



Classified Senate Minutes

October 13, 2005

Conference Room 1018

In Attendance: Denise Cork, Etta Dial, Marisela Delgadillo, Lisa Gomber, Bob Grimes, Monica Hagmaier, Sandy March, Mary Molina, Ruth Ristow, Cynthia Wafer, Pat Wilson, Olivia Wolfe
Guests: Regina Hitchcock, Dawnmarie Neate, Pat Sanchez, Chrystal Van Beynen
Unable to Attend: Pattie Foster, Anita Ward (Excused Absences)

CALL TO ORDER

The meeting was called to order at 10:05 a.m.

READING AND APPROVAL OF MINUTES

The Minutes of the September 8 and September 22 meetings were reviewed. The September 22 minutes were approved with one minor correction. The September 8 minutes required more changes and will be revised and approved at the next meeting.

It was agreed that: 1) guest comments would not be included in the minutes, but will be considered by the Classified Senate; 2) minutes will not be posted on the Website until approved by the Classified Senate; and 3) minutes will be marked "unapproved" until the Senate approves them.

EXECUTIVE REPORTS AND COMMUNICATION

Cynthia Wafer announced that the Executive Board approved the appointment of Pat Wilson as Vice President, in accordance with the By-Laws. The vacant Senator position will be announced to all classified staff. Pat Wilson will be responsible for her duties as Senator until a replacement is found.

President's Report

- Cynthia Wafer stated that yesterday's President's Advisory Committee (PAC) meeting revealed that student health fees will be increased \$1.00, bringing an additional \$40,000 per year to the center.
- Dr. Hodge has requested feedback from the Classified Senate on separating ACT and Media Services. Cynthia Wafer will obtain clarification from Dr. Hodge on the reasoning for the separation and report back to the senate members this afternoon. The Senators were asked to go to their groups for input and report back before October 24, because PAC meets before this committee meets again.
- Managers are discussing the lack of a FTES classified formula and their need for additional classified staff to meet the goals of our Educational Master Plan. Student Services Managers asked Mary Molina to bring this item to the Senate for further discussion.
- A.S. has requested that staff parking (Lot "B" starting at 5:30 p.m.) be made available to students at night. A committee is being formed to look into this request. Lora Gauthreaux, Campus Safety, is on the committee.
- Dr. Hodge wants to improve the student dining area. Chris Fighera will chair the committee looking into this issue. Chrystal Van Beynen's name will be forwarded to Chris Fighera as the classified staff representative for this committee.
- Distribution of dynamic funds will be voted on at the next PAC meeting. Cynthia Wafer stated that she is concerned because labor costs were included in some proposals. It was noted, with regard to the purchasing of trucks for M&O, that only one has been rated for funding and three were left unrated. Sandy March reported that PAC was going to make the decision. The Budget Development Committee (BDC) was asked by PAC to review the requests and put them in some kind of order. The BDC then divided the requests into three categories: Instruction, Student Services, and Facilities. They were then reviewed and each request was rated according to which ONE criteria it MOST met. All requests were reviewed and considered, but in some cases were not rated because they did not meet the established criteria. It could mean that this is not the appropriate venue for these requests. It was requested that classified staff PAC members share these items/concerns at the next PAC meeting.

Treasurer's Report

Monica Hagmaier reported that a digital recorder and batteries (\$79.58) were purchased for Classified Senate meetings. Additionally, an Adobe Acrobat 7.0 Professional Program (\$171.32) was purchased for the Treasurer to create PDF files to post on the Website. Discussion took place regarding other sources being available on campus to create PDF files at no cost.

MOTION: A motion was made by Marisela Delgadillo that the Classified Senate Committee approve all purchases before they are made in the future. The motion was seconded by Pat Wilson, and was approved.

SENATOR REPORTS

Classified Survey

Pat Wilson reported that 20% of the 282 surveys sent out were returned. Discussion ensued that since staff member names were on the survey form, confidentiality may be an issue of the low response. Several suggestions were made. A copy of the survey form will be sent to all Senators for distribution to their groups, if necessary.

COMMITTEE REPORTS

A. PAC

Chrystal Van Beynen noted that two additional campus committees are being formed for which we need Classified Senate representatives. They are listed below with volunteers to serve:

Institutionalization of Campus Programs – Mary Molina
Standardization of Office Furniture – Sandy March

Their names will be forwarded to Debra Gerard.

Educational Technology

No report.

C. Staff Development

Mary Molina reported that four classified staff members have been approved to attend the Annual Classified Conference at Mt. SAC (Cynthia Wafer at \$60.23, Etta Dial at \$54.70, Paula Barnes at \$45, and Pat Willson at \$45), Janine Cirrito (EOPS) has been approved to attend a Strong Workshop at \$75, Lizzette Garcia has been approved to attend the Community College EOPS Conference at \$505, and Cynthia Wafer has been approved to attend the CCLC Conference at \$1,050, for a total of \$1,834.93, which leaves a balance of \$13,165.07 in staff development funds for classified staff. Two additional travel requests have been approved by the Senate:

1. Claudia Mojica – Electronic Access Conference in San Diego at \$415.
2. Pam Bonneville – National Association for the Education of Young Children in Washington, D.C. at \$1,216.

There will be a procedure developed for approval of use of staff development funds, with a method to be used for emergencies. It was suggested that we should require a department to pay at least 50 percent of the travel cost. It was further suggested that, if departmental funds are unavailable, it be noted on the request. It was suggested that we set aside a portion of the funds for in-service, speakers, or workshops.

The remainder of the Agenda will be covered at the next meeting, which will be held on October 27th, at **11:00 a.m.**, in Conference Room 1018. The meeting was adjourned at 11:15 a.m.

Etta Dial
Recording Officer