

## **Columbia College Classified Senate Agenda**

*Friday, February 7, 2024, 12:00 pm*

### **CALL TO ORDER:**

A. 12:04 PM

### **IN ATTENDANCE:**

A. Jason Pimentel, Abby Sunday, Melissa Anisko, Daniel Barsotti, Selina Flores, Torri Keever, Iveth Moreno, Oscar Eduardo Ramirez, Jason Irion, Michelle Sandhoff, Karol Dailey, Lydia Browning, Jen Hatter, Aqil Mosawi, Andrea Mattos, Debbie Stewart, Brooke Nielsen, Bryanna Adams, Christina Katosic, Courtney Osako, Elissa Creighton, Ilse Kerns, Kelsey Halstead, Nikki Coleman, Tira Lawhorn, Whitney Call, Christa Bartels, Shelly Davis, Rory Thompson, Misty Mount, Torri Keever, Teicia Downing, Bo Locke, Sara Mitchell, Tiffeny Flies.

### **ANNOUNCEMENTS:**

A. No announcements provided at time of print.

### **EXECUTIVE REPORTS:**

A. President – Abby Sunday:

a. Inclement Weather Draft

- i. Still in progress, however the President did clarify through HR that **Classified staff are NOT allowed to volunteer to help direct traffic or assist with snow removal on a snow day.**
- ii. It is a working condition issue and only management and Classified district facility employees are allowed to assist.
- iii. Classifieds can still direct students to Manzanita and perform building sweeps as directed by management, but they are not allowed to assist physically with safety procedures.

b. Admin Structure

- i. President request that we begin utilizing the chain of command within the Admin structure.
- ii. Not everything needs to go directly to the President's office.
- iii. Best practice is to bring your concerns and questions to the appropriate admin, in most cases your immediate supervisor and work through them to get it elevated to the next level if needed.

c. Communication Training

- i. It was confirmed that Dr. Pamela Walker (the woman who spoke at the end of In-service) is a consultant who will be working with the Admin team on communication training.

d. Hybrid Remote Work Pilot

- i. Will begin in February or March.

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- ii. Eligible employees will be able to apply to participate.
- iii. It is up to the manager to approve or deny the ability to work remotely.
- iv. Guidelines from HR will be available soon.
- v. Classified staff are advised to reach out to CSEA for clarifications on the policies and procedures of the plan.
- e. Suggestion Boxes
  - i. Employees are encouraged to utilize suggestion boxes.
- f. Gold Rush Bike Trail
  - i. Lena will be looking into the Gold Rush Bike Trail and how we can be involved in the planning or get a rep on the committee.
- B. President-Elect – Vacant:
- C. VP Report – Melissa Anisko:
  - a. Update on the STAR awards.
    - i. Congratulations to the 2024-2025 AY recipients!
      1. Mathew Camacho
      2. Selina Flores
      3. Iveth Moreno
      4. Tira Lawhorn
      5. Jason Irion
      6. Kelci Goss
      7. Daniel Barsotti
      8. Rory Thompson
      9. Misty Mount
      10. Melissa Anisko
      11. Torri Keever
      12. Lydia Browning
- D. Secretary – Jason Pimentel:
  - a. Nothing to report.
- E. Treasurer – Kelci Goss:
  - a. No report provided at time of print.
- F. Area 1 Rep – Debbie Stewart:
  - a. No report provided at time of print.

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- G. Area 2 Rep – Bryanna Adams:
  - a. No report provided at time of print.
- H. Area 3 Rep – Glenn Machovsky:
  - a. No report provided at time of print.
- I. Area 4 Rep – Joseph Gorgulho:
  - a. No report provided at time of print.

### **COLLEGE-WIDE COUNCIL AND COMMITTEE REPORTS:**

- A. Academic Senate – Torri Keever:
  - a. No report provided at time of print.
- B. College Council – Abby Sunday, Melissa Anisko:
  - a. No report provided at time of print.
- C. College Services Committee – Torri Keever, Christa Bartels:
  - a. Facilities Updates
    - i. Safety Generators
      - 1. Project in progress.
    - ii. EV Chargers
      - 1. Moving forward with hardwired network connectivity.
    - iii. ADA Restroom (Willow Building)
      - 1. Funding secured; engineers preparing plans.
      - 2. Project in progress.
    - iv. Campus Road Striping
      - 1. Vendor identified; obtaining quotes.
    - v. Manzanita Building Boiler
      - 1. Moving forward with quotes.
    - vi. Oak Pavilion
      - 1. Bathroom ADA upgrades: Bids in process.
      - 2. Bleacher replacement anticipated in 2026.
    - vii. Campus-Wide ADA Compliance
      - 1. Math Lab and AAC access door quotes in process.
      - 2. Comprehensive evaluation ongoing; estimated completion: 6 months.
    - viii. Fire Engine Permanent Structure:

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1. Shane Warner and Andy Van Hoogmoed have both emphasized the importance of protecting our equipment and engines. If nothing is done to safeguard the donated equipment from our partners, our accreditation could be at risk.
  2. Proposed temporary "shed" structure estimated at \$60K.
  3. Due to size requirements, DSA approval is needed even for a temporary solution.
  4. The committee is committed to finding a quick resolution to safeguard equipment.
- b. Campus Safety Update
    - i. No new updates.
  - c. Risk Management
    - i. No new updates.
    - ii. Evaluating ADA report for dorms.
  - d. Campus Access Update
    - i. N/A
  - e. Discussion/Action Items
    - i. Dedicated Smoking Areas (Housing)
      1. Walkthrough conducted to assess potential locations; no final decision made.
    - ii. Protocol for After-Hours Mobility Assistance (DSPS)
      1. Dean Joe Carranza attended to support reinstating the campus shuttle ASAP, including for weekend events and classes.
  - f. Tabled for Next Meeting
    - i. Installation of "Tram Stop Here" signs
  - g. Next Meeting
    - i. Friday, February 28, 2025
- D. Cultural Enrichment Committee – Luisa Adams, Andrea Mattos:
- a. No report provided at time of print.
  - b. Black History Month film series being hosted in the Student Center.
    - i. A new film will be shown every Tuesday.
- E. Distance Ed Committee – Daniel Barsotti, Whitney Call:
- a. No report provided at time of print.

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- b. The committee approved a pilot for Proctorio that should be implemented soon.
  - c. The committee discussed the Title 5 (55005) Publication of Course Standards for DE Courses, which determined that students need to be informed of all technology requirements at the time of enrollment, eliminating surprise costs or compatibility issues.
- F. District Financial Advisory Council – Matt Connot:
- a. Governor’s January Budget Proposal Analysis
    - i. For January, may change in the May revision. With the fires in southern California extensions have been given for tax returns which could impact the states projected revenue.
    - ii. Key points
      - 1. 14.1\$ Billion to 14.5\$ for CCC Budget – Slight increase
      - 2. Focus on the Master Plan for Career Education
      - 3. 2.43% COLA adjustment
      - 4. Statewide enrollment growth funding of 0.5%
      - 5. Prop 98 increase by 1.7% from 2024-25 to 2025-26
      - 6. New floor with SCFF
      - 7. Summary breakdown of changes (p. 7)
      - 8. \$30 million for Rising Scholars
      - 9. Reduction in Chancellors Office budget
  - b. CCFS-320 (FTES Report)
    - i. FTES are in a great place and we have rebounded.
    - ii. Total FTES higher than emergency (hold harmless) – Unsure if growth would be funded – based on the Governor’s January Budget Proposal Analysis for enrollment growth funding. Need to take into consideration how other districts are growing.
    - iii. Discussion about bots across the state.
  - c. CCFS-311 Q2 (Quarterly Financial Status Report)
    - i. Non-resident tuition and interest income higher than normal.
    - ii. Columbia expenditure by second quarter is higher than previous years (48.12% - 37.5%). If you take out dorm project it is around 5% higher (~42.5%).
    - iii. Total cash (reserves) doing well which is good for interest income. Trevor mentioned he wanted to keep the budget the same even

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though it is above in case there are changes to the Federal interest rate.

- d. Federal Program Discussion
  - i. If we have a major cut from Federal sources, we could utilize our reserves to allow us to plan rather than make haphazard decisions. They are reviewing federal programs through the grants office to see how potential cuts could work.
- e. Other
  - i. Central Services reserves – Looking at additional security cameras and upgrades for current cameras.
- G. District Technology Advisory Committee – Daniel Barsotti:
  - a. No report provided at time of print.
  - b. Cybersecurity is a highly important topic at the district.
    - i. There will possibly be a list of approved programs that can be installed on district computers.
- H. Diversity, Equity, and Inclusion and Accessibility Committee – Teicia Downing, Kelsey Halstead:
  - a. The committee has not yet met this semester.
- I. Finance Committee – Vacant:
- J. Foundation Committee – Jennifer Fraser:
  - a. Spring 2025 Mini-Grant applications are open until February 28th at 5pm.
  - b. Scholarship Application Reviewers Needed!
    - i. Please contact Jen at ext. 5065 if interested in participating in this rewarding process.
  - c. Consider Contributing to the Foundation with designation choices that include a specific department, scholarship, fund or where the need is greatest. You can contribute through Etrieve, [the Columbia College Foundation website](#) or in-person.
- K. Institutional Effectiveness Council – Lydia Browning, Jeri Pourchot, Kevin Anderson, Elissa Creighton:
  - a. Participatory Governance Handbook went to College Council to inform them that the new handbook will be going out to constituency groups soon for review. Once reviews are completed and final edits are made, the PGH will go back to college council for approval.
  - b. Employee satisfaction survey is on track to be released this semester. Research is working on final details with the company that is creating the survey.

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- c. Kristina Godinez shared that the district is working towards hiring a web engineer who can assist in regular Columbia College website maintenance. The goal is to have this engineer at 100%. An update will come by July 1, 2025.
  - d. Each department can issue up to 2 super-users so that all web page updates do not have to wait for final approval. To request super-user access, employees can reach out to Courtney Osako.
  - e. IEC is working on beginning to create an Enrollment Management Plan. This plan will need to relate to the overall Strategic Plan which is due for review as well. More to come on the work for this new plan.
  - f. Facilities master plan is being reviewed and all employees will receive meeting invitations to discuss this plan with the company the college hired to create the plan.
  - g. Academic Senate brought forth concerns to IEC that College Council is not going through the proper steps to initiate the approval of new grants that the college applies for. Requests for college council to go through the proper steps as a matter of institutional effectiveness.
  - h. Name change was approved for the formerly known SLO Program Review and Program Planning & Evaluation TO the new name of 'Outcomes and Evaluation.' The committee and the faculty position will now go by this name.
- L. District Policy and Procedure Committee - Elissa Creighton:
- a. The committee met on January 15 to preview the current policies that were sent out for review.
    - i. The committee will do a full review at their next meeting.
  - b. Next Meeting
    - i. Wednesday, February 12, 2025
- M. Student Success Council – Bryanna Adams, Shelly Davis, Misty Mount, Christina Katosic:
- a. Budget Updates
    - i. We have some carry over from the SEA Budget 2024.
    - ii. Most of the SEA budget goes toward personnel (96% - personnel 4% - operating costs).
    - iii. Since 96% goes towards personnel, it is important to use other sources of funding when possible.
  - b. Vision Aligned Reporting

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- i. The California Community Colleges Chancellor's Office has developed a new program reporting process designed to transform data collection and strengthen equitable student outcomes.
  - ii. It will implement this process statewide across the California Community Colleges in Fall 2024 with the first report due in fall 2025.
  - iii. We will be capturing data everywhere we can and utilizing more sign-in kiosks is one way we can do that.
  - iv. This data will be used to determine what funding we get and in what areas.
- c. CEC Update
- i. On February 28th at 4pm in Dogwood Theatre the event "Reparations: A Townhall & Discussion on Ethical Perspectives" will be held.
  - ii. There will be a panel of people who are knowledgeable about the discussion happening around reparations.
  - iii. There is planning in process for an event called "Around the World in a Day" which is a student's idea that was brought forward.
  - iv. There has been high interest in hosting an event from a student and multicultural perspective.
- d. Transfer Updates
- i. Transfer Services has seen a record high number of enrollments and is encouraging all students to apply.
  - ii. There is a fieldtrip being planned for early May to visit the University of Reno, UC Davis, and Sacramento State.
  - iii. Transfer services has been partnering with EOPS for the fieldtrips.
  - iv. A career aspect has been added to the fieldtrips where career specific side trips are being incorporated into the trip.
  - v. Transfer Services will continue to hold application workshops but have noticed that students really enjoy meeting one on one with counselors to complete their applications.
  - vi. A lot of universities have extended their application windows.
- e. WoW Updates
- i. The WOW committee consists of Student Services Division Staff and Management, Faculty, and CTE/Arts, Sciences and HHP Staff.
    - 1. The committee is always looking for new members to join!



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- ii. There were a lot of successful fall events including Fall Welcome Week, Wellness Fair, Constitution Day, First Generation College Day, Fall Movie Series, two Career Campout Events, and Cram Night.
  - iii. The remaining WOW budget going into the Spring Semester is \$5,828.15, with a total budget of \$10,000 this puts the committee right on track.
  - iv. The committee has intentionally sought out opportunities to use braided funding in order to be fiscally responsible.
  - v. Spring events to look forward to are Pi Day, Spring Cram Night, Spring Movie Series, and two Financial Literacy Events.
- f. **Writing Lab Proposal Update**
- i. Since the Library and AAC are now under the VPI's office, Donna supported their proposal and is helping them with funding to start a writing lab.
- g. **Student Equity Plan**
- i. The new Student Equity Plan is due Fall 2026.
  - ii. It is a three-year plan and our current one is through 2025.
  - iii. The 2025-2028 plan is currently being worked on and is held in the NOVA platform.
  - iv. A draft will be ready in Fall 2025 and will go to the board in December 2025.
  - v. There will be workshops held to get staff/faculty feedback as well as focus groups to get student feedback.
  - vi. The workshops will be broken up into different topics from the Student Equity Plan.
- h. **Student Success Workgroup for LGBTQIA+ Initiatives & Support**
- i. The council approved starting a new workgroup/committee to support LGBTQIA+ population and will report to the Student Success Council.
  - i. The next meeting will be held on Friday, February 21, 2025.
- N. **Teaching and Learning Committee** – Bo Locke:
- a. No report provided at time of print.
  - b. Freedom Writers movie showing and a guest speaker.
    - i. April 3 & 4, 2025
- O. **Technology Committee** – Bo Locke:

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a. No report provided at time of print.

P. YCCD Public Safety Advisory Committee – Vacant:

**CLASSIFIED SENATE COMMITTEE REPORTS:**

A. Hiring Prioritization Committee – Abby Sunday:

a. No report provided at time of print.

B. Fundraising Committee – Kelci Goss:

a. No report provided at time of print.

C. Newsletter – Jason Pimentel:

a. No report.

D. Retreats – Bryanna Adams:

a. Decided on June 26th to hold the retreat on campus.

b. The committee is creating an agenda for the day.

c. Get excited because we have lots of fun thing planned!

E. Scholarships – Melissa Anisko:

a. No report provided at time of print.

b. Needs to convene committee.

i. Volunteers for Classified Senate and Foundation

1. Rory Thompson

2. Cyndi Olsen

3. Christina Katosic

4. Misty Mount

5. Abby Sunday

6. Christa Bartels

7. Brooke Nielsen

8. Nikki Coleman (Foundation Only)

**DISCUSSION ITEMS:**

A. Pie Day

a. Friday, March 14, 2025

B. Feedback on the drafted vote of no confidence letter.

C. Constitution review updates.Rory

**ACTION ITEMS:**

A. Vote: Should the vote of no confidence letter be sent to the Union Democrat?

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a. The consensus is Yes.

**FOR THE GOOD OF THE ORDER:**

A.

**MEETING ADJOURNED:**

A. 1:35 pm