

Classified Consultation Group

Meeting Minutes

07/18/2018

2:00-3:00

Location: CC 223

Attendees: Larry Antoniazzi, Liz Auchincloss (CPC Rep, Chair), Sherie Higgins, Valdas Karalis, Loren Mindell, Sally Gill, Beth Taylor Schott, Erik Erhardt, Michael Gamboa, Becky Saffold, Sara Volle, Cheryl Brown(CPC Rep)

Absent: Regina Reese

1. Call to order

2. Roll call

3. Discussion Items

3.1. Approve minutes from 06/20/2018 meeting-minutes approved

3.2. Welcome New Members-Introductions

3.3. Meeting Protocol-

3.3.1. Liz mentioned that the CCG meeting should be guided by a protocol that includes going around the table and letting each person have a chance to contribute to the discussion. There will be no cross conversations and people will raise their hand if wanting to respond to a statement made by another after everyone has had a chance to comment as we go around the table. Point of Order will help keep people on track.

3.4. CCG in CSEA Contract-attachment

3.4.1. We reviewed the attachment which included a definition of CCG. There was discussion about adding an 11th member to CCG, and requesting release time for that 11th member if we have one.

3.5. Accreditation EMP Update-attachments

3.5.1. This was an information item only. Appendix B: Process for the Mission Statement Review states the College's Mission be reviewed every 3 years to provide an opportunity to evaluate the continued relevance of this key statement. The process is carried out in 4 phases and brought to all college wide committees for review and input. CCG members questioned the cost

for this 3 year College Mission review process, and Liz will look into it. Members also want to know if it is really necessary to review the Mission every 3 years.

- 3.6. Accreditation Midterm Report Item IV.A.2a-“Strengthen the structure and role of the Classified Consultation Group in institutional governance and promote and support broad participation by classified staff in the body”. What have we done since 2015?

3.6.1. Members gave several examples of how we continue to strengthen our role as the Classified Consultation Group: Beginning in 2016 we had minutes reported and approved by the CCG group for each meeting. CCG also reached out to SPA’s for increased participation in CCG and formed a SPA sub-group of CCG. Group members have been assigned to various committees as they come up and members on these committees have reported back to the group about committee activities. We would like to post the CCG minutes and send out to CSEA members to broaden participation. CCG has invited guests from other areas of campus to strengthen CCG, including: Institutional Research, Facilities, Guided Pathways, EEOAC, PEC, Reclassification Committee, and Assessment.

- 3.7. Cheryl’s request-continued from last meeting-I am very interested in meeting this summer to have a larger discussion on defining the CCG as a group that will update, discuss, and give feedback on all the groups the classified represent and not just CPC, which we do to some extent, but is not established on the website and Resource Guide to Governance and Decision-making. It would be great to officially put it on the agenda to hear from other groups like SPA, DTC, BPAP, PD, Scholarship, etc.

3.7.1. CCG discussed Cheryl’s requests and members thought having a CCG Mission Statement would be a good way to address concerns. It was agreed to have a shared google doc where we can contribute ideas as to what the Mission Statement would say, and we will review again at our next meeting.

- 3.8. Request for CCG Member term limits and elections-Mary

3.8.1. Liz mentioned that this request needs to go to the CSEA E-Board for consideration.

- 3.9. Can we talk about developing an awareness campaign to reach out to all classified staff about CCG-what it is, what we do, who is currently serving, why stay informed and how to become involved-Sally

3.9.1. We ran out of time to discuss this thoroughly, however members liked Sally’s idea to update the CCG website and post the CCG minutes on that web site. Sally welcomes help with updating the web site.

3.10. Guided Pathways

3.10.1. It was noted that on August 2nd an all-day Guided Pathways Coaches training will take place, and several of our CCG members will be attending.

4. Other Items

4.1. Larry Antoniazzi resigned from CCG, and the committee thanked him for his 6 years of service.

5. Next regular meeting August 15, 2:00 p.m.

6. **Adjournment at 3:00 p.m.**