



Classified Senate Minutes

December 8, 2005

Conference Room 1018

In Attendance: Marisela Delgadillo, Etta Dial, Pattie Foster, Lisa Gomber, Bob Grimes, Monica Hagmaier, Chuck Helms, Regina Hitchcock, Sandy March, Ruth Ristow, Cynthia Wafer, Anita Ward, Pat Wilson, Olivia Wolfe

Guests: Pat Sanchez, Chrystal Van Beynen

Absent: Denise Cork, Mary Molina

READING AND APPROVAL OF MINUTES

Cynthia Wafer called the meeting to order, and requested approval of the minutes of the November 10, 2005, meeting.

Motion: Sandy March moved that the minutes be accepted. Pattie Foster seconded, and the minutes were approved.

ANNOUNCEMENT:

Cynthia introduced and welcomed Regina Hitchcock as our new Senator. Regina will be taking over the senator responsibilities previously held by Pat Wilson.

EXECUTIVE REPORTS

President's Report

Cynthia reported that she had attended the Community College League of California (CCLC) meeting in San Francisco. She also stated that we are now official members of the California Community College Classified Senate (4CS). Next January, she would like to have some training presented by 4CS, which they are willing to provide at no cost. Following are some suggestions for training:

- Communication Training
- Stress Management
- Retreat

The length and timing of the training was discussed. It was suggested that the training should be conducted either the week of January 9 or in February (before the week of February 24). Gary Potts, of Pasadena City College, will be one of the training presenters, and has good information for Senates to follow, such as:

- Time Management
- Effective Communication
- Customer Service

Cynthia asked the Senators to get word out to their groups in order to determine their training interests. Cynthia will contact 4CS regarding the training.

Logo Artwork

We have received approval from the artist, Marciano Martinez, to use his artwork on our logo. Discussion took place regarding the motto for the logo.

Motion: Sandy March moved that we just use the artwork without a motto. Anita Ward seconded the motion, and the motion was passed.

SENATOR REPORTS

- Sandy March reported that, at the last Budget Development Committee (BDC) meeting, Adam O'Connor indicated that there could possibly be some action taken on one or two of the budget proposals that are

currently in the District Planning Council (DPC). He thought this might happen at the next DPC meeting. Unfortunately, the meeting was cancelled due to a lack of agenda items.

- Sandy March voiced her concern regarding the lack of increased classified staff representation on committees, since the formation of the Classified Senate. She stated that she feels we should have the same representation as the Faculty Senate, on appropriate committees. Not knowing all of the standing committees, Sandy asked that a list of the standing committees, including committee make-up, be sent out to all Senate members.
- Bob Grimes brought attention to the Senate of a Classified Survey on Computer Use that was distributed by Academic Computing Technology (ACT) via e-mail. He noted that not everyone, especially in Maintenance and Operations (M&O), has access to a computer. He feels that the validity of the survey is questionable as a result. He asked for suggestions as to how the survey and other correspondence can get to everyone. It was noted by several Senators that anyone can sign-on to computers in the labs. Materials can also be sent to M&O (including night custodians) via campus mail (using mailing labels). In addition, items for night custodians can be posted on the door or the break table in Room 2303.

Etta Dial will update the M&O mailing labels, and will e-mail them (in label format) to Lisa Gomber.

HIRING COMMITTEE REQUESTS

It was noted that there are hiring committees that still need classified representation:

- Special Projects Manager for Distance Learning
- Special Projects Manager for Title V
- Admin. II - Curricunet

An explanation of the last position was given. A program will be brought in to do the entire curriculum (Curricunet). This will require a new permanent position (Admin. II – Curricunet).

Cynthia will send out an e-mail and ask the Senators to contact their groups to let them know when committee members are needed.

OLD BUSINESS

The Delineation of Functions Statement (which states the respective areas of responsibility of the Classified Senate and CSEA) was distributed. Cynthia Wafer asked if everyone had read the document, and if there were any questions. There were no questions.

PUBLIC COMMENTS

- Discussion took place regarding keys being handed out by the office managers. It was further stated that a problem is that people do not come to pick up their keys. It was noted that there is a procedure being prepared on the new key responsibilities.
- Cynthia Wafer reported that Special Programs is being moved. Her new phone number will be sent out as soon as it is assigned.

The next meeting will be held on Thursday, January 12, 2006, at 10:00 a.m., in Conference Room 1018.

The meeting was adjourned.

Etta Dial
Recording Officer