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| **Classified Senate**  **Approved Minutes** | **September 9, 2016**  **9-10 a.m.**  **Manzanita Multi-Purpose Room** |
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| **Members Present**: Doreen Bass, Elissa Creighton, Kyle Elkins, Kimberly Francis, Allison McDermott, Tiffany Moore, Jerad Moss, Kristin Rascon and Jessica Shapiro. | |
| **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. Vacant Classified Senate Offices: Vice President and Area 4 Rep.        2. Hiring Prioritization.        3. Professional Development – Lynda.com and district training.      1. **Action Items:** 2. Appoint hiring prioritization committee. 3. **Open Forum:** 4. **Adjourn Meeting:** | |
| **Recommended for Vote** | |
| The meeting was called to order at 9:01 a.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 College President Angie to discuss the classified hiring prioritization (CHP). One of the main focal points of their discussion was how our process relates to program review, since positions that are not in program review will not be filled. There was also discussion about how this policy affects departments like IT and facilities since they do not have a program review.  During this report we also reviewed our CHP request form and score sheet so we could begin forming the committee and start the process. Kyle Elkins and Tiffany Moore volunteered to be on the committee. Doreen will send out another email to solicit members for the committee. | | | | | | |
|  | **Action items**: President Doreen to send out email soliciting members for the classified hiring prioritization committee. | | | **Person Responsible**:  Doreen Bass | | **Deadline** | |
| **TOPIC: Treasurer’s Report** | | |  | | | |  |
|  | **Discussion**: In an emailed report Treasurer Kelsie reported that the classified senate fund had a grand total of $2,963.20. We also enacted procedural changes for accessing the envelope funds. | | | | | | |
|  | **Action items**: | | | **Person responsible**: | | **Deadline:** | |
| **TOPIC: Safety and Facilities** | | |  | | | |  |
|  | **Discussion**: Liz Rumney has volunteered to be the classified representative for this committee. | | | | | | |
|  | **Action items**: | | | **Person responsible**: | | **Deadline:** | |
| **TOPIC: Professional Development** | |  | | | | |  |
|  | **Discussion**: President Doreen was thinking about requesting that Marti Brewer come up and provide classified training on technologies that they would be interested in learning about, such as outlook or excel. Jared Moss stated that he is putting together a workshop on graphic design. | | | | | | |
|  | **Action items**: | | | **Person Responsible**: | | **Deadline** | |

Adjournment

There being no further business, meeting adjourned at 9:49 a.m.

Record of meeting respectfully submitted by Allison McDermott