



Classified Senate Minutes

Date: 10.13.17
Time: 1:00-2:00pm
Location: MPR

Members Present: Cindy Kositsky, Doeren Bass, Kyle Elkins, Torri Keever, Kelsie Bonavia, Jessica Shapiro, Amanda Hepfl, Tiffeny Flies, Jen Bick, Casey Bonavia,

Guests:

Absent:

Agenda

- I. Call to Order:**
- II. Approval of the Minutes:**
- III. Introduction of Guests:**
- IV. Officers' Reports:**
President (Report to Board of Trustees), VP, Treasurer, Secretary, Area Reps
- V. College Wide Committee Reports:**
 - 1. College Council—Area Rep at Large, Jessica Shapiro, CSEA
 - 2. Student Success Council—Doralyn Foletti & Emily Schmittle
 - 3. Institutional Effectiveness Council—Elissa Creighton & Breanne Brown
 - 4. College Services Committee—Kyle Elkins & Liz Rumney
 - 5. Technology—Fred Grolle & Ryan Brady
 - 6. CC Foundation—Kimberly Francis; (Senate President is advisory member)
 - 7. Others—TLC (?), SLO (?), Curriculum (?),
 - 8. Need to update Senate website
- VI. Classified Senate Committee Reports:**
 - 1. Senate Hiring Priorities Committee update –Kelsie Bonavia, Chair
- VII. Discussion Items:**
 - 1. New structure for College Council calls for 2 from Classified Senate (our Constitution includes Pres, VP, & Area Rep-at-Large) & 2 from CSEA (1 currently)—Do we revise our Constitution?
 - 2. Evaluation Plan (Similar to Program Review) for Classified Senate Activities, Procedures, Budget Requests, etc.?
 - 3. Future Classified Retreat?
- VIII. Action Items:**
 - 1. Logo for Columbia College Classified Senate—Final Vote
 - 2. Resolution—Final Vote
- IX. Announcements:**
- X. Open Forum:**
- XI. Adjourn Meeting**

Recommended for Vote

The meeting was called to order at 1:02pm.
The minutes from 9/8/17 meeting had (2) corrections: Spelling of Fairchilds and Logo

Minutes

TOPIC: President's Report

Action items: Report was sent out to Board of Trustees –entered into evidence of participatory governance. Doreen was asked the difference between Classified Senate and our union –she explained that everyone can participate in Classified Senate. Resolution of name change agreed –Doreen and Debbi will discuss further. Doreen discussed how classified justification needs are prioritized and who makes the decision of how it is ranked as well as what the position is being requested and how it fits.

Person Responsible:

Deadline

TOPIC: Vice President Report

Discussion: Kelsie reported no response for Hiring Prioritization Position Requests. The Committee has already been formed and will be ranking the requests later.

Action items:

Person responsible:

Deadline:

TOPIC: Treasurer Report

Discussion: Cindy reported there is \$25.00 in the General Fund, \$75.00 set aside for end of year plaques, \$2,513.03 in the Foundation Scholarship fund, \$197.41 for the S.H.A.R.E.S deposit, \$8.00 for payroll deductions, and \$139.14 in envelope (.20 less from last time).

Action items:

Person responsible:

Deadline:

TOPIC: Area Rep Report

Discussion: Jessica reported how she appreciated her area rep sending out an e-mail reminding everyone of the Classified Senate meeting.

Action items:

Person Responsible:

Deadline

TOPIC: College Council Report

Discussion: Jessica reported they discussed the presentation of SLO's, met with the Accreditation team who were looking for evidence to support program review. Faculty had to leave early, so the meeting was short.

Action items:

Person responsible:

Deadline:

TOPIC: Student Success Council

Discussion: Doralyn was absent –nothing to report.

Action items:

Person responsible:

Deadline:

TOPIC: Institutional Effectiveness Council

Discussion: Elissa was absent, but sent an e-mail to Doreen and Kyle to report the following:

The IEC met with the Accreditation Committee on Wednesday 10/4 in which the Accreditation committee asked basics about the committee: why it formed, its purpose, members, and charge.

The IEC then met for its first formal meeting on Friday 10/6 and discussed the following:

- Enrollment Management: We reviewed Key Performance Indicators (KPIs) and had a discussion about what needs to be included. The IEC will determine KPIs.
- Lindsay Laney, co-chair of the new Teaching, Learning & Community (TLC) Initiative, gave an update on the group’s work and mentioned that there is a possible Classified Retreat in mind.
- Program Review/Assessment Processes were reviewed by Diana Sunday, including suggested modifications, improved tracking of resource requests, and long-term planning for Program Review.
- Utilizing results of research for Institutional Improvement- The group was asked to review QFE #1 and the IEPI plan before the next meeting.
- College-Specific Policies and Procedures- The group was asked to go on a “Policy Scavenger Hunt” to find various college-specific policies in the attempt to gather all college-specific policies and procedures in one place so as to know all information out there, who is responsible for such policies and when they are being updated. If any Classified Senate member have policies specific to their areas, please send them to Elissa or Breanne before 11/3.

As mentioned by Doreen, should the Classified Senate discuss integration of non-instructional groups such as Classified Senate into the Program Review/Budget requests sequence (since such groups currently have no way to enter information into eLumen), Breanne and I will bring the Classified Senate thoughts to the matter to the next IEC meeting in which we discuss Program Review.

Torri Keever, the CSEA appointee reported that they were just getting started with the many complex issues under discussion. Wendy Hesse is also a CSEA representative for this committee.

Action items:	Person responsible:	Deadline:
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TOPIC: College Services Committee

Discussion: Kyle reported that Ron Martin from Kitchell shared they are just about done with the re-model of downstairs Manzanita –they are working out a few hot spots. Their next and final project will be the Juniper Building. The Juniper building is currently offline which means no classes at this time can be scheduled. Ron figures Juniper will remain off-line for spring, summer, and fall of 2018.

Action items:	Person responsible:	Deadline:
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TOPIC: Technology Committee

Discussion: Nothing to report- Doreen hadn’t heard anything from Fred Grolle or Ryan Brady.

Action items:	Person responsible:	Deadline:
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TOPIC: Foundation Report

Discussion: Kimberly didn't attend, but Doreen shared that as Classified Senate President she is an advisory member for Foundation. Doreen reported a pergola will we be going outside of the Tamarack library and the patio will have a name change to the Brady Wise Patio. Foundation received a \$2 million donation that will going towards The Promise scholarship program and mini grant fund.

Action items:	Person responsible:	Deadline:
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TOPIC: TLC Committee

Discussion: Jessica reported that Adrienne Seegers and Lindsay Laney are the faculty co-chairs. The first TLC (formerly known as AWE) meeting was just about what people want and expect from the committee. A TLC calendar is being put together for faculty and staff. Amanda Hepfl and Jessica Shapiro will be our reference contacts.

Action items:	Person responsible:	Deadline:
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TOPIC: SLO Committee

Discussion: No discussion other than there are no classified Senate members on committee.

Action items:	Person responsible:	Deadline:
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TOPIC: Hiring Prioritization Committee

Discussion: Kelsie will be sending out an e-mail reminder for Position Requests.

Action items:	Person responsible:	Deadline:
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TOPIC: New Structure for College Council

Discussion: Do we want to revise our Constitution? The current Constitution states we have the President, Vice President, Area Rep at Large, and 1 CSEA member. The proposed Constitution would be 2 classified professionals and 2 CSEA members.

Action items: Doreen to send out e-mail on who would like to be on a committee for revising the Constitution to meet the changes requested by College Council.	Person responsible: D. Bass	Deadline:
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TOPIC: Logo Winning Prize

Discussion: Doreen went over the votes and the below option won.



Columbia College
Classified Senate

Person responsible:	Deadline:
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TOPIC: Resolution Vote

Discussion: The vote passes on calling ourselves Classified Professionals in place of Classified employees.

Action items:	Person responsible:	Deadline:
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Adjournment

There being no further business, meeting adjourned at 2:11pm.

Record of meeting respectfully submitted by Kyle Elkins.