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| **Classified Senate**  **Approved Minutes** | **February 10, 2017**  **9:00-10:00am**  **Manzanita Multi-Purpose Room** |
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| **Members Present**: Doreen Bass, Kelsie Bonavia, Kyle Elkins, Jerad Moss, Jessica Shapiro, Liz Rumney, Kristin Rascon | |
| **Guests:** Melissa Raby | |
| **Absent**: Kimberly Francis, Allison McDermott | |
| **Agenda** | |
| 1. **Call to Order** 2. **Approval of the Minutes** 3. **Into of Guest:**  * Melissa Raby to discuss proposed new Student Success Council  1. **Officers’ Reports:**  * Presidents Report: subjects discussed with campus president-staff handbook and information new staff, hiring committee protocols for appointing.  1. **Discussion Items:**  * Proposed restructuring of Columbia College Councils and Committees-New Participatory Governance Councils of Institutional Effectiveness and Student Success that report to College Council * CC Budget Development Process for 2017-18 **(Tabled)**  1. **Action Items:** 2. **Open Forum:**   **Adjourn Meeting** | |
| **Recommended for Vote** | |
| The meeting was called to order at 9:05 am.  The minutes from the previous meeting were approved with no corrections. | |

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| **Minutes** | |  | | |  | | |
| **TOPIC****: Student Success Council (Melissa Raby)/Proposed Restructuring of SSC** | |  | | | | |  |
|  | **Discussion**:   * Proposed a more formal, streamlined committee encompassing student equity, student success and support programs, basic skills initiative, adult education block grant and strong workforce initiative. This new proposed committee is in line with what the state’s new model will be and will reduce how many different committees we have on campus and consolidate them into one single committee called Student Success Council. * Dr. Raby mentioned that 4 classified members will be appointed as voting members for this Council and that it would be favorable if they were from all over campus, not just student services area. * The senate talked about the Draft for Student Success Council after Dr. Raby left the meeting and seemed to be in favor of the new structure but decided that we need a clearer outline of how our 4 Classified Senate voting members will be selected. It was suggested that we have Classified Senate select these 4 members or even better have members from Classified Senate be the 4 voting members. | | | | | | |
|  | **Action items**: | | | **Person Responsible**: | | **Deadline** | |
| **TOPIC: President’s Report** | | |  | | | |  |
|  | **Discussion**:   * Doreen talked to Angie about Classified Handbook. Angie agrees we should have one. Angie stated that it would be the duty of HR/Management to amend current handbook/create new handbook. Jessica suggested if management does update handbook that Classified Senate be able to read through and make amendments as necessary before it is published. Kelsie proposed that we work on the Handbook ourselves to ensure info in handbook is consistent with what classified staff needs to be aware of/educated on. Kyle stated she would be willing to work on it as well. Doreen will talk to Angie about this proposal at their next meeting. * Doreen Shared with 4CS our brochure and documents used for new classified employees, their feedback was very favorable. * Doreen has placed the documents used for new classified staff in our Classified Senate shared folder and has asked our area reps to please make contact with new employees and supply them with these handy documents. | | | | | | |
|  | **Action items**: | | | **Person responsible**: | | **Deadline:** | |
| **TOPIC: Treasurer’s Report** | | |  | | | |  |
|  | **Discussion**:   * Treasurer Kelsie reported that there was an increase in the Scholarship-Foundation of $18 dollars. As of February 9th the current balance in the Classified Senate funds is $2,929.96. * Kelsie has created an excel ledger that is now in the Classified Senate shared folder as well as on the cash envelope and has cleaned out receipts leaving receipts from the last fiscal year only. * Kelsie brought up that there is a new way to sign up for eScrip called “Power Registration.” All that is needed is your name, phone number and email address and she can sign you up. She will send out a college wide email regarding this. | | | | | | |
|  | **Action items**: | | | **Person responsible**: | | **Deadline:** | |
| **TOPIC: Toll Booth** | |  | | | | |  |
|  | **Discussion**:   * Liz reported that there has been talk about removing the toll booth (for a couple of years now) which is why it hasn’t been staffed this semester. There is concern with safety and students being down there alone. No permanent decision on this matter has been made yet. | | | | | | |
|  | **Action items**: | | | **Person Responsible**: | | **Deadline** | |
| **TOPIC: CSEA Report via E-mail from Kimberly Francis** | | |  | | | |  |
|  | **Discussion**:   * CSEA on-line voting should start in July. * EEO Training is now on-line, to be done once a year. | | | | | | |
|  | **Action items**: | | | **Person responsible**: | | **Deadline:** | |

Adjournment

Ran out of time, discussion item: CC Budget Development Process for 2017-18-**Tabled**

Meeting adjourned at 10:05am

Record of meeting respectfully submitted by Kelsie Bonavia