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| **Classified Senate**  **Approved Minutes** | **October 14, 2016**  **9-10 a.m.**  **Manzanita Multi-Purpose Room** |
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| **Members Present**: Doreen Bass, Kelsie Bonavia, Kimberly Francis, Allison McDermott, Kristin Rascon. | |
| **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:**    * + 1. Proposed Vision Statement        2. Proposed Core Values        3. Strategic Goals        4. Columbia College Instructional Equipment and Library Materials (IELM) Budget Allocation Process, Fall 2016        5. Classified Senate Hiring Prioritization Process      1. **Action Items:** 2. **Open Forum:** 3. **Adjourn Meeting:** | |
| **Recommended for Vote** | |
| The meeting was called to order at 9:02 a.m.  The minutes from the previous meeting were approved without corrections. | |

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| **Minutes** | |  | | |  | | |
| **TOPIC****: Treasurer’s Report** | |  | | | | |  |
|  | **Discussion**: Treasurer Kelsie reported an increase of $8 in the Scholarship-Foundation account via payroll deduction. There was discussion about encouraging more classified to contribute to the Scholarship-Foundation account through payroll deductions and SHARE’s cards. The SHARE’s cards are accepted at any Save Mart store and now at the Twain Harte Market. Kelsie will send out an email detailing how to sign up for payroll deductions and SHARE’s cards and encouraging classified to do so. There was also discussion about the purpose of each classified account (General and Scholarship-Foundation) and the envelope. | | | | | | |
|  | **Action items**: Send out an email detailing how to sign up for payroll deductions and SHARE’s cards and encouraging classified to do so. | | | **Person Responsible**:  Kelsie Bonavia | | **Deadline** | |
| **TOPIC: College Council** | | |  | | | |  |
|  | **Discussion**: President Doreen sent out an email requesting the classifieds opinion about the proposed vision statement, core values and strategic goals. The feedback she received was that classified like all three. While being discussed at the classified senate meeting it was suggested to change the vision statement to “Columbia College strives to be the optimal education center for transformational learning in the Sierra foothills.” There was also further discussion about the strategic goals. President Doreen stated that the focus seemed more on faculty and not support staff like classified, but progress is being made to change this. | | | | | | |
|  | **Action items**: | | | **Person responsible**: | | **Deadline:** | |
| **TOPIC: Classified Senate Hiring Prioritization Process** | | |  | | | |  |
|  | **Discussion**: President Doreen sent out an email about classified hiring requests but has not had much feedback. There was discussion about how we can relate the CHP process to program review. In particular: how does program review work in each department; how can information on staffing needs be retrieved from each program review and can classified get that information on program review staffing needs. It was later decided to insert a place for classified to explain why request was not in program review on the HPC form if the requested position was not in program review. Cindy Inwood and Sheri Glynn have volunteered to be on the CHP committee. | | | | | | |
|  | **Action items**: | | | **Person responsible**: | | **Deadline:** | |
| **TOPIC: Columbia (IELM) Budget Allocation Process** | |  | | | | |  |
|  | **Discussion**: President Doreen reported that the Instructional Equipment and Library Materials Allocation Process for Fall 2016 is based on Program Review, prioritized by Deans, then Divisions (VPs), then Admin. Council with IT, and presented to College Council by Nov. It is no different than what is currently in place from last year. | | | | | | |
|  | **Action items**: | | | **Person Responsible**: | | **Deadline** | |
| **TOPIC: Facilities/Safety Report** | | |  | | | |  |
|  | **Discussion**: In an emailed report, Liz Rumney stated:  Security/Fire:  Shelter in place drills are being planned for some time next semester. Work is ongoing in identifying areas to replace existing door locks with ones that can be easily locked from the inside.  The focus is on classrooms at this time.  Measure E:  Work is ongoing in Pinon, lower Manzanita, and there are plans for fiber optic upgrades around campus.  The Campus Workday on the par course is scheduled for this Saturday, October 15th rain or shine.  The goal is to install new signage at the exercise stations and tidy up the trail.  Brian mentioned that the furniture from the old district office building is going to be made available for use elsewhere; he will be the liaison for our campus.  If anyone is interested, they should contact him with their requests. | | | | | | |
|  | **Action items**: | | | **Person responsible**: | | **Deadline:** | |
| **TOPIC:** | | |  | | | |  |
|  | **Discussion**: | | | | | | |
|  | **Action items**: | | | **Person responsible**: | | **Deadline:** | |

Adjournment

There being no further business, meeting adjourned at 10:01 a.m.

Record of meeting respectfully submitted by Allison McDermott