|  |  |
| --- | --- |
|  | |
| **Classified Senate**  **Approved Minutes** | **March 10, 2017**  **9:00 – 10:00 a.m.**  **Manzanita Multi-Purpose Room** |
|  | |
| **Members Present**: Doreen Bass, Kelsie Bonavia, Kimberly Francis, Allison McDermott, Jerad Moss, Kristin Rascon and 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. Nomination of Officers. 8. Classified Senate Student Scholarship and the perpetual plaque. 9. Outstanding Classified Employee of the Year – gift from envelop donations. 10. CC Budget Development Process for 2017-18. 11. **Action Items:** 12. **Open Forum:** 13. **Adjourn Meeting:** | |
| **Recommended for Vote** | |
| The meeting was called to order at 9:01 a.m.  The minutes from the previous meeting were approved without corrections. | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Minutes** | |  | | |  | | |
| **TOPIC****: President’s Report** | |  | | | | |  |
|  | **Discussion**: The campus president cancelled her meeting with president Doreen so they were unable to discuss certain items. President Doreen did receive emails from several people about our last Classified Senate meeting, including one from CSEA President Debbie Partridge about the restructuring of our councils and committees. Debbie would like CSEA representation on the new Student Success Council that Melissa Raby presented at the February meeting. Debbie would also like to know more about the Classified Handbook we are working on and the new hire documentation the Classified Senate has. Brian Sanders responded to Debbie’s email explaining Columbia’s new participatory governance councils. President Doreen will also be contacting Debbie about her concerns as well as the Classified Senate’s concerns. | | | | | | |
|  | **Action items**: | | | **Person Responsible**: | | **Deadline** | |
| **TOPIC: Treasurer’s Report** | | |  | | | |  |
|  | Discussion: Treasurer Kelsie reported that plaques costing $65.42 were ordered with money from the general fund, which leaves us with $34.58 in that fund. There was no change in the scholarship-foundation or envelope funds. This leaves us with a grand total of $2,864.54.President Doreen will be sending around envelopes to collect donations for a gift for the Classified Employee of the Year Award soon, as well as sending out a nomination form and forming a selection committee for the Classified Employee of the Year.President Doreen also stated that the money taken out of the general fund for the plaques went to purchase one for the Classified Employee of the Year and one for the outgoing Classified Senate President. | | | | | | |
|  | **Action items**: | | | **Person responsible**: | | **Deadline:** | |
| **TOPIC: Encouraging involvement in Classified Senate** | | |  | | | |  |
|  | Discussion: There was discussion on how to get more classified employees involved in Classified Senate, including having a potluck or doing a meet and greet with CSEA. It was decided that we would make our last meeting in April an end of the year get together. | | | | | | |
|  | **Action items**: | | | **Person responsible**: | | **Deadline:** | |
| **TOPIC: College Council** | |  | | | | |  |
|  | **Discussion**: Representative Jerad reported that he has been working on name tags for all staff members that contain our first name and general area where we work. These name tags will be mandatory for classified staff and optional for faculty. They will be magnetized so they will not damage clothing.  Kimberly Francis reported that graduation will begin at 6 p.m. instead of 6:30 p.m.  President Doreen reported that there has been difficulty finding student workers to man the toll booth as well as safety issues with workers being alone at toll booth. They are working on a more interactive entrance to the college with a button so you can contact a specific building or security. | | | | | | |
|  | **Action items**: | | | **Person Responsible**: | | **Deadline** | |
| **TOPIC: Nomination of Officers** | | |  | | | |  |
|  | Discussion: President Doreen will be sending out an email soon to solicit nominations for the 2017/18 Classified Senate executive board. | | | | | | |
|  | **Action items**: | | | **Person responsible**: | | **Deadline:** | |
| **TOPIC: Student Scholarship** | | |  | | | |  |
|  | Discussion: The Classified Senate has one $500 scholarship for students. The recipient will be chosen through the Foundation Office’s scholarship committee. The winner will be notified by the end of March because the awards will be given out in April. | | | | | | |
|  | **Action items**: | | | **Person responsible**: | | **Deadline:** | |
| **TOPIC: Perpetual Plaque** | | |  | | | |  |
|  | Discussion: When the Manzanita building was remodeled the perpetual plaque for the Classified Senate Student Scholarship winners went missing. There was discussion regarding whether or not to order a new plaque or just keep adding the names to the website. President Doreen will find out how much it would cost for a new plaque. | | | | | | |
|  | **Action items**: | | | **Person responsible**: | | **Deadline:** | |
| **TOPIC: CC Budget Development Process for 2017/18** | | |  | | | |  |
|  | Discussion: It was decided that we will continue with the process that was put in place for the 2016/17 year. | | | | | | |
|  | **Action items**: | | | **Person responsible**: | | **Deadline:** | |
| **TOPIC: Foundation** | | |  | | | |  |
|  | Discussion: Kimberly reported that Campus Pride Day will take place April 1st and that they are still looking for volunteers. The Color Run to celebrate our new fitness trail will take place September 2nd. The Scholarship Awards Ceremony will be held April 13th and the 41st Annual Columbia Wine Tasting will be held April 9th. | | | | | | |
|  | **Action items**: | | | **Person responsible**: | | **Deadline:** | |

Adjournment

There being no further business, meeting adjourned at 10 a.m.

Record of meeting respectfully submitted by Allison McDermott