|  |  |
| --- | --- |
|  | |
| **Classified Senate**  **Approved Minutes** | **January 5, 2017**  **3:00 – 4:00 p.m.**  **Manzanita Multi-Purpose Room** |
|  | |
| **Members Present**: Doreen Bass, Kelsie Bonavia, Elissa Creighton, Kyle Elkins, Kimberly Francis, Kaitlyn Hanson, Allison McDermott, Jerad Moss, Jessica Shapiro. | |
| **Guests:** | |
| **Absent**: | |
| **Agenda** | |
| 1. **Call to Order:** 2. **Approval of the Minutes:** 3. **Officers’ Reports:** 4. **College Wide Committee Reports:** 5. **Classified Senate Committee Reports:** 6. **Discussion Items:** 7. New locations for several staff members. 8. **Action Items:**   1. STAR Awards   1. **Open Forum:** 2. **Adjourn Meeting:** | |
| **Recommended for Vote** | |
| The meeting was called to order at 3:07 p.m.  The minutes from the previous meeting were approved with corrections. | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Minutes** | |  | | |  | | |
| **TOPIC****: President’s Report** | |  | | | | |  |
|  | **Discussion**: President Doreen has not had any additional meetings with the campus president. Brandon Price would like to attend the next classified senate meeting and give a presentation. He will be sending Doreen information regarding the presentation shortly. | | | | | | |
|  | **Action items**: | | | **Person Responsible**: | | **Deadline** | |
| **TOPIC: Welcome Week** | | |  | | | |  |
|  | **Discussion**: Kyle Elkins reported that next week is welcome week. Different soups will be served Monday through Thursday at different locations throughout campus. Students will be given a soup ticket that they will fill out and have put in a raffle drawing for a chance to win some really nice prizes such as a $100 gift certificate to the bookstore. | | | | | | |
|  | **Action items**: | | | **Person responsible**: | | **Deadline:** | |
| **TOPIC: Children’s Friendship Conference** | | |  | | | |  |
|  | **Discussion**: Kyle Elkins also reported that the Children’s Friendship Conference will be held two Fridays in February. Those two days we will have a couple hundred third graders on campus. | | | | | | |
|  | **Action items**: | | | **Person responsible**: | | **Deadline:** | |
| **TOPIC: New Staff Member Locations** | |  | | | | |  |
|  | **Discussion**: President Doreen reported that we have had some changes to our areas of representation with many staff members moving to different areas of campus as well as having new hires. The three areas affect most seem to be Area 2, Area 3 and Area 4. Kyle Elkins reported that a new phone list should be coming out shortly after the next board meeting, which will show where everyone is located on campus. | | | | | | |
|  | **Action items**: | | | **Person Responsible**: | | **Deadline** | |
| **TOPIC: Professional Development Training** | | |  | | | |  |
|  | **Discussion**: President Doreen has handouts from the classified professional development training that took place in December. She will be sending out an email to all classified staff to ask them if they would like a copy of the handouts. | | | | | | |
|  | **Action items**: | | | **Person responsible**: | | **Deadline:** | |
| **TOPIC: Mentoring of New/Current Employees** | | |  | | | |  |
|  | **Discussion**: President Doreen would like each area representative to contact the people in their area and provide them with information regarding the classified senate. | | | | | | |
|  | **Action items**: | | | **Person responsible**: | | **Deadline:** | |
| **TOPIC: Treasurer’s Report** | | |  | | | |  |
|  | **Discussion**: Treasurer Kelsie reported that the general fund has been closed out for the year and has been reduced to $100 due to decreased FTEs. There will be an increase in the Scholarship-Foundation account but it has not been posted yet. As of January 5th, the current balance in the classified senate funds is $2,913.96.  Kelsie brought up for discussion the receipts and ledger in the envelope. We discussed putting in a procedure for how long to keep receipts and how far back the ledger should go in the envelope. It was decided that we will now keep a ledger on an excel spreadsheet in the classified senate shared folder as well as a ledger in the envelope. We will keep envelope receipts for one fiscal year.  At the next classified senate meeting we will discuss changes in the general fund. | | | | | | |
|  | **Action items**: | | | **Person responsible**: | | **Deadline:** | |
| **TOPIC: Staff Handbook** | | |  | | | |  |
|  | **Discussion**: At the next classified senate meeting President Doreen would like to discuss creating a staff handbook specifically for classified staff. | | | | | | |
|  | **Action items**: | | | **Person responsible**: | | **Deadline:** | |
| **TOPIC: Employee of the Year** | | |  | | | |  |
|  | **Discussion**: President Doreen reminded us that we will be starting the process of selecting the classified employee of the year soon. The committee is scheduled to meet in early March. | | | | | | |
|  | **Action items**: | | | **Person responsible**: | | **Deadline:** | |
| **TOPIC: STAR Award** | | |  | | | |  |
|  | **Discussion**: The procedures and nomination form for the STAR Award were discussed. These items were approved. | | | | | | |
|  | **Action items**: | | | **Person responsible**: | | **Deadline:** | |

Adjournment

There being no further business, meeting adjourned at 4:17 p.m.

Record of meeting respectfully submitted by Allison McDermott