g. Multicultural Activity

Columbia College Classified Senate Agenda

Friday, December 13, 2024, 1:00 pm

- i. A student brought forward an idea of having an event with different booths with art, food, and clothes explaining the cultures or history of cultures, etc. Allows students to connect with different cultures, or their own culture (many students are not connected with their culture)
- E. Distance Ed Committee – Daniel Barsotti, Whitney Call:
 - a. No report was provided at the time of print.
- F. District Financial Advisory Council – Vacant:
- G. District Technology Advisory Committee – Daniel Barsotti:
 - a. No report was provided at the time of print.
- H. Diversity, Equity, and Inclusion and Accessibility Committee – Teicia Downing:
 - a. No report was provided at the time of print.
- I. Finance Committee – Vacant:
- J. Foundation Committee – Jennifer Fraser:
 - a. New Strategic Priorities
 - i. Engaging our Alumni, Growing our Revenue Streams, Partnering with the Community, Assuming Responsibility for the On-Campus Student Housing.
 - b. Amy Nilson Completion Scholarship has reached over \$302k and is still growing!!!
 - c. Fall Mini Grants
 - i. 12 Applications
 - 1. 8 fully funded
 - 2. 3 partially funded
 - 3. 1 declined.
 - d. Fall Scholarship Review is underway for the Osher and Amy Nilson Completion Scholarships.
 - e. Spring Scholarship Applications are currently open and will close February 4, 2025. Encourage students to apply!
 - f. Amanda Stephens has been selected as the new Director of Development, pending December YCCD Board of Trustees approval.
- K. Institutional Effectiveness Council – Lydia Browning:
 - a. No report available.
 - b. A report will be provided at the next Classified Senate meeting.
- L. District Policy and Procedure Committee - Elissa Creighton:
 - a. At the 12/4/24 District P&P Meeting, the group reviewed and moved these policies forward to DC:
 - i. BP/AP 3900 Time, Place, and Manner
 - ii. BP/AP 5011 Admission and Dual Enrollment of High School and Other Young Students
 - iii. BP/AP 5030 Fees
 - iv. BP/AP 5040 Student Records, Directory Information, and Privacy
 - v. BP/AP 5510 Off-Campus Student Organizations
 - vi. BP/AP 7400 Travel
 - b. P&P will meet next on January 15th, 2024.
 - c. P&P Committee members were also notified by Chancellor Yong via email on 12/4 of the following:

Columbia College Classified Senate Agenda

Friday, December 13, 2024, 1:00 pm

- i. “As you know, the Board of Trustees approved interim changes to Board Policies (“BPs”) and Administrative Procedures (“APs”) 3433 (Prohibition of Sexual Harassment under Title IX), and 3434 (Responding to Harassment Based on Sex under Title IX), at its regular meeting in August. The Board took this action to comply with the U.S. Department of Education’s 2024 Title IX Regulations (“2024 Regs”), which became effective on August 1, 2024.
- ii. The District was recently informed that its colleges have been included in a federal lawsuit challenging the validity of the 2024 Regs. The name of the case is State of Kansas et al. v. United States Department of Education, et al. The court has issued an injunction prohibiting all schools, colleges and universities named in the lawsuit from implementing the 2024 Regs. This means that the District is prohibited from following the Interim Title IX Policies. To address this development, District administration will be recommending reinstatement of the prior versions of BPs/APs 3433 and 3434, to the Board of Trustees at its regular meeting next week.”

M. Student Success Council – Bryanna Adams:

- a. Standing Items for Council Meetings:
 - i. Standing Items will include report outs from each of the official subcommittees (WOW/Transfer/CEC), a budget review, and a student equity review.
- b. WOW Update:
 - i. WOW is in line with the budget and events continue to move forward smoothly. Recent events include Claim Jumper Day, “Let’s Talk Money”(Financial Literacy Event), Career Campouts, Movie Nights, Graduation Application Workshops, Transfer Fair, and First Generation College Student Day. Upcoming events include Cram Night (12/3/24), “Elf” Movie Night (12/12/24), and Spring Welcome Week (1/13/24-1/16/24).
- c. CEC Update:
 - i. La Fiesta was successful and will be held every two years. A First Generation Poster is being worked on that is building off the recent First Generation College Student Day event that was held. In collaboration with the community, the Me-Wuk cultural site located on campus is being restored. Native Graduation is being worked on with participation from local tribes. There is a goal of starting “Native Voices” again in Fall 2025. “Feal, Heal, and Be Real” was held on 11/13/24.
- d. Transfer Team Updates:
 - i. The Transfer Fair was held on 11/7/24 with the attendance of eight universities and fifty students. It was highly productive and in a great location (outside/lower manzanita). A Dean from Stanislaus State University personally attended and wants Columbia College to become a feeder school to Stanislaus State University and is working with Donna (VPI). There has been an increase in TRIO

Columbia College Classified Senate Agenda

Friday, December 13, 2024, 1:00 pm

applications and participation. EOPS and TRIO have started collaborating more and has been very successful. A career component has been tied into TRIO/Transfer Services and every field trip to schools now includes a career aspect (Humboldt had a forester speak to students and Fresno had a Fresno Zoo employee speak to students).

- e. Student Success Proposal (Writing Lab):
 - i. Rebecca Slate, Mary Harper, and Kimberly Pippa-Tonnesen brought a proposal to the committee requesting a Writing Lab with an Instructional Support Specialist to the council. Rebecca, Mary, and Kimberly brought forward the following concerns and rationale for their proposal; Students are lacking essential writing skills, most other campuses including MJC have writing labs and services, students need “workshop” time and are not getting it, students need support with formatting styles, incoming high school students are severely lacking in skills including critical thinking, current resources are insufficient, staff are stretched thin and not able to give students what they need, there is a need for peer review of essays, AI is an increasing challenge, students are not confident in their writing skills (they will write essays but refuse to turn them in because they don’t think it’s good enough), specialized peer tutor training in writing skills would be very beneficial and student tutors don’t have the capacity to provide the level of support needed on their own.
- f. Student Forms:
 - i. Jot form will be the shared tool that will be used going forward (working on license with Jot Form to be used college wide). Discussions are happening about how to streamline the process.

N. Teaching and Learning Committee – Bo Locke:

- a. TLC had a very successful get grateful event. Right now we are working on finalizing events for 0 week, but the main one we want to emphasize to the senate is the classified colleague training.

O. Technology Committee – Bo Locke:

- a. The Media services team toured the campus with Kristina G. to survey the classroom media needs and identify a prioritization list. We also spent quite a bit of time discussing the internet access in student dorms, but the result of that is that we do not have very much information to work with concerning the dorms. The committee is looking into finding out the current status of dorm internet and how best to address their needs. We spoke about student technology for rent from the library, laptops and hot spots, and how to assess the needs of new equipment from damage, loss, and obsolescence. Finally, Kristina updated us on TouchNet. They are starting to issue TouchNet cards for special programs students and they are working on implementing more TouchNet services on campus.

P. Committee – Gary Grazioli:

CLASSIFIED SENATE COMMITTEE REPORTS:

Columbia College Classified Senate Agenda

Friday, December 13, 2024, 1:00 pm

- A. Hiring Prioritization Committee – Abby Sunday:
 - a. Nothing to report.
- B. Fundraising Committee – Kelci Goss:
 - a. No report was provided at the time of print.
- C. Newsletter – Jason Pimentel:
 - a. The end of year newsletter is in development.
- D. Retreats – Bryanna Adams:
 - a. We have a very tentative date of June 18th with June 26th as a back-up. We started brainstorming and are already coming up with some fun ideas! Our next meeting will take place after the spring semester starts.
- E. Scholarships – Melissa Anisko:
 - a. No report was provided at the time of print.

DISCUSSION ITEMS:

- A. Inclement weather action plan.
 - a. Please send suggested changes to Sandra Smith and CC Melissa Anisko and Abby Sunday.
 - i. Classified Senate members uncomfortable with sending suggested changes to Sandra Smith, can send them to Melissa Anisko instead.
 - b. Classified Senate members are strongly encouraged to review the document and make suggestions.

ACTION ITEMS:

- A. Vote of No Confidence in Columbia College President, Dr. Lena Tran.
 - a. Yes: 29
 - b. No: 0
 - c. Abstain: 0

FOR THE GOOD OF THE ORDER:

- A.

MEETING ADJOURNED:

- A. 2:01 pm