



## Classified Senate Minutes

November 10, 2005

Conference Room 1018

**In Attendance:** Denise Cork, Marisela Delgadillo, Etta Dial, Lisa Gomber, Bob Grimes, Monica Hagmaier, Chuck Helms, Sandy March, Mary Molina, Cynthia Wafer, Pat Wilson, Olivia Wolfe

**Guests:** Regina Hitchcock, Dr. Kathleen Hodge

**Absent:** Pattie Foster, Ruth Ristow, Anita Ward

### **READING AND APPROVAL OF THE MINUTES**

Cynthia Wafer called the meeting to order at 10:00 a.m., and asked for approval of the minutes of the meeting of October 27, 2005.

**Motion:** Mary Molina moved that the minutes be approved. The motion was seconded by Lisa Gomber, and the minutes were approved.

### **EXECUTIVE REPORTS**

#### **President's Report**

In the PAC meeting yesterday, it was noted that we did not make our target enrollment goal of students for fall 2005. Staff Lot E is being considered for student parking at night, since a Campus Safety investigation revealed that it is almost empty after 5:00 p.m. The shuttle hours may change to 7:45 a.m.-4:15 p.m. There will be a change to the language on the Field Trip form to state, "no alcohol on field trips," and we must be sure to use the proper form.

#### **Vice President's Report**

A copy of the Classified Senate missions and goals was handed out. We received 60 responses which equals a 24 percent return. We want to use the comments for a future survey in the spring. It was determined that the top four items will be shared with Dr. Hodge – Items 1, 4, 5, and 6. The importance of each was determined, and will be presented to Dr. Hodge in the following order:

1. Communicate more effectively with classified members to increase campus awareness.
2. Develop staff development activities which will enable classified to better serve students.
3. Clarify, ensure and integrate the budget planning process and decision practices.
4. Provide avenue for classified to have a voice in building/relocation plans.

**Motion:** Mary Molina moved that these items be the goals of the Senate for 2005-06. Sandy March seconded, and the motion passed.

### **TREASURER'S REPORT**

Monica Hagmaier reported that there were no changes since the last report. Our remaining balance is \$3,157.96, including the \$100.00 hospitality fund.

## **GUEST – DR. KATHLEEN HODGE**

Cynthia Wafer welcomed Dr. Hodge to our meeting. Dr. Hodge said that she is delighted to be here and wants to be helpful in any way. It has been an advantage to have a Classified Senate so that the classified staff has a voice in the governance of the college. It has been very helpful to have that input when we are making decisions. It is good that we can have both the Classified Senate and CSEA, and they have not crossed-over their responsibilities. There is a lot of work to be done; we are an institution of change. With the organizational change, the governance control is changing to more of a communication and idea sharing model in a formalized way. The past model was to get it voted in. The new model gets the institution to talk about something and then move forward. We have a couple of years ahead of us of building and moving. We will be finishing our efforts at about the time of the 100 year anniversary. We need to be sure to focus on change not overruling the focus of jobs.

Dr. Hodge discussed the ACT/Media Services split situation. The problem is that there were two areas that worked on the major computer system, regular process, and system e-mail. There was also a unit for instructional media services for the classrooms. During hard times, there was a merger. Now we have only one media services person for a part of the day. We need someone to make sure the classrooms work for the students. We had it this way before and we are going back to it. She did not know the answer to whether we will have more people.

Dr. Hodge stated that we need to meet the target student growth for spring 2006. The FTES count should not affect classified staffing. We just hired four new custodians and three other employees.

Dr. Hodge stated that she thinks “a short period of time,” when considering construction, is 18-24 months. She understands that M&O has a plan at the Berkeley Center. We do not know the answer to this yet. There is a potential problem with Berkeley Avenue regarding students crossing the street just like Chapman Avenue. We do not have land, and this is one of the most important items. We have been discussing this with Fullerton High School, but so far the high school is not interested in sharing space.

## **SENATOR REPORTS**

Olivia Wolfe reported that she and Debi Mazzcua were asked to meet with Matthew Lee to speak about Banner issues (as initiated by Ken Meehan). The group went over all the flaws. Matthew is taking the information back to the district to see if some of our Banner software problems can be solved. It was stated that we will have a workshop at the district.

## **COMMITTEE REPORTS**

**Hurricane Katrina Relief Opportunity Drawing** – Pat Wilson reported that the opportunity drawing was a big success. We raised a total of \$2,958.31 for the hurricane relief effort. She stated that the committee did an excellent job of obtaining items for the opportunity drawing. She also asked everyone to go to their groups and thank those who helped with selling the tickets.

**Budget Development Committee (BDC)** – Sandy March reported that the BDC just finished the first “Dynamic Fund” process. After all the proposals were submitted, PAC asked BDC to rate them according to which of the goals/criteria they most met. When it came to voting, none of the set criteria was taken into consideration. A Dynamic Fund evaluation sheet was distributed to the Senate for completion, if they had any involvement in the process.

**District Planning Council (DPC)** – Sandy presented four Budget Allocation Models that are currently in DPC (for the second year), which would bring on-going dollars to the campus:

1. Growth Beyond Extended Day – This year divisions were rewarded for growth (on a one time basis) out of carry-over dollars. This proposal would make this on-going each year and be covered by the District.

2. PfE Roll into General Fund – Currently, when people charge to PfE accounts and get a step increase or COLA, the PfE fund has to cover these additional costs. We have a certain pot of unallocated dollars that will diminish if we have to keep covering these increasing costs. If this is rolled into the General Fund, the District picks up the costs, as well as it being easier to spend from one pot of money instead of two. This has already been done by the State.
3. New Facilities Allocation – There is a proposed formula to determine the cost to maintain new buildings – \$6.74 per square foot. This would help in maintaining the buildings without spreading our current resources any thinner. Currently, we have nothing in place to cover additional buildings.
4. Operation Budget Allocation – When we get COLA, the cash allocation should be increased by the same percentage on-going, if there are enough funds left.

The Vice Chancellor, Finance and Facilities, is willing to accept these models, but the faculty will refuse to vote on any budget issues until negotiations are settled.

### **HIRING COMMITTEE REQUESTS**

All volunteers for the open Systems Librarian and Sports Information/Marketing positions will be forwarded to CSEA for approval. It was discussed that the names that come to Classified Senate will just be forwarded to CSEA.

### **NEW BUSINESS**

#### **Delineation of Functions Statement**

The document that calls out the delineation of responsibilities between the Classified Senate and CSEA was handed out. We will discuss this at the next meeting. Cynthia Wafer stated that she wants to stress the importance of keeping our good relationship with CSEA.

#### **2006 Men and Women of Distinction**

Darlene Jensen has asked for volunteers to take part on this committee. We have been requested to forward two names to her by November 22<sup>nd</sup>. The first meeting will be held on December 7<sup>th</sup>. It was noted that it will take about eight hours of time to participate. **Action:** Cynthia Wafer will send out a call for volunteers for this committee.

#### **Bookstore On-Going Committee**

Two classified members are needed for this advisory committee to the Bookstore. The committee will be studying the monies and how to use the funds and be more profitable.

#### **Staff Development**

There is no report on staff development funds. The procedure for the form is nearing completion.

The meeting was adjourned at 11:30 a.m.

Etta Dial  
Recording Officer