

Classified Consultation Group
Meeting Minutes
September 30, 2019

Attendees: Liz Auchincloss (CPC Rep, Chair), Erik Erhardt, Sherie Higgins, Valdas Karalis, Loren Mindell, Mary Saragosa (CPC Rep), Beth Taylor Schott

Absent: Cheryl Brown (CPC Rep), Michael Gamboa, Sally Gill, Regina Reese, Sara Volle

1. Call to order

2. Roll call

3. Meeting Protocol Review

4. Discussion Items

4.1. Approve minutes from 09/16/19- minutes approved

4.2. Discuss CPC Agenda 10/01/19

- CPC will be discussing the Student Equity Plan 2019-2022. This document is required by the Chancellor's office. A workgroup will present a tentative draft to CPC. Budget Reductions and Enhancement suggestions from all groups will be presented to CPC. Each group was directed to survey their constituents (faculty, staff, administrators, students) and list their top ten revenue generating ideas as well as their top ten savings ideas. Groups picked their top 10 from a 2 page list presented to CPC from a campus wide survey asking for suggestions. Groups were able to come up with other ideas that weren't on the original survey list. CPC will be given a presentation by Lyndsay Maas on the Facilities Master Plan Draft.

4.3 Budget Reductions and Enhancements Survey-Beth

- Beth created a survey based on the suggestions from the survey sent campus wide and sent her survey to classified employees asking them to rate suggestions for savings and revenues on a 1-10 scale, 1 being the most desirable and 10 being the least desirable. There were 109 responses and the results will be presented to CPC on October 1st by Beth. Classified employees were asked to list the top 10 revenue generating ideas and top 10 savings ideas.

4.4. Ad Hoc Complaint Committee Report-Regina

- Erik reported that the People of Concern Document is being reviewed to see how it can be more accessible to all groups of people on campus. The group has had one meeting and some other things being discussed is a 24/7 Hotline for complaints for employees. Linda Dozer is currently the point person for all complaints. Committee members want to know who exactly will be reviewing the complaints, voicing concerns about

confidentiality. Laurie Vasquez and Linda Dozer are working behind the scenes on the details for a reporting process, including length of time to respond to a request, the process and/or form used to file a complaint, as well as reviewing Complaint Procedures as currently defined in the AP and BP. This committee will have 4 meetings in a month to make recommendations.

4.5. Volunteer Form for participatory governance-Beth

- Beth has volunteered to send a form to classified employees asking them which college wide committees they would like to be on. She will also design another form for people who are currently serving on committees. This will give us useful information when making committee assignments.
- A discussion among CCG members included thinking about offering term limits on certain committees, with a thought of perhaps offering these suggested term limits for a vote at a CSEA Chapter meeting. This was only a brief discussion, and no definite measures were put in place.

4.6. Discuss appointments to the Accreditation Steering Committee

- 4.6.1. Appoint from Student Services (Akil), Instruction (Loren) and Operations. Still looking for someone for Operations. No one has accepted our offer to serve on Operations so we are still searching. Give your suggestions to Liz. Talk to Z about the time commitment for this committee.

4.7. BPAP Report-AP 2340 Agendas, AP 3435 Discrimination and Harassment Complaints and Investigations

- There wasn't enough time to discuss this item

5. Next regular meeting-Next CPC is October 15th. We may be able to meet on October 14th.