Members Present:

<table>
<thead>
<tr>
<th>MSC</th>
<th>FACULTY</th>
<th>CLASSIFIED</th>
<th>STUDENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSC – Duncan Graham</td>
<td>AS – Gerald Grudzen</td>
<td>CSEA – Deanna Herrera</td>
<td>Joseph Heady</td>
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<td>MSC – Joe Andrade</td>
<td>AS – Clem Lundie</td>
<td>CSEA – Corinne Salazar</td>
<td>Andrew Phelps</td>
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<td>MSC – Lamel Harris</td>
<td>AS – Hasan Rahim</td>
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- **Absent Members**:  Maniphone Dickerson, Edina Rutland, Hasan Rahim, Adrian Keeley
- **Committee Proxy**:  Susan Hines proxy for Maniphone Dickerson, Takeo Kubo proxy for Edina Rutland
- **Minutes**:  Dee Davis

**Call to Order**:
- Meeting called to order by Duncan Graham.

**Welcome and Introductions**:

**Adoption of the Agenda**:
- Motion to approve Agenda
  - Agenda approved

**Approval of November 4, 2016 Minutes/Suggestions**:
- Motion to approve November 18, 2016 minutes
  - Minutes approved

**Public Comments (3 minutes)**:
- None

**CAC Committee Comments (2 minutes)**:
- None

**Accreditation Response**
Blake Balajadia reported on the student complaint procedure. Every issue should go into the system to meet accreditation requirement. After a complaint is entered, a tickler in the system will send a notice to the initiator and request the outcome. The system allows us to create reports on our problem areas, response time, and pending issues.

System also pertains to HR matters for employees, student misconduct, sexual assault, Title IX, etc. Release is district wide and there is a working committee to refine the tool. Official training and rollout in spring. This new tool will address the issue presented by the accreditation team.

Everyone on the campus can input into the system. Anything submitted becomes a formal complaint.

If there is a campus customer service issue where a student feels he needs advocacy on his behalf, the comment should be forwarded to the correct department, but wouldn’t necessarily become a case. However, keep documentation.
### Comprehensive Reports

#### Classified Senate

**Annual Review of Committee Charge**

The Classified Senate has a Constitution, rather than a Charge. Please click on the link to obtain the San Jose City College Classified Senate Constitution. 
http://www.sjcc.edu/PresidentOffice/Documents/SJCC_Classified_Senate_Constitution.pdf

**Annual Goals/Updates/Timelines/Action Plans**

**Classified Senate Goals:**
- Building a solid foundation
- Creating a workable budget
- Volunteer Dues through the Foundation

**Action:**
- Classified Senate Code of Ethics scheduled for approval on December 15th

**Timeline:**
- By-Laws & Procedures

**Discussion Items**

- Election Procedures
- Code of Ethics
- Area Representatives
- Classified Senate Dues
- Technology Planning Focus Group

**Challenges/Successes/Accomplishments**

**Challenges:**
- Establishing a working relationship with CSEA.

**Success/Accomplishments:**
- Starting the SJCC Classified Senate!
- Completing our Code of Ethics
- Having a robust membership

**Membership**

**Executive Officers**
- **President:** Julinda LeDee
- **Vice President:** Corinne Salazar
- **Recorder:** Maria Avalos
- **Secretary:** Andrea Lopez
- **Treasurer:** Deanna Herrera

**Senators**
- **Grounds:** Oscar Ramirez
- **Academic Affairs:** Lisa Little
- **Business Services:** Linda Jimenez
- **Student Affairs:** Gabriel Santiago
- **Work Force Institute:** Corrine Gonzales

**Area Representatives**
- **Admissions & Records:** Aungeane Fisher
- **Counseling:** Lisa Brillion and Mary Wright
- **Custodial:** Raymond Woods
- **Financial Aid:** Sophia Partida
- **Humanities & Social Science:** JoAnn McGowan
- **Library:** Peter Vu
- **LRC (Learning Resource Center):** Jennifer Deathridge and Evelyn Rojas
- **METAS:** Claudia Amador
- **Outreach:** Cemone Cowart
- **Student Services:** Travis Cheng
- **Tech Support:** Cres Nolasco
- **Workforce Institute:** Shana Carter and Jordan Queensbury
**Classified Senate Discussion**  
Meetings are the fourth Thursday of the month from 1:00 – 2:00pm.

**Finance Committee**

| Annual Review of Committee Charge | Charge reviewed 9-12-16 and approved 9-26-16. Minor changes included changing ‘establishment of college budget’ to ‘development/coordination of resource allocation process’.

| Annual Goals/Updates/Timelines/Action Plans | FC approved the following prioritized goals for 2016-17 on 9-26-16:  
1. Identify all funding streams in order to serve as the clearinghouse for all funds to the college  
2. Refine a tool that allows the FC to recommend allocations for discretionary programmatic expenses  
   a. Clarify college action on revenue-generating programs and create incentives for programs to increase revenues  
3. Utilize Category 1 and 2 requests to establish baseline for operational expenses vs. discretionary funds  
   a. Separate ongoing expenses from one-time expenditures to narrow focus of operational expenses

| Recommendations to CPC | Continued need for CAC to systematize the communication and participation of standing committees. FC 2015-16 goals included cross-membership of PRvC and SP, but this is not a college-wide practice. FC would also like a recommended template for minute-taking, to ensure that all details that pertain to accreditation standards are logged in a systematic manner.

| Discussion Items | FC continuing to work on resource allocation process that is driven by program review and college mission. FC continuing work on fine-tuning the resource allocation timelines. The FC has acknowledged that both timeline and announcement of President’s priorities should take place prior to the close of the prior academic year (before spring semester close).

| Challenges/Successes/Accomplishments | **Challenges:**  
FC concerned with, but actively involved in, district resource allocation model task force and is focused on advocating for a model that best meets the needs of the college.  
**Successes:**  
Made progress on Goal 1.  
Met Goal 2.  
Still working on Goal 2a.  
Goal 3 scheduled for completion before end of spring 17.

| Membership | **MSC** – Keiko Kimura, Takeo Kubo, Maniphone Dickerson  
**Faculty** – Chris Frazier, Judith Bell, Linda Ferrell  
**Classified** – Deanna Herrera  
**Associated Student Body** – Paige West  
**Ex-Officio** – Jorge Escobar

**Finance Committee Discussion**  
Believe there should be representation between all committees. Have Chairs meet on the fifth Friday. This will be difficult, and will shrink down overall participation or increase the size of each committee. Possibly four meta committees tied to the accreditation standards will come to play. This will be discussed in more detail in Strategic Planning. There has been no pre-planning regarding Measure X. Most likely issue for Facilities Committee. There will also be a Bond oversight committee to ensure spending funds appropriately. Right now, the Finance Committee is focused more on working with district budget committee and task for the resource allocation model. Lottery funds are for instructional supplies and materials. Will look at budget requests that
come with Program Reviews, as well as significant changes in budget requests, to see if explained in Program Review. Student organizations should contact AS for budget requests, or talk with the director of the club.

- **Information Items/Action**
  - Standing Committee updates
  - **Academic Senate:** None
  - **Facilities, Safety & Technology:** Last meeting next Monday. Tidy up technology issues with the GE building before end of semester. PE building – no major projects over break, trying to coordinate for summer break. Technology in regards to equipment in rooms, sound system, infrastructure -- not software. Suggest streamline process for new buildings. Committee will revise charge in spring based on adding technology component to make clearer. Final tech plan being finalized. Meet 1st and 3rd Mondays each month. Separate groups researching child development. Sufficient interest. Will be on future agenda. Invited members of public to speak factually about value to school.
  - **President and Vice President Updates:** Executive team in favor of a child development center with full understanding that it will operate at a negative balance. Will look at possible models. It’s on our radar and has support. This discussion should be at the Facilities meetings and not in different silos. Next Monday speak on your stance on the child development center at 2:00. You can dial in to meeting. Factual discussion about feasibility.
  - **Professional Development:** Reviewing charge ongoing, planning next PDD. Surveys to see what people are liking and not liking. People complain about format, but don’t receive feedback on how to improve. Currently reviewing requests for conferences. Also planning the Holiday Social for Wednesday at 11:45.
  - **Strategic Planning Committee:** Meeting Thursday for last meeting of semester. Planning short retreat early spring to give committee time to work on different ideas, including formulating recommendation for the four meta committee structure. Also reviewing committee self-evaluations from last year.
  - **Student Success Committee** – Met yesterday, last meeting of semester. Approved some expenses for Cranium Café, which is a virtual campus environment for online counseling, student organization type of activity, calendaring, video chat. Eliazer is spear heading to implement. Approved funds for online text books for Metas and math dept. Student Success and Equity get allocation each year. Starting this year, allocation based on performance indicators, i.e # assessments, ed plans, orientations given and reported to Chancellors office.
  - **Campus Technology Committee:** Requested to be put back on the agenda as a standing committee, though the committee has not met due to lack of quorum with only three members. Clem has been asked to pull in outstanding issues across campus and report back to DO. SJCC had migration plan for upgrading desktop PCs in offices, but has been abandoned. Faculty have old machines running old operating systems. Trying to get back on track to get resolved. Bring up issues to Facilities, Safety & Technology. Believe instructional software will still remain in Academic Senate. AS has not responded to CTC. Advocating cancel committee and redistribute charge. Contact Senator and get on the agenda.

- **Other (2 minutes):**
  - None

- **ASG Reports**
  - ASG is holding a Unity and Action march and rally to show students support Tuesday, Dec. 6, at 12:30 at Leigh and Moorpark. Setting up an ad-hoc committee on child development.

- **Announcements (2 minutes)**
  - We will no longer provide printed agenda and minutes. Please review the minutes when you receive them in email and let Dee know prior to our meeting any corrections.
  - Trying to develop a discussion about how child development should be happening. Club invited Karen Villalba, Asst. Director of Child Development Center at DeAnza College to be the main speaker so we can develop a conversation about how we envision and create a child development program.
• Question about services at night. Generally offer services first two weeks of semester. If there’s a need for selective dates throughout semester, something we could consider.
• Any plans for weekend classes for core classes? We did a survey for our Milpitas campus. Fairly strong interest in Friday evening and lesser for Saturday. We would like to develop all of our schedules by asking students what they’re taking, what days and times they prefer. What is best for students, not what is convenient for us. Still waiting to hear from Milpitas HS to finalize the schedule.
• Michael Burke reported on behalf of the AS to give updates. Been very active. Have a mission, constitution, by-laws and constantly reviewing. All standing committees have goals for next semester. Program Reviews moving onto Curricunet to streamline the process and make it easier for faculty to pinpoint what to write. IPCC is doing well, working with OER, open educational resources. Strong AS, appreciate relationships we have with the college, with Byron and Debbie. Would like someone from AS to sit on CAC. Duncan will send request to AS. Michael will take Clem’s CTC issue to the AS agenda for next semester.
• Robotics club is working with tech companies in area who will be in a position to hire some members at $20/hr.

Meeting Adjournment:
• Meeting adjournment at 10:30 am.