**Classified Senate**

3/9/2015 11:00am – 12:00pm. Sugar pine 115.

APPROVED Minutes

In attendance: Elissa Creighton, Doralyn Foletti, Nancy Bull, Shawn Jordison, Dana Baker, Doreen Bass, Allison McDermott, Liz Rumney and Carol Ellis.

Meeting called to order at 11:06 am.

Minutes from previous meeting approved with corrections.

Guest: Carol Ellis, CSEA Treasurer.

**President’ Report:** No report.

**Vice President’s Report:** VP Doralyn said that election announcements will go out next week for the Classified Senate.

**Treasurer’s Report:** Dana reported the following:

1. Starting the day after our last meeting, SHARES cards were placed around campus along with a small note briefly explaining the program and encouraging faculty and staff to take a card (Doralyn vetted the sign and advised me to emphasize there is no additional cost to card users). Initial placement: 30 at CSEA voting poll in library foyer, 30 in Sequoia "break room," 30 in Sugar Pine break room, 30 in Tamarack break room. Plan is to check back on these, keep track of how many were taken and use this information to either refill or change locations of the baskets.
2. Final counts as of 03/03/15: 10 cards taken from CSEA voting poll basket, 8 from Tamarack staff lounge, 3 from Sugar Pine staff lounge, 2 from Sequoia "break room." *Total cards taken this month: 23!*
3. New card placements 03/03/15: 10 in Tamarack staff lounge, 20 in Oak Pavilion faculty & staff area (thank you to Karen Yacovetti!) and 20 in the snack bar (as recommended by Jeff Whalen since faculty & staff frequent there much more than the bookstore - thanks Jeff!).
4. Current counts (03/09/15): 14 taken from the snack bar, 1 taken from Oak Pavilion, and none taken from Tamarack.
5. Suggestions for SHARES card placement are welcome!! (Contact Dana)

The current balance for the General Fund is at $300.00. The Scholarship–Foundation Fund is at $2,448.96, and the Envelope Fund is at $133.66 for a grand total of $2,882.62.

**College Council Report:** Nancy reported the following:

Student Handbook: A Resource Guide for Students – As you may already know, the class schedule will no longer be printed. The schedule contains a lot of important information besides the class listings. There are funds available from the state via the SSSP (Student Success and Support Program) Plan that are being used to produce a student handbook. It will be published in the form of an academic planner and will incorporate much of the information included in the printed schedule. Doralyn explained there will be three major components, in addition to the planner - General Information, Student Resources and what I’m calling a glossary of academic terms. The handbook will include a lot of basic information with links to more comprehensive information. The handbooks will be free of charge to students and will be made available to faculty and staff.

Columbia College Strategic Plan – The College Council will have another retreat on April 3rd with our Facilitator. When asked, the Council members requested that this retreat be focused on producing a product – whether it’s an action plan with a timeline, draft goals, or something else. Many staff and faculty have questioned the process to date. While we are all anxious to complete this project, we do have to follow a proper process and be mindful of factors that have to be considered in developing the Strategic Plan (the YCCD Strategic Plan development, the Community Survey that just ended, etc.)

Marketing – Marketing is a broad topic and seemed to be a part of almost everything we talked about today – Enrollment Management, the Strategic Plan, the Student Handbook, the CC Website, and Dr. Fairchilds’ ongoing work with agencies/groups in Calaveras County. Marketing will be added, as a standing item, to the College Council Agenda.

**Classified Senate Employee of the Year Report:** Doreen reported that an email went out and she has received many submissions for the CS employee of the year. A committee will be developed to select the winner after all the submissions have been received.

**Accreditation:** It was discussed that the accreditation committees have been reduced to allow for more participation.

**Hiring Prioritization Committee Report:** Doreen reported the following:

Difficulties were encountered with nearly all phases of the Process:

Application:

1. The form did not provide adequate space for the number of words allowed, so additional pages were attached. One recommendation would be to revise the form to expand answers as needed-it could even be a Word document.
2. The number of words for the Introductory Statement could be reduced from 150 to 100, as this is the overall abstract of information used to describe the position.
3. One suggestion is to streamline the amount of information on the form. Listing each Goal and Objective with a check box was ineffective, as some applications checked everything without supporting statements.

Questions:

The intention was to link classified staffing needs to the College Mission, Goals and Objectives in line with Accreditation requirements. However, those categories were not easily applied to campus-wide classified positions, and there were other very valid and important considerations, such as Regulatory mandates, Health and Safety requirements, current staff/students performing the duties, number of people served, etc. that didn't quite fall under any specific Goal or Objective. We may need to alter the questions and grading to encompass these other issues. Now that the Goals are obsolete, the Committee cannot make any further recommendations, until the College adopts new Goals.

Grading Sheet:

Since the evaluations were based on supporting statements for each Goal, even though

the perceived need was great, most classified positions could not fall under the umbrella of more than a few Goals & Objectives, so they were at a disadvantage in the grading as compared with other positions, which could even remotely connect to additional goals. The Committee will need to wait for the new guidelines before making additional recommendations.

**Facilities’ Report:** Doralyn reported the following:

Measure E-update:

* **Madrone road**
1. Wall is almost complete and staining will begin during the week of March g t h.
2. Walkways and curbs are under construction ( no rails)
3. Speed bumps will be removed during construction.
* **Manzanita Building**
1. On time and at budget. Furniture has been ordered, Occupancy in June.
2. Loading dock will begin in April
* **Phase 3.**

Road from Child Care Center past Willow will be redone. There will be a gate between the

Student Center and Child Center with a six-foot opening the let people and golf carts pass.

Another gate will be at the end of the nearest the bus loop again with a six-foot opening to

let people and carts pass.

* **Walkways**
1. Willow to Sequoia
2. Fire hose to Manzanita
3. New gate at the fire house
4. Redo Staff Parking lot with a charging station
* Summer
1. New roof Willow, Dogwood
* Prop 39, new lights for the Tennis Courts

**Enrollment Management Report:** Liz Rumney, Classified Senate Enrollment Management Committee Representative, reported that this is a newly formed committee, and has met two times so far. Discussion of who is teaching what classes took place. They are still trying to figure out exactly what they are looking at in terms of scheduling and creating the catalog and schedule.

Meeting adjourned 11:59am