

CHC Classified Senate  
Minutes  
March 9, 2011

- I. The meeting was opened at 10:03am by Betty Jo Wood, Senate Vice President.  
  
Present: Karen Peterson, President; Betty Jo Wood, Vice President; Kelly Bingham, Senator; Ben Mudgett, Senator; Jonathan Townsend, Senator; Candace Leonard, Senator; Laura Record, Member; Michelle Riggs, Member  
  
Absent: David Williams, Secretary; Jackie Ford-Wingler, Senator; Ginger Sutphin, Senator
- II. Administrator Report—Kirsten Colvey presented the Enrollment Management Plan. Kirsten gave some background and history of the committee, as well as discussing some of the goals of the plan. She stated that there are currently no Classified Professionals serving on the committee. When asked why not, Karen Peterson responded that she had been unaware that there should be Classified representation on this committee. The explanation is that this is an advisory committee which does not require classified participation. The Enrollment Management Plan has been organized to prioritize and plan for present concerns, but with more focus on future planning.
- III. Student Senate Report—Audrey Ramsaran  
Five members of the Student Senate will be going to Washington, DC to attend a leadership conference. They have been writing position statements for planned legislative visits. The Senate is also looking for volunteers to assist with High School Visitation Day. They will need 50 volunteers by Friday, March 11. The event will be held on Friday, April 8 from 8-1 and volunteers will be passing out food, directing traffic, etc. Student Senate elections will be held during the last week of March in the classrooms. They are trying a new approach to elections in the hopes of increasing participation.
- IV. Reading of February 9 minutes will be postponed.
- V. Treasurer's Report: The balance in treasury is \$1225.62. There have been no changes.
- VI. President's Report: Karen Peterson, though present, was unable to give her report.
- VII. Senate Committee Reports
  - A. Fundraising—Ben Mudgett reported that our lackluster opportunity drawing for the Gala tickets yielded a total of \$38, \$20 of which was a donation. The drawing was held and the winner was Alisa Moore.
  - B. Personnel Interests—Betty Jo Wood reported that cards have been sent on a consistent basis.
  - C. Scholarship—There was no report from the Scholarship Committee, but Kelly Bingham volunteered to help.
- VIII. Campus and District Committee Reports
  - A. Educational Master Plan—Michelle Riggs discussed brainstorming ideas for the New Program process and the need for a process to bring about new programs campus wide.

We must clearly define curriculum and programs so that stand-alone courses must be approved through proper channels, rather than as a gateway to creating new programs.

- B. Budget—Karen reported that there was no update from the Budget Committee as they are waiting to find out if the special June election is going to happen.
  - C. Planning and Program Review—Michelle reported that every objective from every plan campus-wide will be prioritized for review and recommendation to the President's Cabinet. The process is designed to be fair and unbiased, utilizing a wide range of knowledge and backgrounds for input.
- IX. Old Business
- A. Reimbursement—It was moved by Jonathan Townsend and seconded by Kelly Bingham that we reimburse Ben Mudgett \$9.02 for expenses related to the Gala Tickets fundraiser. The motion was carried.
  - B. Employee of the Year Ad Hoc Committee—Jonathan Townsend agreed to serve on the committee. Betty Jo Wood and Karen Peterson agreed to help. Candace Leonard said she would forward her copy of the nominating form to Jonathan.
  - C. Be the Match Drive—April 6. Need 6 volunteers to help with checking in. Candace, David and Karen have already volunteered. Will verify the times when help is needed.
- X. New Business
- A. Senate Resolution—There is expected to be a joint resolution brought to the Senate for approval regarding the makeup of the Chancellor Search Committee. This resolution will be drafted by the Crafton Hills and Valley College Classified Senates.
  - B. Professional Development Committee—Daniel Bahner is unable to continue running the committee. There is a desperate need for more help to keep it going. Michelle Riggs has been running the meetings, but there is currently no specific direction. They are in need of help and support. The next scheduled meeting is Friday, March 18 from 11-12. The committee meets in LRC-135 on the 1<sup>st</sup> and 3<sup>rd</sup> Friday of each month.
  - C. Spring Break Activity—Karen suggested doing an Ice Cream Party during Spring Break. After some discussion, it was decided we would hold the activity on Wednesday afternoon. Candace Leonard said she would see if Yucaipa Cold Stone could donate ice cream. Other Senators and Officers agreed to bring sundae toppings and would sign up later in the week. It was moved by Michelle Riggs and seconded that we budget up to \$50 for expenses related to the activity. The motion was carried.
- XI. Public Comment
- Michelle Riggs said she would like to see college degrees earned by Classified Professionals included in the College Catalog like they are for faculty and management. Kelly will talk it over with the appropriate person to see about getting this approved. On a related note, Betty Jo Wood said that Alisa Moore has discussed the possibility of included Classified Professionals with degrees as part of the commencement ceremony.
- XII. There were no questions, concerns or future agenda items brought forward.
- XIII. The meeting was adjourned at 11:09am. The next meeting will be held on Wednesday, April 13.