



Classified Senate Approved Minutes

March 11, 2016
10:30 – 11:30 a.m.
Manzanita Conference Room

Members Present: Doreen Bass, Nancy Bull, Elissa Creighton, Kimberly Francis, Allison McDermott, Kristen Rascon, Michelle Walker.

Guests: Amy Nelson

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. Classified Professional Opportunities survey results
 2. SHARE's card changes
 3. 4CS Classified Leadership Institute
- VII. **Action Items:**
- VIII. **Announcements:**
- IX. **Open Forum:**
- X. **Adjourn Meeting:**

Recommended for Vote

The meeting was called to order at 10:37 a.m.

The minutes from the previous meeting were approved with corrections.

Minutes

Scholarship:

Discussion: Amy Nelson came to discuss the classified scholarship, which the classified senate sponsors every year. It is a \$250 scholarship for one student. Right now we have 66 applicants because the criteria we have is very broad. Amy wanted to know if we would like to get more readers for all the applications, or limit our criteria so that we have less applicants. After some discussion it was decided that we would exclude anyone who has already received an award and, because we want to give the scholarship to someone who has a financial need, we will also look into who is getting a bog fee waiver.

Action items:

Person Responsible:

Deadline

President's Report:

Discussion: President Doreen met with the college president who was very pleased about our Classified Professional Opportunities survey and the Classified Brochure. She is also very supportive of classified training. President Doreen was also able to find out that the scholarship committee was considered an organizational committee and not part of shared governance. The faculty is rewriting their handbook and the classified is looking into making their own handbook over the summer. The IT department should be working with us to help us better utilize Outlook, so we should make a request to Margo to have that happen. Michelle Walker is looking into getting a subscription to Lynda.com so we can do our own training or be assigned training by our supervisors.

Action items:

Person responsible:

Deadline:

Vice President's Report:

Discussion: President Doreen sent out nominations for classified senate officers for next year and will have the results back next week.

Action items:

Person responsible:

Deadline:

Treasurer's Report:

Discussion: Treasurer Michelle reported an increase of \$13.00 through payroll deductions. That gives us a grand total of \$2,956.59. We currently have \$75 reserved for the plaque and name tag for classified employee of the year and spent \$20 for the brochures.

Action items:

Person Responsible:

Deadline

College Council:

Discussion: Nancy Bull reported that most of the meeting was spent talking about the mission statement. There was a new draft written which will be sent out soon.

Action items:

Person responsible:

Deadline:

SHARE's Card Changes:

Discussion: The SHAREs program at Save Mart is moving to escript which means no more cards. People will now have to re-enroll in the program via the internet. This may result in a loss of money for the Classified Senate. Nancy Bull will send out a link to the campus so we can re-enroll if we like.

Action items: Link to re-enroll to be sent out through campus email

Person responsible:
Nancy Bull

Deadline:

Foundation Report:		
<p>Discussion: Kimberley Francis reported that the scholarship process is up and running. The scholarship awards ceremony is scheduled from 4:30-6 p.m., April 22 at the Dogwood Forum. Music Scholarship Auditions will be held March 24 at the Dogwood Forum. The Great Sonora Sunrise Rotary event will be held April 1 at the Black Oak Casino. Funds raised from this event will go to purchase a fire truck. The 40th annual Columbia Wine Tasting will be held April 9.</p>		
Action items:	Person responsible:	Deadline:
<p>Classified Professional Opportunities Survey Results:</p>		
<p>Discussion: 26 of the 66 classified employees at Columbia College responded to the survey. The two most popular topics were maximizing Outlook and working with PDFs. Timewise, mornings were favored. We are aiming to have a training sometime in May. President Doreen will be following up with Margo for IT training and with Debbie Partridge for CSEA.</p>		
Action items: Follow up with Margo and Debbie Partridge about Classified training.	Person responsible: Doreen Bass	Deadline:

Adjournment

There being no further business, meeting adjourned at 11:39 a.m.

Record of meeting respectfully submitted by Allison McDermott