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| **Classified Senate**  **Approved Minutes** | **December 9, 2016**  **9:30 – 10:30 a.m.**  **Sugar Pine Conference Room 115** |
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| **Members Present**: Doreen Bass, Kelsie Bonavia, Rebekah Elizondo, Kyle Elkins, Allison McDermott, Tiffany Moore, Kimberly Francis, Jerad Moss. | |
| **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:** 7. New Employees and mentors 8. Proposed “Program” definitions for College Council 9. STAR Award 10. Classified Leadership Institute June 15-17 in Tahoe City 11. **Action Items:** 12. **Open Forum:** 13. **Adjourn Meeting:** | |
| **Recommended for Vote** | |
| The meeting was called to order at 9:32 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 campus president where they discussed the classified senate hiring prioritization and the importance of tying the process to program review. They also discussed the classified professional development training that took place on Friday, December 2nd. There was a good turnout and Marti Brewer gave a wonderful presentation. She even gave out brochures regarding outlook. We will explore the possibility of having another one on institution day.  It should also be noted that President Doreen provided those who attended this classified senate meeting with hot cider, cookies and a holiday gift. | | | | | | |
|  | **Action items**: | | | **Person Responsible**: | | **Deadline** | |
| **TOPIC: Treasurer’s Report** | | |  | | | |  |
|  | **Discussion**: Treasurer Kelsie reported that there was an increase of $8 in the scholarship-foundation account from payroll deductions. This leaves us with a grand total of $2,987.20 in the classified senate funds. | | | | | | |
|  | **Action items**: | | | **Person responsible**: | | **Deadline:** | |
| **TOPIC: College Council** | | |  | | | |  |
|  | **Discussion**: Jerad Moss reported that the council discussed getting new name tags for employees. | | | | | | |
|  | **Action items**: | | | **Person responsible**: | | **Deadline:** | |
| **TOPIC: Foundation** | |  | | | | |  |
|  | **Discussion**: Kimberly Francis reported that the Foundation office concluded its Alumni Hunt and presented the winners at a Claim Jumpers basketball game. She also stated that an exciting donation will take place in 2017. | | | | | | |
|  | **Action items**: | | | **Person Responsible**: | | **Deadline** | |
| **TOPIC: CSEA** | | |  | | | |  |
|  | **Discussion**: Kimberly Francis reported that CSEA will have its annual holiday gathering next week. They also voted on extending the deadline to submit the classification review forms. | | | | | | |
|  | **Action items**: | | | **Person responsible**: | | **Deadline:** | |
| **TOPIC: New Employees and Mentors** | | |  | | | |  |
|  | **Discussion**: President Doreen reported because we do not have a vice president she would like the area representatives to mentor new employees regarding the classified senate. | | | | | | |
|  | **Action items**: | | | **Person responsible**: | | **Deadline:** | |
| **TOPIC: Program Definitions** | | |  | | | |  |
|  | **Discussion**: Kimberly Francis sent out the version two draft of “the definition of a program” for feedback but has yet to hear anything back. The draft was discussed and approved. | | | | | | |
|  | **Action items**: | | | **Person responsible**: | | **Deadline:** | |
| **TOPIC: STAR Award** | | |  | | | |  |
|  | **Discussion**: The difference between the STAR award and employee of the year award, the STAR nomination form and the STAR award committee procedures were discussed. President Doreen will make additional changes and will have it posted as an action item at the next classified senate meeting in January. | | | | | | |
|  | **Action items**: | | | **Person responsible**: | | **Deadline:** | |
| **TOPIC: Classified Leadership Institute** | | |  | | | |  |
|  | **Discussion**: The classified senate is a member of the 4CS Senates. This organization puts on a classified leadership institute every year. In 2017 it will be held in Tahoe City from June 15-17. If a classified staff member is interested in going, President Doreen will provide additional information. | | | | | | |
|  | **Action items**: | | | **Person responsible**: | | **Deadline:** | |

Adjournment

There being no further business, meeting adjourned at 10:26 a.m.

Record of meeting respectfully submitted by Allison McDermott