

Classified Senate

4/13/2015 11:00am – 12:00pm. Sugar pine 115.

APPROVED Minutes

In attendance: Elissa Creighton, Doralyn Foletti, Nancy Bull, Shawn Jordison, Dana Baker, Doreen Bass, Allison McDermott, and Michelle Walker.

Meeting called to order at 11:00am.

Minutes from previous meeting approved with corrections.

President's Report: President Elissa reported that she is meeting with the College President and asked for emails from Classified staff with any questions they may have for the President. Elissa congratulated Nancy Bull for receiving her 20 years of Service pin, and other Classified Staff who received recognition.

Vice President's Report: Vice President Doralyn reported out on the Open House that took place, saying that it was a success, and she appreciates everyone's input. There are a number of retirees this semester and to be on the lookout for committees that need Classified representation.

Treasure's Report: Dana reported the following:

1. Added 25 SHARES cards to the snackbar location for a total as of 03/09/15 of 31 cards. Tamarack lounge count was left at 10 and Oak Pavilion staff area at 19.
2. SHARES Cards update 4/13/15:
 - a. Snackbar: 14/31 cards were taken
 - b. Tamarack Lounge: 3 of 10 cards were taken
 - c. Oak Pavilion: 0 of 19 cards were taken
 - d. Total Taken: 17 cards
 - e. Total Since placed on campus: 40 cards!

The current balance for the General Fund is at \$300.00. The Scholarship–Foundation Fund is at \$2,689.03, and the Envelope Fund is at \$133.66 for a grand total of \$3,122.69.

College Council Report: Nancy Bull reported out on the all-day retreat.

The College Council spent the day working on the college's new goals and objectives with our facilitator, Nicki Harrington, Ed.D. The College Council is aware of everyone's interest in the development of the new strategic plan's goals and objectives and know everyone is anxious to see the results of this long process. It has taken a lot of work on the part of a great many people (you all helped by your participation at In-Service Day last August.) The College Council members were very focused on today being an action day where we would produce a product. Today, we got to see the results of the community survey and the employer survey. We added that information to the internal data we had already collected from staff and students. We narrowed that down to six categories. Nicki explained that six is the maximum number of goals a school should have. From there, we wrote a draft goal for each category and at least one measureable objective for each goal. You may remember that the accrediting commission requires that we have goals with measurable objectives. The College Council will continue working on them to fine tune the wording. At the appropriate time, Dr. Fairchild will address the next steps in the process.

The Planning Timeline for developing the Strategic Plan is –

Phase 1 – Discovery – (July 2014 – January 2015)

Phase 2 – Strategic Planning (February – April 2015)

Level 1 – Breakthrough Goals

Level 2 – College-wide Objectives

Phase 3 – Operational Planning (May – October 2015)

Level 3 – Action Plans (year one) The Action Plans are the activities, etc. that will achieve the Objectives that will achieve the Goals.

Fall 2015

➤ Launch Level 1 Breakthrough Goals

➤ Complete Level 2 Objectives – identify measures, accountable/lead manager, timelines, resource needs (staff, fiscal, facility/technology)

➤ Continue Level 3 Action Plan development (determine committee or action team to carry-out)

Accreditation: Doreen reported that they are looking for more participation from the Classified Staff with several of the Accreditation committees.

Enrollment Management: Liz Rumney reported the following via email:

1. Kirstin Miller gave a presentation on the Student Planning Portal – new, and due to roll out in 2016. Electronic and interactive ed plans and degree audit that will capture information on how many students need which courses in a semester. This will help deans plan what courses to offer.
2. Diana Sunday gave a presentation on the recently conducted community survey. 406 people responded of the 2300 surveys that were sent out. Of those 406:
 - a. 79% said they have high speed internet
 - b. 59% are employed full or part time
 - c. 47% are aged 50+
 - d. 29 % were responding because they are interested in community ed.
3. Marc Beam – the districts new Vice Chancellor of Institutional Research gave a presentation on Enrollment Management.
 - a. What drives enrollment? Unemployment, quality programs and teaching, financial aid, etc
4. Margot Guzman spoke about using the different datatel reports to track enrollment and courses
5. We broke into work groups and discussed a draft of the enrollment mgmt. plan, but were asked for our copies back and to not discuss since it's not very developed yet

Announcements:

1. Doralyn is reaching out for help with Graduation.
2. Cram Night: April 23rd from 6 – 10.

Adjourned 11:52am.