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| **Classified Senate**  **Approved Minutes** | **November 9, 2016**  **1 – 2 p.m.**  **Manzanita Multi-Purpose Room** |
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| **Members Present**: Doreen Bass, Kelsie Bonavia, Kyle Elkins, Allison McDermott, Tiffany Moore, 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. Use of chalk on sidewalks and roads        4. Professional Training for Office 365 and Outlook, Friday, Dec. 2—one morning session and one afternoon session in Buckeye 4        5. Classified Senate Hiring Prioritization Report from Committee   6 Positions (in alphabetical order):   * Financial Aid Specialist—new position, full time, 12 months * Health Services Program Assistant—new position, 20-30 hrs, 10 months * Instructional Support Specialist, Math—new position, 20 hrs, 4 months for summer; * Instructional Support Specialist, Math—new position, 20 hrs, 12 months for evenings and summer; * Instructional Support Specialist, Biology & Sciences—increase to 12 months for summer coverage; * Instructional Support Specialist, Physical Sciences & Forestry/Natural Resources—new position, full time, 12 months  1. **Action Items:** 2. **Open Forum:** 3. **Adjourn Meeting:** | |
| **Recommended for Vote** | |
| The meeting was called to order at 1:01 p.m.  The minutes from the previous meeting were approved without corrections. | |

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| **Minutes** | |  | | |  | | |
| **TOPIC****: President’s Report** | |  | | | | |  |
|  | **Discussion**: President Doreen met with the campus president where they discussed the Classified Hiring Prioritization, vision statement, strategic goals as well as the issue with chalk on the sidewalk. The campus president mentioned that she would like to see classified mentioned in the strategic goals. She would also like to carve out a time on institution day for classified training. | | | | | | |
|  | **Action items**: | | | **Person Responsible**: | | **Deadline** | |
| **TOPIC: Treasurer’s Report** | | |  | | | |  |
|  | **Discussion**: Treasurer Kelsie reported that there was an $8 increase in the scholarship-foundation account from payroll deductions. That leaves us with a ground total of 2,979.20 in the classified senate funds. | | | | | | |
|  | **Action items**: | | | **Person responsible**: | | **Deadline:** | |
| **TOPIC: College Council** | | |  | | | |  |
|  | **Discussion**: President Doreen reported that college council would like classified to vote on the vision statement and core values. | | | | | | |
|  | **Action items**: | | | **Person responsible**: | | **Deadline:** | |
| **TOPIC: Proposed Vision Statement** | |  | | | | |  |
|  | **Discussion**: The vision statement states that Columbia College is “the college of choice for transformational learning in the Sierra foothills.” President Doreen sent the vision statement out to the classified via e-mail but received no response. The vision statement was approved. | | | | | | |
|  | **Action items**: | | | **Person Responsible**: | | **Deadline** | |
| **TOPIC: Proposed Core Values** | | |  | | | |  |
|  | **Discussion**: The core values were reviewed. They were approved. | | | | | | |
|  | **Action items**: | | | **Person responsible**: | | **Deadline:** | |
| **TOPIC: Use of Chalk on Sidewalks and Roads** | | |  | | | |  |
|  | **Discussion**: President Doreen has noticed a lot of chalk use near Sugar Pine and Toyon. She brought up this concern to the safety and facilities committee as well as the campus president because of the amount of writing, the context of it and the concern that it may promote graffiti on campus. President Doreen is hoping we will have guidelines for chalk use on campus soon. | | | | | | |
|  | **Action items**: | | | **Person responsible**: | | **Deadline:** | |
| **TOPIC: Professional Training** | | |  | | | |  |
|  | **Discussion**: President Doreen has set aside time for classified training on December 2 in Buckeye 4. There will be a morning and afternoon session focused on Outlook and Office 365. We may also be able to do an Excel training as well. Marty Gang has agreed to come up from district and lead the training. | | | | | | |
|  | **Action items**: | | | **Person responsible**: | | **Deadline:** | |
| **TOPIC: Classified Hiring Prioritization Committee Report** | | |  | | | |  |
|  | **Discussion**: The CHP committee met on Monday and based on the combined scores of all the committee members the results were:   1. Instructional Support Specialist, Biology & Sciences – increase to 12 months for summer coverage. 2. Instructional Support Specialist, Physical Sciences & Forestry/Natural Resources – new position, full-time, 12 months. 3. Instructional Support Specialist, Math – new position, 20 hours, 4 months for summer. 4. Financial Aid Specialist – new position, full-time, 12 months. 5. Instructional Support Specialist, Math – new position, 20 hours, 12 months for evening and summer. 6. Health Services Program Assistant – new position, 20-30 hours, 10 months.   The list was approved and will be sent to the campus president and copies will be made for all deans. | | | | | | |
|  | **Action items**: | | | **Person responsible**: | | **Deadline:** | |
| **TOPIC: Open Forum** | | |  | | | |  |
|  | **Discussion**: Two years ago, Doreen Bass, Shelley Muniz and Nancy Ide started working on a Star Award Program to honor a classified staff member. President Doreen would like to get that going again. | | | | | | |
|  | **Action items**: | | | **Person responsible**: | | **Deadline:** | |

Adjournment

There being no further business, meeting adjourned at 1:54 p.m.

Record of meeting respectfully submitted by Allison McDermott