

Classified Senate Meeting Minutes

Present: CS Officers: Kim Foulger, President; Maridel Barr, Vice President; Monica Applegate, Secretary. Melanie Palomino. Via Zoom; Candice Hansen

Absent: Valerie Marckwordt, Treasurer. Oksana Pensabene, Jenifer Satariano, Julian Solis

Key: **R**esponsible/**F**ollow-Up, **O**pen, **C**losed

Topic	Summary / Follow- Up	R	C	O
1. Call to Order	Meeting called to order at 11:08 a.m.	KF,	C	
2. Approval of Agenda	Agenda approved.	KF, MB, MA	C	
3. Approval of Minutes	No minutes to approve as no meeting was held in November		C	
4. Events and Calendar	Best Group Costume Awards Breakfast for Enrollment Services. Outstanding award from 2017 also for enrolment services. Consider IVC & KTD breakfast. Breakfast in January to allow more preparation and availability. January 11 th , 2019 as possible date of breakfast. -KF to follow up with Enrollment services in regard to available dates in January and best location KTD, IVC or both. \$200 cap set for budget of breakfast. Look into the possibility of donations to assist with spending.	KF		O
5. Committee Reports	President's Report KF reported on highlights from the College Council meeting in November. Refer to CC meeting notes 2018-29-11. Treasurer's Report Valerie, CS treasurer not available, report to be moved to next meeting. Website Migration: update on Maridel and Monica's meeting with Shook In regards to the web migration of the CS webpage, there are two main steps to be done. Step one is taking what is on the current site and omitting any irrelevant, outdated or unwanted information to move to the new webpage. This is "the bones" of the webpage and was already sent into Shook on a deadline. Step two is to edit, add and develop the webpage as desired, this includes the Classified Professionals handbook.	KF MB, MA MA, CO,		O

	Sub-committee formed for step two of the web migration and to develop the Classified Professionals Handbook. MA, CO, MB, KF. First meeting of the sub-committee to be held on January 18 th , 10AM @ KTD. -MB will reserve a room.	MB, KF		
6. Action Items	Election of new senators. Candice Hansen elected to serve on the Classified Senate. Janice Olsen elected to serve on the Classified Senate.	KF, MB, MA, MP, CH	C	
7. Discussion Items / Reports	PRAC Committee update from Monica Rudolph/Valerie Marckwordt postponed due to absence. Classified Senate to request written monthly reports / meeting minutes from classified professionals in each participatory government committee to keep to our mission and purpose of actively collecting, evaluating, and disseminating information to all classified professionals. KF & MB will follow up with classified professionals that can serve as a contact from each participatory government committee.	KF, MB		O
8. Next Meeting	Friday, January 4 th , 2019. Academic Center 303, 11:00 – 12:00 pm		C	
9. Adjourned	Meeting adjourned at 11:45		C	

Key: Responsible/Follow-Up, Open, Closed