**Classified Senate**

12/9/2014. 11:00am – 12:15pm. Sugar Pine 115.

UNAPPROVED Minutes

In attendance: Elissa Creighton, Doralyn Foletti, Nancy Bull, Shawn Jordison, Dana Baker, Doreen Bass, Rosanne Costa, and Debbi Partridge.

Meeting called to order at 11:04am.
Minutes from the November meeting were approved with corrections.

**Guest:** CSEA: Roseanne Costa and Debbie Partridge

**President’s Report:** Elissa discussed new positions being opened at the college, related Hiring Screening Committees and the need for Classified representation on these committees. She also read an email sent by the College President to College Council announcing a change in Melissa Raby’s position from Dean of Student Support Services to Vice President of Student Services and designated Chief Student Services Officer (CSSO) for Columbia College. This request is on the 12/10/14 Board agenda and proposed to be effective January 1, 2015.

**Treasurer’s Report:** Dana reported out in the change of funds. The current balance for the General Fund is at $300.00. The Scholarship–Foundation Fund is at $2,409.96, and the Envelope Fund is at $133.66 for a grand total of $2,843.62.

**Classified Hiring Prioritization Report:**

The Classified Hiring Prioritization Committee presented the list of submissions to the Classified Senate. The Classified Senate voted to approve the recommendation list as follows: (the following positions are in ranked order based on the CHP grading, which is directly tied to documentation related to the College Goals and Mission Statement.)

1. Instructional Technician (AAC)
2. Instructional Support Specialist (Biology)
3. Instructional Support Specialist (Math)
4. College Research Analyst
5. Instructional Support Technician (Chemistry/Physics)
6. Instructional Support Specialist (Forestry and Natural Resources)

**Discussion: CSEA**

Roseanne Costa and Debbi Partridge of CSEA attended the Classified Senate meeting in order to increase communication and awareness between the Classified Senate and CSEA. Items discussed included the delineation of duties between the two groups.  Both groups agreed that the Classified Senate-CSEA MOU was still valid and that the MOU clearly laid out the responsibilities of each group.  Other items discussed included a change in wording for number five of the Tentative Agreement Between YCCD and CSEA 2014-2015 from “During 2014-2015, the parties agree to work on issues regarding the roles, responsibilities and the relationship between CSEA and Classified Senate” to “During 2014-2015, the parties agree to work on communication regarding the roles, responsibilities and the relationship between CSEA and Classified Senate.”  Both groups also agreed that it would be helpful to have CSEA and Classified Senate work together when placing Classified Staff on Hiring Committees.  The Classified Senate offered to visit the MJC campus to continue this discussion and continued communication.  Rosanne suggested that Senate members attend a future CSEA meeting.

**Safety Report:**

Risk Management: Dorothy Pimentel is updating the Ergonomic Plan, which includes tips to evaluate workstations and tools. (Doreen can provide copies for those interested.) Training will be conducted soon, but contact Dorothy if you think you have a problem.

Employee safety records are being transitioned to SharePoint. Gary encouraged all staff not familiar with SharePoint to work with their supervisor on training as this is becoming the preferred method for posting electronic forms and documents.

Security: Greg Elam will be off for several weeks, so Jose (Joe) Rosas will be lead officer.

Facilities: Judy Lanchester will be on sick leave for 6 weeks, so Yolanda Avila will be covering.

A bear has been sited near the facilities yard raiding the garbage. Fish and Game was notified.

Roadwork along backside of campus to provide a pedestrian walkway will begin soon. In response to Doreen’s questions about pedestrian safety from the dam to Sugar Pine, Judy will research feasibility and discuss in Facilities Committee.

Judy reported that additional signs will be made to improve locating offices on campus.

Doreen voiced concerns about smoking continuing around Sugar Pine. The College is unable to assess a penalty to a student or community member for smoking in undesignated areas. The removal of the smoking area near Sequoia means the nearest one is Redbud. A study will be made about installing a Designated Smoking area near Sugar Pine.

Gary reported building evacuation signs have been completed for emergencies within buildings (for example: gas leak, water or sewer line break). These evacuations are different from campus-wide evacuations (such as snow day or power outage). Signs will be printed and posted. Training will be established to familiarize students and staff to evacuation areas that are at least 100 feet from each building that will not block access by emergency vehicles.

Meeting Adjourned at 12:15pm