



Minutes

Attendees: Michael Duensing, Brenda Lewis, Donna A. Jones, Caitlin Gilbert, Natalie Rodriguez, Glenda Gardner

9/14/2018	TIME	
<p>Executive Officers</p> <p><i>Kawanna Rollins</i> President</p>	1:30	<p>I. Call to order</p> <ul style="list-style-type: none"> Approval of Agenda <p>Everyone agreed on Agenda as is.</p>
<p><i>TBD</i> Vice-President</p> <p><i>Chevonn Herbert</i> Secretary</p> <p><i>Shawn Foster</i> Treasurer</p> <p>Senators</p>	1:45	<p>II. Old Business</p> <ul style="list-style-type: none"> Training Tools – Thoughts <p>K. Rollins requested feedback on the online training module; set up by Shuntel Owens-Rogers and Bala (I.T.) Many in attendance had not yet used the platform. It was requested that K. Rollins ask Bala how much longer the program is available to classified.</p>
<p><i>Michael Duensing</i></p> <p>Vacant Vacant Vacant Vacant</p>	2:20	<p>IV. New Business</p> <ul style="list-style-type: none"> Participatory Governance Committees (Coverage of all committees) <p>Reviewed shared governance committees, discussed vacancies and the responsibilities of each person who sits on a committee. A request for copy of classified constitution and for a list of current committees and all those who are serving. K. Rollins will send an email in this regard.</p>
	2:30	<ul style="list-style-type: none"> Goals <ul style="list-style-type: none"> Take advantage of professional development opportunities and establish training workshops for classified employees during flex-days. Suggested training for upcoming flex-day, October 25th, 2018: disaster and CPR training. Follow up with MaryBeth or Sabeen in this regard. Budget Report/ funding <p>President Karas approved a budget for classified senate of \$6500 for the 2018/19 fy. K. Rollins will follow up with MaryBeth to upload these funds.</p>

2:50	V. Closing remarks and next meeting date <ul style="list-style-type: none">• Review Calendar/ Updates Meeting dates for the 2018/19 FY was set to the 2 nd Friday of each month. Everyone was in favor. The accuracy of current classified email distribution list is extremely outdated and updated so that all classified receive communications moving forward. Request for K. Rollins reach out to 1021 for an updated classified employee list for COA.
3:00	VI. Adjourn