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| **Classified Senate Approved Minutes** | **Date: 12-8-17**  **Time: 1:00-2:00pm**  **Location: Buckeye 3** |
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| **Members Present**: Kyle Elkins, Cindy Kositsky, Liz Rumney, Doreen Bass, Doralyn Foletti, Torri Keever, Casey Bonavia, Jessica Shapiro, Kelsie Bonavia, Breanne Brown, Kimberly DeFont | |
| **Guests:** | |
| **Absent**: | |
| **Agenda** | |
| 1. **Call to Order:** 2. **Approval of the Minutes:** 3. **Discussion Items:** 4. Casey Bonavia to explain the new fundraiser 5. **Action Items:** 6. Hiring Prioritization Recommendation   **Adjourn Meeting** | |
| **Recommended for Vote** | |
| The meeting was called to order at 1:05pm.  The minutes from previous meeting on 11.3.17 had one correction: Dave Keener’s last day will be December 21st, not December 15th as reported. | |

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| **TOPIC: Discussion Items** | |  | | |  |
|  | Discussion: **Classified Senate hosted the desert table for our Holiday luncheon:** The response was very positive and well accepted. Everyone enjoyed the variety of deserts that were available. | | | | |
|  | **Action items**: | | **Person responsible**: | **Deadline:** | |
| **TOPIC: Discussion Items** | |  | | |  |
|  | Discussion: **Casey discussed a fundraiser:** Joe Manlove has been trying to get a Math Department design attached to a tee shirt for about two years now. He donated his design to the Classified Senate if Casey would put together a campaign to actually get it printed on a tee-shirt so he could purchase some. Casey put together that campaign through an online website called Teechip. She only ran the campaign for a few days and wasn’t happy with the response of Teechip and the quality of their product. She may try to relaunch this campaign through a different company since Joe still hasn’t got his tee-shirt and Casey may have many other people interested in his design. | | | | |
|  | **Action items**: | | **Person responsible**: | **Deadline:** | |
| **TOPIC: Classified Retreat** | |  | | |  |
|  | Discussion: Doreen spoke briefly about possibly having a Classified Retreat for new employees in spring 2018. | | | | |
|  | **Action items**: | | **Person responsible**: | **Deadline:** | |

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| **TOPIC: Hiring Prioritization Recommendations** | |  | | | |  |
|  | **Discussion**: Kelsie reported that evaluations are based on data and supporting statements. The purpose is to emphasize how the mission statement is being met. The rankings were as follows in order of highest score:   1. **Biology:** Instructional Support Specialist Increase to 12mo. (145 score) 2. **Physical Sciences:** Instructional Support Specialist 40hrs/12mo. (134 score) 3. **Financial Aid:** Specialist 40hrs/12mo. (125 score) 4. **Math Lab:** Instructional Support Specialist 20hrs/12mo. (124 score) 5. **Natural Resources/Forestry:**Instructional Support Technician 20hrs/12mo. (121 score) 6. **Admissions & Records:** Technician 40hrs/12mo. (117 score) 7. **Health Services:** Program Assistant/Tech 20hrs/12mo. (97 score) | | | | | |
|  | **Action items**: | | | **Person Responsible**: | **Deadline** | |
| **TOPIC: Smoking Areas** | | |  | | |  |
|  | Discussion: Doralyn reported that out of the 9 smoking areas 3 are going to be removed:  1. Lower Tamarack 2. Area next between Manzanita & Cedar 3. Dogwood | | | | | |
|  | **Action items**: Kyle will e-mail Laureen Campana to speak at our 1.4.18 meeting to discuss smoking stations on campus and “College Community Comments” from the recent survey. | | | **Person responsible**:  Kyle Elkins | **Deadline:** | |

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| **TOPIC: IEC Report from 12.1.17 meeting** | |  | | |  |
|  | Discussion: The following report was submitted by Elissa Creighton:  1. Topical Agenda Items: 2. PRT Team: The PRT Team will be on campus for its 3rd visit on Thursday, December 7. 3. Review of submitted status update of IEPI/PRT Institutional Innovation and Effectiveness Plan  * The committee reviewed the IIEP Funding Request Form and details about how the group will review funding requests that are submitted and need review before the next meeting.  The committee agreed that if a request needs review before the next meeting, the co-chairs will either email the group for email discussion/approval, or, if for a large amount (i.e. over $5000) will call an “emergency” meeting.  Requests must be related to the IEP and funding dates will be posted next to the IIEP Funding Request Form. The link to the Funding Request Form is available in the IEC SharePoint folder. * The committee reviewed three IIEP funding requests (Taco ‘bout SLOs, SLO Camp, TLC Spring Initiatives) and approved all three. TLC’s request includes funding for a Classified retreat.  Wendy Hesse reminded the group that Classifieds need managerial support to be away from their duties.  Mike Torok, co-chair of the IEC, reiterated administrated support for releasing Classifieds for such activities.  1. Enrollment Management:  The group discussed when the best time was to discuss Enrollment Management and concluded to put it on the February agenda since the January meeting will be shorter due to Flex Day activities.  * Erin Naegle from the Student Success Council asked if the IEC would like to hold a joint meeting to discuss Guided Pathways in January.  The IEC determined we would not have enough time in January for such a joint meeting since the January meeting is already impacted.\*  1. Professional Development: Lindsay gave an update on TLC activities and told the group that TLC will start putting more events together in January.  * The Tamarack Staff Lounge’s new keypad code is 888. * TLC is hosting a roundtable at the Adjunct In-Service in January. * TLC will be hosting “On the Road” trips to other schools in Spring 2018 to see how they are using eLumen.  Some schools in the works are Hartnell, SBCC, Tahoe. * TLC and any interested Columbia staff will be visiting Merced college on January 12th for the Active Learning Conference:   Merced College is hosting a multidisciplinary conference focused on active learning in higher education. The keynote address will be given by Dr. Kristen Blair, a senior researcher from Stanford University. There will be three breakout sessions of seminars that will include workshops on many topics related to active learning. Space is limited. If you are interested in attending, register here: <https://docs.google.com/forms/d/e/1FAIpQLScMXoCZPaBtDcHRMCX3D9mTlq195-EUY2vRKsjpLTI3x1tNhQ/viewform> and contact Lindsay Laney about space in the Columbia College van. The TLC website is available on the Faculty and Staff page on the college website:  <http://www.gocolumbia.edu/tlc/> \   1. Integrating and Overseeing Program Review and Assessment Processes  * The Taco ‘bout SLO Event went well. * Diana provided an update on Program Review and her implementation of the group’s suggestions in the November meeting. Beta testing will tentatively be in Dec/Jan and a full rollout tentatively in Feb.  1. Utilizing Results of Research (including SLOs) for Institutional Improvement  * Diana showed the group the new Cancelled Classes dashboard and asked for input.  1. Cyclical Review of College-Specific Policies and Procedures  * The VPIs office only received a few College Policies and Procures Desk Audit Worksheets (a big thanks to Michelle Walker for making the PDF fillable!) * It was suggested that the IEC have a rotating agenda so that items like the Policies and Procedures Review (which are usually at the bottom of the agenda) don’t always get tabled.   \*It was later decided that the IEC and SSC would meet together in January (1/5/17) to discuss Guided Pathways.  Next meeting is currently scheduled for January 5, 2018. | | | | |
|  | **Action items**: | | **Person responsible**: | **Deadline:** | |

Adjournment

There being no further business, meeting adjourned at 1:40pm to begin our Christmas “silly sock exchange”.

Record of meeting respectfully submitted by Kyle Elkins