CHC Classified Senate
October 12, 2010

I. Welcome – 10:03 am
   a. Officers and Senators Present: Karen Peterson – President; Betty Jo Wood – Vice President; David Williams – Secretary; Candace Leonard – Unit 6; Ben Mudgett – Unit 5; Ginger Sutphin – Unit 4; Kelly Bingham – Unit 3; Jonathan Townsend – At Large West
   b. Members: Michelle Riggs
   c. Guests: Keith Wurtz - Director, Office of Research and Planning; Dr. Gary Williams – Instructional Assessment Specialist
   d. Absent: Jackie Ford-Wingler – Unit 2

II. Administrator's Report - none

III. Student Senate Report - none

IV. Minutes of September 8 meeting (Williams) – Jonathan Townsend's name was left off the "Present" section.

V. Treasurer's Report (Peterson) – Classified Senate currently has $1,001.22

VI. President's Report (Peterson) –
   a. CSEA coming
   b. October 15th – Ribbon Cutting Ceremony for the Aquatic Center (10 am) and the LRC (11:30 am).
   c. October Classified Professional Development Day: Cammie Purper – Maintaining Balance @ 1:30 pm
   e. Dr. Matthew Lee will no longer be at Crafton anymore; final accreditation will be done and presented on October 15th.

VII. Senate Committee Reports
   a. Activities (Townsend) – still looking for members of the committee; Jonathan is currently the only member of the committee.
   b. Bylaw Revision (Peterson) – not had a formal meeting but had discussions. Updating bylaws, currently sending out
   c. FUNdraising (Williams) – Committee Charge: to be the fundraising arm in cooperation with Senate Committees. Fall activities include Popcorn sales, a restaurant day, and Find out if we need a food handler's permit. Gourmet Pizza Shoppe has fundraising as well. 50/50 raffle – piggyback on the SoupFest.
   d. Personnel Interest (Wood) – Customary cards; including sympathy cards for Joe Moreno.
   e. Scholarship (Wood) – has yet to meet.

VIII. District and Campus Committee Reports
   a. District Assembly (Mudgett) – the calendar for the upcoming year is being revised. The original version was rejected because of planned inservice days and the commencement activities being held on the same day for both campuses.
   b. Professional Development (Riggs) – Professional Development is continuing to seek support for activities and is continuing to seek input for the types of activities that would be beneficial to the classified professionals.
   c. Academic Senate (Wood) – currently seeking representation from classified.

d. District Building Committee (Peterson) – last cancelled. Architects went over where space is available and are in the planning stages of how to make the new building work.
e. District Strategic Plan (Wingler) – DSP will be reviewing the functions of the District office; discussing decisions made by the district and those which are decided at the college level.
f. Safety Committee (Hansen-Barnes)
g. Other Committees –
    1. Jonathan, Keith Wurtz, and Dr. Garry Williams (Outcomes Committee). Institutional Learning Outcomes (ILO) – what should students know when they leave the college, specifically Knowledge, Skills, and Abilities. In outcomes assessment, there is a recursive property: where are we at, attempt improvement, assess amount of improvement, attempt again. CCSSE being used to assess parts of the ILO's. Ginger raised a concern that CCSSE is an expensive process that may not be continued.
    2. Master Planning – QEI's; ensuring that we are on track for institutional improvement
    3. PDC – ensuring that those activities shouldn't just be faculty oriented but that it should include classified activities.
    4. Program Reviews – ORP & CDC.
    5. Annual Plan – encourage CS members to participate

IX. Old Business
a. Committee Appointments – Anthony White has been appointed to the Technology Committee.
b. Senate committee charges/tasks/goals – committees will continue to move forward on those activities.

X. New Business
a. District Strategic Plan committee looking for input: Jackie Ford-Wingler was not present.
b. CDC – See's Candy Sale.
c. Organizational Handbook – will be distributed for review
d. President's Jewelry Sale – used for the Emergency Book Fund; will be held in the LADM.

XI. Public Comment and Announcements

XII. Close – the meeting adjourned at 10:51 a.m.