

***Classified Staff Council***

August 20, 2015 Meeting Minutes

1. Call to Order – 2:05
2. Attendance- Shannon Payton, Melanie Baker, Shelley DeLuca, Jacqui Hores, Thomas Queen, Pat Stroud, Margaret Decola, Dr. Vicki Riley (Guest)
3. Approval of Minutes – Margaret Decola motioned to approve. Melanie Baker seconds the motion.
4. Special Guest Dr. Riley
	1. Dr. Riley discussed gearing up for accreditation and how groups will be and are formed for the process.
	2. The college will also need representatives from classified staff to serve on the strategic planning committee. That should be formed shortly, please watch for information on that.
	3. Dr. Riley welcomed all new council members and commended everyone on their willingness to serve and noting congratulations on having a full council.
	4. Margaret Decola praised Dr. Riley and those who organized all college day on how successful it was.
	5. Council asked on the status of the 4th floor lounge area. Dr. Riley noted that it had been cleaned up in there, but there may be a few small touches to add.
	6. Questions were raised about the time clocks to Dr. Riley. Shannon Payton stated that she is requesting council members to compile a written list of questions to be forwarded on to Peggy Carmichael. This will allow her the opportunity to find out the answers to the questions and or concerns. Dr. Riley agreed.
5. Old Business
6. Constitution – council agreed to form a new committee of existing council members to continue working on the constitution. Members of the new committee will be : Melanie Baker, Shelley Deluca, Margaret Decola, and possibly Dave Monteleone.
7. New Business
8. Upcoming Meeting Schedule – due to council members scheduling conflicts the meetings will need to be moved to Monday afternoon’s. Shannon Payton will send out notice of the next meeting date and location.
9. Council Procedures – Shannon Payton stated that she would like all agenda items to be submitted by one week prior to all meetings. She will also like all minutes to be email out to CSC members one week following the meeting for review.
10. Council Goals – Council discussed goals for the upcoming year for council. Some of the highlights are as follows:
	1. Increased Staff Involvement in activities that involve students. Increasing retention and making the personal connections.
	2. Project to support students at graduation.
	3. Assisting with the Northern Lights 5K.
	4. Making a CSC meeting at another campus.
	5. Participating more as a group in community engagement activities.
	6. Starting a CSC newsletter to foster better communication with the assembly.
11. BOG Presentation September 24th 5:00 pm Board Room
	1. Melanie Baker and Shannon Payton have begun working on the presentation.
	2. Participation is encouraged from all of CSC.
	3. Wanting to highlight positives along with some of our challenges as a group, but wanting to end on a positive and what we are doing to be “All in this together.”
	4. Melanie Baker provided a handout to members on what the presentation will highlight and asked for feedback.
12. Reports
13. ACCE – will meet the week of August 24th
14. BOG – will meet the week of August 24th
15. Institutional Committees – No reports at this time.
16. Budget
17. Enrollments Management
18. Financial Aid Committee
19. IT Committee
20. Library / LRC
21. President’s Council
22. Professional Development Committee
23. Retention Committee
24. Rules Committee
25. Safety and Security Committee
26. Textbook Affordability Committee
27. Other
	1. Invite Peggy Carmichael to the next meeting to discuss time clock questions.
28. Adjournment - Margaret Decola motioned to adjourn. Shelley Deluca seconds the motion. Meeting adjourned at 3:20 pm

***Next meeting is scheduled for September 21st at 2:00 pm***