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| **Classified Senate Approved Minutes** | **Date: 11-3-17**  **Time: 1-2 pm**  **Location: Manzanita Multi-Purpose Room** |
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| **Members Present**: Doreen Bass, Kyle Elkins, Torri Keever, Christian Million, Abby Sunday, Doralyn Foletti, Casey Bonavia, Kelsie Bonavia | |
| **Guests:** | |
| **Absent**: | |
| **Agenda** | |
| 1. **Call to Order:** 2. **Approval of the Minutes:** 3. **Introduction of Guests:** 4. **Officers’ Reports:**   President—Resolution delay, VP, Treasurer, Secretary, Area Reps   1. **College Wide Committee Reports:** 2. College Council—Area Rep at Large, Jessica Shapiro, CSEA—Michael Denne 3. Student Success Council—Doralyn Foletti & Emily Schmittle 4. Institutional Effectiveness Council—Elissa Creighton & Breanne Brown; CSEA--Torri Keever 5. College Services Committee—Kyle Elkins & Liz Rumney 6. Technology—Fred Grolle & Ryan Brady 7. CC Foundation—Kimberly Francis; (Classified Senate President is advisory member) 8. TLC—Jessica Shapiro and Amanda Hepfl 9. Hiring Committees 10. **Classified Senate Committee Reports:** 11. Senate HiringPriorities Committee update –Kelsie Bonavia, Chair 12. **Discussion Items:** 13. Foundation Scholarship Committee members: Verify Last year were Breanne, Wendy, Liz, Kimberly, Candice and Abby—Continue or new members? 14. Consensus building document 15. **Action Items:**     * + 1. Need 3 or 4 volunteers for Constitution Revision Committee 16. **Announcements:** 17. **Open Forum:** 18. **Adjourn Meeting:** | |
| **Recommended for Vote** | |
| The meeting was called to order at 1:04pm.  The minutes from previous meeting on 10/13 had one correction: Add Wendy Hesse as CSEA representative on the IEC committee. | |

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| **Minutes** | |  | | |  | | |
| **TOPIC: Reaching Consensus: College Council** | | |  | | | |  |
|  | Discussion: Doreen opened the meeting on –What is Consensus? Consensus is a form of group decision making based on general agreement, not on voting. There are two major advantages in using consensus. (1) It is a win-win solution, and (2) It provides ownership of ideas by all group members.  Consensus is reached when all members are willing to accept a decision as the best choice for the group. It does not mean that everyone must agree totally or that the decision represents everyone’s’ first choice. It does mean that people can “live with” the decision and agree not to sabotage its implementation. In reaching consensus it is critical that all members understand ta can paraphrase the issue under consideration and all members have a chance to voice their opinions and feelings about the issue. Consensus has been described as “getting your say, but not necessarily your way” and “making decisions you can live with but wouldn’t die for.”  -The members discussed whether the consensus statement should be in our by-laws, but decided to just include in our minutes. | | | | | | |
|  | **Action items**: | | | **Person responsible**: | | **Deadline:** | |
| **TOPIC: Officer’s Report** | | |  | | | |  |
|  | Discussion: Doreen reported that the resolution of changing Classified Employees to Classified Professionals was delayed in sending to District Council because there was no time to discuss the matter in College Council. The members discussed the State Chancellor’s definition of Classified Professionals and its impact on the proposed Resolution. | | | | | | |
|  | **Action items**: | | | **Person responsible**: | | **Deadline:** | |
| **TOPIC: Vice President’s Report** | |  | | | | |  |
|  | **Discussion**: Kelsie had nothing to report. | | | | | | |
|  | **Action items**: | | | **Person Responsible**: | | **Deadline** | |
| **TOPIC: Treasurer Report** | | |  | | | |  |
|  | Discussion: Kelsie filled in for Cindy who was absent but had nothing to report. Doreen mentioned that we will receive a check for $2 from the first film fund raiser, and another fund raiser would be coming out soon for the film “Wonder”. | | | | | | |
|  | **Action items**: | | | **Person responsible**: | | **Deadline:** | |
| **TOPIC: Area Rep Request** | | |  | | | |  |
|  | Discussion: Casey Bonavia mentioned there was not a current area rep list on the Executive Board shared folder. Kelsie said she would look into it. | | | | | | |
|  | **Action items**: | | | **Person responsible**: | | **Deadline:** | |

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| **TOPIC: College Wide Committee Report** | |  | | |  |
|  | Discussion: Christian reported the hiring committee has been formed for the Systems & Programming Analyst position. The position closed in August, but they are just now having their first meeting scheduled for November 15th. Funding for this position for the first 3 years will be under Title 3 and then funding will be institutionalized. Doreen will be discussing with Angie this apparent side-stepping of the Hiring Prioritization Process. There was discussion about whether an employee on probation can or should serve on a hiring committee. Doralyn mentioned that the College council agenda was not on the web-site. There was discussion about the role of councils and committees. Casey suggested that a simplified chart could be included on our web-site. | | | | |
|  | **Action items**: Doreen asked for volunteers for the constitution revision committee. Kelsie and Doralyn volunteered. | | **Person responsible**: | **Deadline:** | |
| **TOPIC: Student Success Council** | |  | | |  |
|  | Discussion: Doralyn reported the council was adopting a new form for proposals on how to make the college better. Brief overview on student success and pathways. | | | | |
|  | **Action items**: | | **Person responsible**: | **Deadline:** | |

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| **TOPIC: IEC** | |  | | |  |
|  | Discussion: The following report was submitted by Elissa Creighton:  1. An ASCC student representative was able to attend the IEC, Natalie Rade. 2. Progress Review of the IEPI/PRT Institutional Innovation and Effectiveness Plan:  Brian walked us through an update of some of the IEPI goals/objectives for the upcoming December 7th visit.  * During this update, it became clear that the IEC needs to create a form for people/programs to request PRT funds. The IEC would review forms and determine whether funds would be allowed. * It was suggested to use some of the funds to bump software training up at the college. * When reviewing progress on Administrative Unit Outcomes (AUOs), IEC members were asked to reach out to their constituents to ask what they would like to see in the AUOs.  1. Progress Update on KPIs (Key Performance Indicators):  Brian showed the new dashboards in the Data Portal that Diana Sunday’s Office have been working on.  The dashboards are available in SharePoint.  It was suggested to offer some trainings on these dashboards. 2. Professional Development:  * Lindsay gave an update on the recent trainings and events hosted by the TLC: Word/Excel Workshops were hosted by Brian Sanders, GIFTS (Good Ideas for Teaching Students), an upcoming event on 11/15, will be open to all 5pm-6pm in the upstairs Tamarack Staff Room.  Lindsay also updated the group on the reinvention of the Tamarack Staff Room into the new TLC space, complete with a learning library and a new keypad entrance for faculty and staff.  Additionally, the TLC website is up and running, available from the Faculty & Staff webpage on the College’s website.  The TLC site includes a link to the former AWE website. TLC is using Berkeley City College’s Teaching & Learning Center as a model.  Finally, Lindsay reported that Merced College has an Active Learning Conference on Friday Jan 12.  An all-campus email will be sent out inviting faculty and staff to register individually and travel together. * Mike Torok is making good progress on linking the MJC and CC Flex Calendars for faculty.  1. Cyclical Review of College-Specific Policies and Procedures: Brian discussed the attached “CollegeP.n.P.Desk.Audit.Worksheet” on which all faculty/staff are being asked to keep a tally of college policies and procedures and whether these policies/procedures are productive or problematic. Classified should keep them handy at their desk and follow the instructions on the form. These forms will be collected in approximately one month (no fixed deadline as of yet). 2. Utilizing Results of Research for Institutional improvement: Diana Sunday and Christian Million showed the IEC new visual tools they have created to help with curricular course and program decisions.  The tool is still in developmental stage but was a great visual for connecting courses to programs and vice-versa as well as important course scheduling information not previously available (i.e. the number of cancelled sections for each course). | | | | |
|  | **Action items**: | | **Person responsible**: | **Deadline:** | |

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| **TOPIC: College Services Committee Meeting** | |  | | |  |
|  | Discussion: Kyle reported that Judy Lanchester was the guest speaker and she discussed the Scheduled Maintenance Program and Special Repairs Evaluation Criteria through the State of California. Our Facilities department can’t make any repairs over $15,000 because it has to go out to bid. A three year contract was signed for the ATM machine to remain on campus for a charge of $420.00/month. The shuttle driver position has gone out twice and now we have some candidates. Dave Keener announced his retirement. His last day will be December 15th. The Tamarack patio is getting new landscape and artwork soon. There are 5 dead trees on campus that will start to be removed immediately. Baker Station has been prepared for closure. Facilities is going to have a wood sale on November 13th – 16th of oak, pine, and cedar. Price for a big truck is $15.00 and $10.00 for a little truck (Toyota size). | | | | |
|  | **Action items**: | | **Person responsible**: | **Deadline:** | |
| **TOPIC: Technology Committee** | |  | | |  |
|  | Discussion: Kelsie reported that the district has signed a contract with Softdoc’s for on-line forms. She also mentioned that student e-mails may be changing. She will clarify for next meeting. | | | | |
|  | **Action items**: | | **Person responsible**: | **Deadline:** | |
| **TOPIC: Foundation Report** | |  | | |  |
|  | Discussion: Doreen reported that the Foundation has some upcoming events:  1. Inside California’s Native American Experience Lecture Series held on Thursday, November 16th in Dogwood at 6:30pm. 2. SRT Preview Show: “Another Night before Christmas” on Thursday, November 30th at the Sierra Repertory Theatre. Tickets are $30.00 per person. Wine reception and silent auction at 6pm and show begins at 7pm. 3. Art Exhibit: Sherman Hay, A Retrospective Thursday, November 9, from 4-7pm in the Manzanita Rotunda. | | | | |
|  | **Action items**: | | **Person responsible**: | **Deadline:** | |
| **TOPIC: TLC** | |  | | |  |
|  | Discussion: Nothing to report. | | | | |
|  | **Action items**: | | **Person responsible**: | **Deadline:** | |

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| **TOPIC: Hiring Prioritization Committee** | |  | | |  |
|  | Discussion: Kelsie reported that 7 positions were requested:  1. Instructional Support Specialist –Math Lab Assistant 2. Instructional Support Technician –Forestry and Natural Resources 3. Admissions & Records Technician –Special Student Populations 4. Financial Aid Specialist 5. Instructional Support Specialist –Physical Sciences (Chemistry, Physics, Earth Science) 6. Program Assistant or Technician –Student Health & Wellness Center. 7. Instructional Support Specialist –Biology   The Committee will meet after the 2 week review by Classified Staff. The suggested ranking will be presented at the December meeting. | | | | |
|  | **Action items**: | | **Person responsible**: | **Deadline:** | |
| **TOPIC: Open Forum** | |  | | |  |
|  | Discussion: Doralyn would like more festivity for the Christmas season so thought a Classified Senate potluck sounded fun!! The committee thought December 8th sounded good. | | | | |
|  | **Action items**: Kyle is going to find out when the college’s Holiday luncheon is and send out e-mail. | | **Person responsible**: | **Deadline:** | |

Adjournment

There being no further business, meeting adjourned at 2:21pm.

Record of meeting respectfully submitted by Kyle Elkins