



April 8, 2016

10 – 11 a.m.

Manzanita Multi-Purpose Room

Classified Senate Approved Minutes

Members Present: Doreen Bass, Lonnie Blansit, Nancy Bull, Elissa Creighton, Doralyn Foletti, Kimberly Francis, Allison McDermott, Michelle Walker.

Guests:

Absent:

Agenda

- I. Call to Order:**
- II. Approval of the Minutes:**
- III. Officers' Report:**
- IV. Treasurer's Report:**
- V. College Wide Committee Reports:**
- VI. Classified Senate Committee Reports:**
- VII. Discussion Items:**
 - 1. College Council Mission Statement
 - 2. Election of Offices
 - 3. CS Outstanding Employee of the Year
 - 4. Classified Hiring Prioritization Process
 - 5. Professional Development training for Classified Staff
 - 6. SHARE's Card changes
- VIII. Action Items:**
- IX. Announcements:**
- X. Open Forum:**
- XI. Adjourn Meeting:**

Recommended for Vote

The meeting was called to order at 10:03 a.m.
The minutes from the previous meeting were approved with corrections.

Minutes

President's Report:

Discussion: President Doreen met with the College President and brought her up-to-date on what the classified senate is doing. President Doreen gave her a copy of what classified thought of the mission statement that was compiled by Nancy. The College President was very pleased by the classified's response. Doreen would like someone to take the suggestions to College Council because she and Nancy would not be able to attend the next meeting. Either Elissa or Doralyn said they could go.

Action items:

Person Responsible:

Deadline

Vice President's Report:

Discussion: Doreen accepted nominations for officers. There was a run-off for Treasurer and it was awarded to Kelsie Bonovia. Doreen will be chair of the classified employee of the year committee and is looking for classified to serve. She will be ordering the trophy and plaque for the employee of the year.

Action items:

Person responsible:

Deadline:

Treasurer's Report:

Discussion: Michelle reported a grand total of \$3,010.59 in the Classified Senate Funds.

Action items:

Person responsible:

Deadline:

Safety and Facilities:

Discussion: Doralyn reported that there was a lack of a handicap button in the loading zone near the mailroom or signage which needs to be looked into. Doreen found out that the dean who is responsible for the Manzanita building is responsible for making sure the building has a first aid kit. Doralyn will ask for more clarification on this during the facilities meeting. Doralyn also reported that at the facilities meeting they have been discussing putting in a tennis wall in the tennis court.

Action items:

Person Responsible:

Deadline

SHARE's Card Changes:

Discussion: Nancy reported that the change from SHARE's card to e-script is problematic because they want to do automatic deposit straight to the Foundation Office without clarification of what it is for. We can pick the check payment option which means that we get one check mailed to us once a year that we can give to the Foundation Office for the Classified Senate Scholarship. This will be the responsibility of the treasurer.

Action items:

Person responsible:

Deadline:

College Council:

Discussion: At the upcoming meeting the College Council will be going over the college's vision statement and core values.

Action items:

Person responsible:

Deadline:

Foundation Office:		
Discussion: Kimberly Francis reported that the Rotary event went well. The 40 th annual Columbia Wine Tasting is Saturday April 9 th . Tickets for \$55 stop at 3 p.m. Friday, April 8 th and go up to \$60 at the door. Columbia College alumni pins are now in. The scholarship ceremony will be held April 22 nd . The mini grants have been finalized and those who have received a grant will be contacted shortly.		
Action items:	Person responsible:	Deadline:
Classified Hiring Prioritization Process:		
Discussion: President Doreen suggested that we leave the CHP process status que because we did not really get a report back because Shawn left in the middle of the year. It was later decided to table the discussion to the next meeting.		
Action items:	Person responsible:	Deadline:
Classified Professional Development Training:		
Discussion: There will be a classified training in May during classified appreciation week. The classified senate will be working with CSEA on this project.		
Action items:	Person responsible:	Deadline:

Adjournment

There being no further business, meeting adjourned at 10:59 a.m.

Record of meeting respectfully submitted by Allison McDermott