



February 19, 2016
10:30-11:30 a.m.
Manzanita Conference Room

Classified Senate Approved Minutes

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

Guests: Debbi Partridge

Absent:

Agenda

- I. Call to Order:
- II. Approval of the Minutes:
- III. Officers' Report:
- IV. College Wide Committee Reports:
- V. Classified Senate Committee Reports:
- VI. Discussion Items:
 1. Increase participation in the Classified Senate
 2. Comprehensive Hiring Prioritization Discussion
 3. College Mission
 4. Classified Employee of the Year Gift
- VII. Action Items:
 1. Hiring Prioritization Vote
- VIII. Announcements:
- IX. Open Forum:
- X. Adjourn Meeting:

Additional Information

The meeting was called to order at 10:40 a.m.

The minutes from the previous meeting were approved without corrections.

Minutes

President's Report:

Discussion: President Doreen met over the phone with the college president and discussed the Classified Hiring Prioritization. Doreen told the president that she would like to make a list of every position that has been put forward and keep track of which ones have been filled and how they have been filled, and which ones have not. They also discussed staff development. We will have a staff development institute in March for both faculty and staff. We will follow up through on doing something for classified staff during the summer or in-service/flex day so more classified can attend.

Conclusions:

Action items: Check with college president on use of funds for training.

Person Responsible:
Doreen Bass

Deadline:
3/4/16

Vice President's Report:

Discussion: President Doreen made a Datatel Requisition for the Classified Employee of the Year plaque and an envelope will be sent around soon to gather donations for the classified employee of the year gift. Since Doreen is stepping in as the classified president because Shawn Jordison left she will not want a presidential plaque.

Conclusions:

Action items: Create envelopes for distribution through Area Reps.

Person responsible:
Doreen Bass

Deadline:
3/11/16

Treasurer's Report:

Discussion: Treasurer Michelle reported an increase of \$26.00 through payroll deductions. That gives us a grand total of \$2,943.59 in our general fund.

Conclusions:

Action items:

Person responsible:

Deadline:

Scholarship Committee:

Discussion: Doralyn has been asked to be on the scholarship committee, but the question remains whether it is a shared governance committee or not. President Doreen will follow up with the college president and get an official list of shared governance committees.

Conclusions:

Action items: Check with college president about committee status

Person Responsible:
Doreen Bass

Deadline:
3/11/16

College Council:

Discussion: Nancy reported that the meeting was spent creating a draft of the mission statement. She sent out an email for classified to go over and respond with comments.

Conclusions:

Action items:

Person responsible:

Deadline:

Graduation:		
Discussion: Area Rep Elissa reported that the college president will make sure classified will have water and food during the ceremony this year.		
Conclusions:		
Action items:	Person responsible:	Deadline:
Safety Committee:		
Discussion: Area Rep Elissa asked where the first aid kit was in the Manzanita building, and if there is not one, she would like the Safety Committee to look into offering at least one in the building.		
Conclusions:		
Action items: Check with Nurse and Safety Committee re: who will fund the purchase & placement	Person Responsible: Doreen Bass	Deadline: 3/11/16
Foundation Report:		
Discussion: In an emailed report Kimberly Francis reported that in the Weekender (Union Democrat), an article was written about the Foundation's collaboration with the Ventana/Annex Galleries. The 40 th annual Columbia Wine Tasting will be held Saturday, April 9 from 1-4 p.m. Spread the word—tickets can be purchased at www.columbiawinetasting.com . The Scholarship Celebration is scheduled for Friday, April 22. The Rotary "Celebrity Waiter" event will be held Friday, April 1 at Black Oak Casino. There was a groundwater lecture on February 11.		
Conclusions:		
Action items:	Person Responsible:	Deadline:
College Mission Statement:		
Discussion: Area Rep Elissa suggested using a word other than "rural" in the college mission statement as people may not know what the term means and might misinterpret it. A number of the classified staff member at the meeting agreed. Other possible terms that were suggested include: foothills, Mother Lode, neighboring counties, five counties, and Sierra Nevada Foothills. Area Rep Doralyn did not like the terms "basic skills." The term foundational skills was suggested instead. This will be brought back to College Council for discussion.		
Conclusions:		
Action items: Suggestions will be brought back to College Council for discussion.	Person responsible: Nancy Bull	Deadline: 3/4/16
Classified Hiring Prioritization:		
Discussion: There was not an official report made because Shawn left before he had a chance to do that. The members of the CHP committee met via email though and prioritized the three candidates they received: 1. Financial Aid Specialist, 2. ITC Instructional Support, and 3. Nurse. President Doreen sent out an email with this information but received no response. Due to the fact that there was no report the classified senate voted to forward the list of CHP candidates none ranked.		
Conclusions:		
Action items: Sent forward the results unranked to the college president.	Person responsible: Doreen Bass	Deadline: 3/11/16

Adjournment

There being no further business, meeting adjourned at 11:47 a.m.

Record of meeting respectfully submitted by Allison McDermott