



August 25, 2016

3 – 4:30 p.m.

Manzanita Multi-Purpose Room

Classified Senate Approved Minutes

Members Present: Doreen Bass, Lonnie Blansit, Kacey Bonavia, Kelsie Bonavia, Elisa Creighton, Doralyn Folletti, Kimberly Francis, Allison McDermott, Jerad Moss and Jessica Shapiro.

Guests:

Absent:

Agenda

- I. **Call to Order:**
- II. **Approval of the Minutes:**
- III. **Officers’ Reports:**
- IV. **College Wide Committee Reports:**
- V. **Classified Senate Committee Reports:**
- VI. **Discussion Items:**
 - 1. Vacant Classified Senate Offices: Vice President and Area 4 Rep.
 - 2. Hiring Prioritization – proposed changes to request criteria and ratings form.
 - 3. Professional Development – Lynda.com and district training.
 - 4. Future meetings.
- VII. **Action Items:**
 - 1. Appoint hiring prioritization committee.
- VIII. **Open Forum:**
- IX. **Adjourn Meeting**

Recommended for Vote

The meeting was called to order at 3:03 p.m.
The minutes from the previous meeting were approved without corrections – although it is noted that there was a discrepancy reported in the April Classified Senate Funds.

Minutes

TOPIC: President's Report

Discussion: President Doreen spoke at graduation in May. She has not met with the College President yet, but will meet with her next Friday to discuss the Classified Hiring Prioritization among other topics. President Doreen also handed out the future meeting schedule.

Action items:

Person Responsible:

Deadline

TOPIC: Vice President's Report

Discussion: Vice President Doreen discussed how nice it was to be able to express gratitude for Nancy Ide, who retired, and Debbie York, who won the classified employee of the year, at the end of the year celebration.

Action items:

Person responsible:

Deadline:

TOPIC: Treasurer's Report

Discussion: Treasurer Kelsie reported that we currently have \$2,914.20 in the classified senate funds. There was also a discussion regarding setting up a procedure for accessing the envelop funds.

Action items:

Person responsible:

Deadline:

TOPIC: College Council

Discussion: In an emailed report Jared Moss stated:

Health Service fee: There is a proposed increase by \$1.00 to the student health service fee. The purpose is for increasing services and students will be polled to get their opinion on the matter. As always with proposals like this, board approval is needed.

Strategic Goals: The strategic goals for 2016-2020 have been presented at the Faculty Retreat and will be presented at the In-Service Day and Flex Day.

Disney Institute: People are reporting positive feedback from the event. It served as a “guide for further discussion” on many levels, from campus aesthetics to student (or customer) service. **We need your feedback on proposed college-wide usage of name tags that would have your first name and a phrase that would express helpfulness (“how can I help you?”). Get creative and think of some phrases we could use. Is this something you would want to wear or stand behind as it relates to the “service” approach? The premise is to make us all more available, approachable and make it easier for students and visitors to navigate the campus and direct them to those that can help them further. I will set up an anonymous Survey Monkey poll soon for you to respond, look for the email reminder.**

New Employee Care: There is a need and desire to “on-board” new employees with more care, attention and training from leadership.

Marketing: Marketing efforts are being made. We have utilized Pandora, Tuolumne and Calaveras Transit, banners, newspaper ads, print material, a video commercial at Regal Cinemas, a proposed sign at Standard Park, Facebook efforts and a new YouTube account. More to come.

Lower Manzanita Progress: A Modesto company has been approved to start the building of the new Lakeside Café (formerly the Snack Bar), Cellar Bistro and culinary facility. The fencing will be going up soon and the tent has been ordered for the temporary dining area.

Other Facilities: The basketball court has had lines repainted and surface refinished. The Oak Pavilion has had the roof repaired to prevent leaks. The new pavement and speed “humps” look and work great. The food trailer will be up and running any time (Update: the final health inspection has been completed and the trailer will be serving food the first day of the fall semester!).

There was also discussion regarding the survey Jared sent out about classified staff name tag preferences. Of the 86 classified staff member 39 responded. Most were okay with having name tags. At the time, Jared had not yet selected the winners of the large day-o-expresso drinks. There was discussion that for future survey giveaways we select the winners at the classified senate meeting and only those present can win.

Action items:	Person Responsible:	Deadline
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TOPIC: Classified Hiring Prioritization

Discussion: Brian Sanders, the VP of Instruction, made a surprise visit to discuss our hiring prioritization process. The main focus of the discussion was how to bridge the connection of the classified process with program review since positions will not be filled unless they are stated in program review. There was also discussion as to whether or not to take our classified hiring list to the Campus President or to College Council.

Action items:	Person responsible:	Deadline:
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TOPIC: Foundation Office

Discussion: In an emailed report for the Foundation Office, Kimberly reported that:

1. The Foundation is creating an Alumni Hunt project for October 2016—searching for Columbia College Alumni. We are looking for team leaders (CC employees) on campus to participate in the team based project (one student, one community professional, one CC employee). We are looking for Alumni on campus and asking them if students can contact them to receive points during the Alumni Hunt competition.
2. Scholarships launch Sept. 1— the Scholarship committee will be reached to assist with Osher scholarship this fall.
3. Foundation Board has new officers in place and new board members will be announced. Look for a Foundation email update soon.
4. Moving forward with Fitness Trail—money is in hand. Signage work station replacement is in the works. More information about October 15 workday to be announced in September.

Action items:	Person responsible:	Deadline:

Adjournment

Discussion and action items not covered will be discussed at the next classified meeting, meeting adjourned at 4:27 p.m.

Record of meeting respectfully submitted by Allison McDermott