

Columbia College Classified Senate Minutes

Friday, September 13, 2024, 12:00 pm

CALL TO ORDER:

A. 12:03 PM

IN ATTENDANCE:

A. Abby Sunday, Andrea Mattos, Bo Locke, Brooke Nielsen, Bryanna Adams, Daniel Barsotti, Debbie Stewart, Dillon Gamez, Elissa Creighton, Glenn Machovsky, Iveth Moreno, Jason Pimentel, Jen Fraser, Jeri Pourchot, Kelci Goss, Lydia Browning, Matthew Connot, Melissa Anisko, Michelle Sandhoff, Misty Mount, Oscar Ramirez, Rory Thompson, Sayed Mowasi, Teicia Downing, Tiffeny Flies, Tira Lawhorn, Torri Kever, Kimberly Pippa-Tonnesen

ANNOUNCEMENTS:

A. Survey Update

- a. IEC will be developing the survey with the goal of sending it out in the spring 2025 semester.
- b. The results will be shared in the fall 2025 semester.

EXECUTIVE REPORTS:

A. President – Abby Sunday:

a. Currently sits on District Council, but has asked if someone else is interested.

i. Jeri Pourchot will step in for District Council.

b. Has set some dates for Lunch and Learns for constitution review on Wednesday, October 2, 2024, Wednesday, October 23, 2024, and possibly Wednesday, November 14, 2024.

B. President-Elect – Vacant:

C. Vice President – Melissa Anisko:

a. Has asked if anyone else would like to sit on the IEC in her place due to her taking on College Council.

D. Secretary – Jason Pimentel:

a. Nothing to report.

E. Treasurer – Kelci Goss:

a. President Sunday provided a budget proposal from Kristina Godinez regarding our Classified Senate budget. Kristina was pleased to approve and support the budget requests. Additionally, she has requested clear goals and outcomes for each budget request. Kelci will develop clear goals and outcomes for each budget request and submit on behalf of Classified Senate.

F. Area 1 Rep – Debbie Stewart:

a. A new water bottle filling station has been added to the back of Sequoia.

G. Area 2 Rep – Bryanna Adams:

a. Nothing to report.

Columbia College Classified Senate Minutes

Friday, September 13, 2024, 12:00 pm

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. College Council – Abby Sunday:

a. We were not able to approve the April minutes, because they were not available. We will approve at a “later date”

b. Accreditation site team will be here 9/18- 9/19. See email from Melissa for exact schedule. Open Forum in Dogwood 4:30-5:30pm 9/18. All Classifieds are encouraged to attend.

c. Lena would like feedback on how staff feel about a Spring Break. There are many things to consider and district is beginning conversations to discuss the pros and cons

i. **YCCD faculty are opposed to the idea due to learning dump concerns.**

ii. **University of the Pacific has a holiday setup where every month has at least 1 3-day weekend.**

iii. **This would only affect faculty and students. Classified staff will work as usual.**

d. We are working to become an accredited site for our own RN program. Will be dependent on a grant that was applied for. Duration would be 3 years

e. District Safety Committee has not met and we are out of compliance? Committee to be formed soon and Classified will need a rep.

f. The decision has been made to keep both campuses graduation on the same Friday. We will NOT have 2 separate graduations.

g. Dr. Regina Stroud will be back in November to host another DEIA session

h. The group was unsure if exit interviews were taking place within HR and if there was documentation of why and when people exit. Lena stated exit interviews are happening at the Presidential level and she is completing them personally.

i. **Human Resources has not been doing exit interviews.**

ii. **Concerns were raised about the college President conducting exit interviews and not Human Resources.**

iii. **Dillon Gamez stated his exit interview experience felt nonchalant and informal.**

i. We are at 816 FTE’s and 750 dual enrolled students!

j. Dorms are 96% full! Lena has secured \$2 million dollars from the district for updates. ADA updates will go first.

B. Institutional Effectiveness Council – Elissa Creighton, Melissa Anisko:

Columbia College Classified Senate Minutes

Friday, September 13, 2024, 12:00 pm

- a. Student Survey
 - i. The report has been published on the website!
 - ii. We need to better define, as a campus, excellence in teaching.
 - iii. More data has been requested to better define the challenges that were highlighted by students. Specifically the three where we underperform compared to other campuses.
 - b. Program Planning and Evaluation
 - i. We need to work on defining the process of what happens after programs complete their forms. Schedule who does what and when.
 - ii. Positive feedback on the renovation of the forms that was done over the summer.
 - iii. These should be reported out at SLOPR.
 - c. IEC Calendar
 - i. The proposed calendar was shown to the council and they agreed it was good/necessary and will be updated as we progress.
 - ii. It should flow with the cyclic review plan.
 - d. Accreditation Update
 - i. The schedule for the upcoming visit has been released.
 - ii. The college wants participation at the open forum and the report out session.
 - 1. Classified staff can work with their managers to flex time to attend the open forum scheduled for 4:30 pm - 5:30 pm on Wednesday the 18th.
 - e. Enrollment Update
 - i. We are sitting at 806 FTEs after census, slightly better than last year at this time (800 FTEs), overall, we are in good shape. Number should increase with late starting classes.
 - ii. Deans also reported some areas where they may be able to add some late starting classes due to increased demand.
 - f. Next meeting is scheduled for Monday, October 7, 2024.
- C. Student Success Council – Bryanna Adams, Glenn Machovsky:
a. Next meeting is scheduled for Friday, September 20, 2024.
- D. District Financial Advisory Council – Vacant:
- E. Finance Committee – Vacant:
- F. College Services Committee – Torri Keever, Christa Bartels:

Columbia College Classified Senate Minutes

Friday, September 13, 2024, 12:00 pm

- a. Facilities:
 - i. Maple and Child Services will be getting new flooring.
 - ii. Willow will be getting a new ADA restroom and will remove the existing ADA portable toilet.
 - iii. There is a new generator project in the works for Facilities.
 - iv. 18 new EV charging stations are coming to campus.
 - 1. 4 in the handicapped parking lot
 - 2. 6 in the staff lot
 - 3. 8 in Oak Pavilion lot
 - v. Verizon wants to build a new tower on campus.
 - 1. Information has been forwarded to Lena.
 - vi. Tennis Court redevelopment/resurfacing has the potential to convert one court to pickleball, but funding for this project has not been secured.
- b. Campus Access:
 - i. Wayfinder Interactive Map is in the final stages of development with ADA compliance.
- c. Discussion/Action Items:
 - i. AB 367 (Menstrual Equity for All Act) will require menstrual products be available to students for free. A vending machine will be set up on campus and will also provide fentanyl strips, narcan, condoms, etc, all free of charge.
 - ii. Permit issues have come up for food vendors operating on-campus at campus events.
 - 1. Anytime you have a community event on-camps, vendors must have a special event permit. I.e. ServSafe food handlers license.**
 - 2. College events are just for our students whereas community events bring outside people to campus.**
 - iii. Confirmed, there will be no parking fees for students through the spring 2026 semester.
 - iv. It has been requested that signage specifying \$2/day parking fees be covered or removed.
 - v. It has been requested that more "You Are Here" style maps/signage be added around campus.
 - vi. Facilities would like to remove the handicap parking stall behind Manzanita.
 - vii. Kristina mentioned there is potential for new golf carts.
 - 1. E-bikes for students/staff?**

Columbia College Classified Senate Minutes

Friday, September 13, 2024, 12:00 pm

- viii. Christa has requested a new/additional refrigerator in the staff lounge and possibly a new range.
 - d. Next meeting is September 20, 2024.
 - G. Technology Committee – Bo Locke:
 - a. Committee has not met yet.
 - H. Distance Ed Committee – Daniel Barsotti, Whitney Call:
 - a. Committee has not met yet. The first meeting is anticipated to be in October.
 - I. Foundation Committee – Jennifer Fraser:
 - a. Committee has not met yet.
 - J. Cultural Enrichment Committee – Andrea Mattos:
 - a. Cultural Enrichment Calendar
 - i. A calendar has been created to show the cultures/populations the committee is highlighting each month.
 - b. Cultural Displays
 - i. Each month there will be a new display based on the calendar. September-October the committee is highlighting Hispanic Heritage, so there will be posters and other displays around campus.
 - c. La Fiesta
 - i. La Fiesta will be held on 10/5 from 11-2. Event volunteers are needed, staff should be paid for assisting with this event. Speak to your supervisor.
 - d. Future Events
 - i. The CEC is looking to bring speakers to campus, or possibly take field trips to events at MJC or surrounding areas.
 - K. District YFA Calendar Committee – Elissa Creighton:
 - a. Committee has not met yet.
 - L. Diversity, Equity, and Inclusion and Accessibility Committee – Teicia Downing:
 - a. Next meeting is scheduled for September 13, 2024. Notes will be provided at the meeting.
 - M. Teaching and Learning Committee – Bo Locke:
 - a. Posters will be going up for the Human Library event.
 - b. This is a TLC event being hosted on October 23, 2024, from 11:00 am - 2:00 pm.**
 - c. Applications to be a human book can be filled out until September 20, 2024.**

Columbia College Classified Senate Minutes

Friday, September 13, 2024, 12:00 pm

- i. You will tell a story about overcoming adversity to whomever "checks you out".
- ii. If interested, email Kim Pippa-Tonnesen.

N. Policy and Procedure Committee - Elissa Creighton:

- a. Committee has not met yet.

CLASSIFIED SENATE COMMITTEE REPORTS:

A. Hiring Prioritization Committee – Abby Sunday:

- a. **Provided an overview of the process.**
- b. **Asked for additional volunteers.**
 - i. **Rory Thompson volunteered.**
- c. **Request forms will be sent out soon.**

B. Fundraising Committee – Kelci Goss:

- a. **Nothing to report.**

C. Newsletter – Jason Pimentel:

- a. **Nothing to report.**

D. Retreats – **Bryanna Adams**:

- a. **Jen Fraser will reach out to Bry to go over some details.**

E. Scholarships – Melissa Anisko:

- a. We have funding for one scholarship, and we would like to give more.
- b. Melissa will send out a link to a direct deposit form for the Classified Senate.

ACTION ITEMS:

A. A chair needs to be appointed for the Hiring Prioritization Committee and Retreat Committee.

- a. **Hiring Prioritization chair is pending.**

B. The Classified Senate needs a new representative for the IEC.

- a. **Lydia Browning will step in for the Tri-Chair position.**

C. Senate Vote: Do we keep SLOPR on the Classified Senate Agenda?

- a. Consensus: **In progress and need to return to this item.**

D. Senate Vote: Do we keep the District YFA Calendar Committee on the Classified Senate Agenda?

- a. Consensus: **List as an inactive committee.**

E. Discussion Item: CC Classified Senate keeping a recording of YCCD board meetings.

- a. **Meetings are already being saved on the YFA YouTube channel.**
 - i. **@yosemitefacultyassociation3219**

F. Discussion Item: CC Classified Senate being present at YCCD board meetings and/or sending in a report to be read by the MJC Classified Senate, now that we have a report out.

- a. **The E-Board will rotate doing the presentations and will work together to write the report.**

FOR THE GOOD OF THE ORDER:

Columbia College Classified Senate Minutes

Friday, September 13, 2024, 12:00 pm

- A. For the mandatory trainings at the district office, can a district vehicle be reserved to transport staff from Columbia?
 - a. Yes
- B. Thank you Kim Pippa-Tonnesen for coming to the Classified Senate meeting.
 - a. She will be added to the officer report outs.
 - b. Torri Kever, with Tira Lawhorn as backup, will be the representative from the Classified Senate to the Academic Senate.
- C. Area reps will have copies of the Classified Senate constitution to hand out to interested members.
- D. Claim Jumper Day is coming soon!
 - a. Thursday, September 26, 2024, 8:30 am – 1:00 pm
 - b. Tour guides are needed!
 - i. Reach out to Jen, Torri, Kelci or Debbie if interested.
- E. The Wellness Fair was a great success!
 - a. There were over 190 attendees between faculty, staff and students.
 - b. Vendors were very pleased with the turnout.
- F. The first week of school, many people received a mailer that advertised Columbia College but featured no pictures of the college.
 - a. The mailer also arrived late, and the phone number used was incorrect.

MEETING ADJOURNED:

- A. 1:07 pm