



Officers: President **Olga Prizhbilov**
Vice President **Nicole Williams**
Secretary **Carissa Thomas**
Treasurer **Lynn Grimstad**
Past President **Tamara Floyd**

**CLASSIFIED SENATE MEETING
MINUTES**

LOCATION: Student Center Boardroom

Date: July 11, 2018

Time: 11:30am – 1:00pm

Attendees

Present – Olga Prizhbilov, Nicole Williams, Carissa Thomas, Lynn Grimstad, Lisa Carrillo, Joy Baldwin, BonnyJean Bowman, and Faryal Said

Excused Absences – Tamara Floyd and Beth Madigan

Guests – Kristin Farlow

Call to Order – 11:31am

Preliminaries

Approval of revised July Agenda – Agenda approved through consensus

Approval of June Minutes – Minutes approved through consensus

Informational Items

1. Senate Retreat

A. Nominated Officers and Senators will join current senators for the annual retreat. This will be an all-day event on Wednesday, September 12th, details to follow.

1) Considering off campus location to host the retreat. Prizhbilov will reserve the ARC boardroom as well as two community room to accommodate the retreat on campus.

2) President Prizhbilov will train nominees during the retreat.

2. Welcome Luncheon

A. In celebration of elected officers and senators, the Classified Senate would like to host a luncheon to welcome everyone.

B. The luncheon will be at the Oak Café.

1) Bowman will make reservations for 30 classifieds on Thursday, October 18th at 11:30am.



Discussion Items

1. Final draft of revised bylaws
 - A. The senate reviewed the revised bylaws. Prizhbilov opened the floor for questions regarding the revisions.
 - 2) Baldwin had a question about the communications officer's description, specifically the last bullet point.
 - a) Prizhbilov explained the plan to use CCC Confer to provide a virtual presence for monthly meetings. The senate needs an additional officer position to monitor the chat portion during the meeting.
 - 3) Grimstad questioned Section I, Article II
 - a) The bylaws state the president is a non-voting member, however Robert's Rules of Order doesn't exclude the president.
 - b) Prizhbilov prefers to keep as is, considering the President as a tie breaker if needed.
 - 4) Grimstad was concerned about previous qualifications for incoming senators.
 - a) Prizhbilov suggested we keep as is, and update with new guidelines in April 2019.

Action Item – See detail below.

2. Ice Cream Social – Update
 - A. Williams will email the “save the date” to remind classifieds about the luncheon on July, 18th at Guthrie Grove from 2 – 4pm.
 - B. Williams gave an overview of what to expect at the social.
 - 1) Carrillo questioned if anyone would be willing to deliver ice to the offsite locations for those unable to attend.
 - 2) Williams agreed and will provide ice cream for staff at Natomas and McClellan.
3. Classified Professional of the Year
 - A. Thomas reviewed the process for the Classified Professional of the Year and requested the use of Senate funds and volunteers to help rank nomination forms.
 - 1) Thomas shared she received 15 nominations, and would like at least 4-5 senators/officers for the selection committee. Thomas will email anonymous nomination forms and a ranking sheet to the committee by the end of the week. Email ranking sheets back to Thomas by Friday, July 27, 2018.
 - a) Joy Baldwin
 - b) Lynn Grimstad



- c) Kristin Farlow
 - d) Faryal Said
- 2) As the chair of the committee, Thomas will not complete the ranking sheet. After the highest score is selected. Thomas will design and order the plaque, write the speech, and request a check for \$500 from the Business office for the awardee. The 2018 Classified Professional of the Year will be announced Friday, August 24th at Convocation.

Action Item – See detail below

4. Newsletter Feedback

A. Prizhbilov shared the feedback she received regarding the first newsletter.

- 1) Prizhbilov expressed concerns about promotions. Promotions need to be announced by the department prior to posting in the newsletter. Posted positions were announced before the supervisor of the area had a chance to announce the news. As a result, conflict ensued.
- 2) Lakia DeCosta has been nominated for the new communications officer position and she has graciously accepted.
- 3) Adding the Classified Spotlight for the month of July to the upcoming newsletter.

5. Nominations for Senators/Officers

A. Nominations are officially open.

B. Elections Committee

- 1) Committee will include the following Senator/Officers.
 - a) Olga Prizhbilov
 - b) Nicole Williams
 - c) BonnyJean Bowman
- 2) Current positions open up for election.
 - a) Treasurer – Position currently held by Lynn Grimstad
 - b) Secretary – Position currently held by Carissa Thomas
 - c) Communications Officer – Position vacant
- 3) In September, Prizhbilov will create a special newsletter to announce nominees. Closing nominations, September 5, 2018. To stagger terms among members, elected officers/senators will have the option to choose their term. Either 1 ½ years or 2 ½ years, per term.

Reports

1. President's report

A. Classified Leadership Institute (CLI)



- 1) Prizhbilov shared her experience attending the Classified Leadership Institute, this past June. She received a scholarship to attend and was recognized.
- 2) ARC Classified Senate received 3rd place in the Senate website competition.
- 3) ARC Classified Senate won the spirit twig competition. The Senate will hold the Sprit twig for one year until the CLI 2019. During this time the senate will decide what to add to the twig to represent our college.
 - a) Prizhbilov is looking for a place to display the spirit twig and website award. The ARC boardroom would be an ideal place. Requesting a display case in the upcoming fall semester.
- 4) Prizhbilov attended a Robert's Rules workshop. The senate will be implementing these rules into upcoming meetings. One notable change is for time keeping purposes, senators/officers are allowed to have the floor for two minutes at a time. Then each senator/officer may respond for two minutes. If, a conclusion cannot be made the item will be tabled for the next meeting.
- 5) Prizhbilov shared the Senate scholarship recipient and their thank you letter.
 - a) Grimstad expressed the concern of the foundations office. Kirsten DuBray has a large amount of donors and donor funds to distribute as first priority.
 - b) DuBray suggested the senate use the funds elsewhere.
 - o Williams suggested donating the funds to the ARC food pantry.
 - o Said suggested creating a scholarship for classified employees.
 - o Farlow suggested something for classifieds, priority should be the classifieds.
 - o Carrillo suggested something for classified appreciation week. Discussion continued.

Announcements & Closing Comments

3 minutes per person as time permits

Adjournment – 12:28pm

Action Items

ACTION ITEM: Approval of revised Bylaws.



CLASSIFIED SENATE

AMERICAN RIVER COLLEGE

Motion: (Grimstad) – To approve the revised Bylaws.

Second: (Baldwin)

Ayes: 6

Nays: 0

Abstentions: 0

Motion Passed by Majority Vote.

ACTION ITEM: 2018 Classified Professional of the Year award.

Motion: (Baldwin) – To approve the use of Senate funds for the 2018 Classified Professional of the Year award, not to exceed \$650.

Second: (Carrillo)

Ayes: 6

Nays: 0

Abstentions: 0

Motion Passed by Majority Vote.

ARC Classified Senate Meetings

Wednesday, July 11, 2018 | 11:30am – 1:00om | ARC Boardroom

Wednesday, August 8, 2018 | 11:30am – 1:00om | ARC Boardroom

Wednesday, September 12, 2018 | 11:30am – 1:00om | ARC Boardroom

Wednesday, October 10, 2018 | 11:30am – 1:00om | ARC Boardroom

Wednesday, November 14, 2018 | 11:30am – 1:00om | ARC Boardroom

Wednesday, December 12, 2018 | 11:30am – 1:00om | ARC Boardroom

Wednesday, January 9, 2019 | 11:30am – 1:00om | ARC Boardroom

Wednesday, February 13, 2019 | 11:30am – 1:00om | ARC Boardroom

Wednesday, March 13, 2019 | 11:30am – 1:00om | ARC Boardroom

Wednesday, April 10, 2019 | 11:30am – 1:00om | ARC Boardroom

Wednesday, May 8, 2019 | 11:30am – 1:00om | ARC Boardroom

Wednesday, June 12, 2019 | 11:30am – 1:00om | ARC Boardroom

Board of Trustee Meetings

Wednesday, July 11, 2018 | @5:30pm | District Office Boardroom

Wednesday, August 8, 2018 | @5:30pm | District Office Boardroom

Wednesday, September 12, 2018 | @5:30pm | District Office Boardroom

Wednesday, October 10, 2018 | @5:30pm | District Office Boardroom

Wednesday, November 7, 2018 | @5:30pm | Folsom Lake College

Wednesday, December 12, 2018 | @5:30pm | District Office Boardroom