



Classified Senate Minutes

January 12, 2006

PCR-A

Attendees: Denise Cork, Etta Dial, Pattie Foster, Lisa Gomber, Bob Grimes, Monica Hagmaier, Chuck Helms, Regina Hitchcock, Sandy March, Mary Molina, Cynthia Wafer, Pat Wilson, Olivia Wolfe
Guests: Maria Cox, Carolyn Whelchel
Absences: Marisela Delgadillo, Ruth Ristow

READING AND APPROVAL OF THE MINUTES

Cynthia Wafer called the meeting to order at 10:00 a.m., and asked for the reading and approval of the minutes of the meeting of December 8, 2005.

It was noted, by the Recording Officer, that there were a few very slight revisions to the "unapproved" minutes after distribution to the Senate for comments. It was decided that if any changes (no matter how slight) are made after the "unapproved" minutes are sent out for comment that an "unapproved/revised" copy will be sent out again for review. The minutes will be tabled for approval at our next meeting.

In the past, the status of absences was noted in the minutes. The former President, Mary Marquez, changed this procedure. Since that time, these records have been recorded on the sign-in/attendance record sheet. Should an absence be determined to be "unexcused," the member will be notified.

ANNOUNCEMENTS

- Classified new hires: Carolyn Whelchel (Public Information Office) who will be handling the Master Calendar and Caroline Cruz (Financial Aid). Cynthia introduced Carolyn Whelchel and thanked her for attending today's meeting.
- Welcome Letter: Cynthia announced that she would like to send a welcome letter to all new classified employees. The Senators were asked to provide information to her on such things as new hires, a new birth, a death in the family, etc., so that she can send an appropriate card or letter on behalf of the Classified Senate.

EXECUTIVE REPORTS

President's Report

- The Administrative Assistant II position previously held by Jeannie Fowler is going to be flown.
- A Classified Leadership Institute Conference will be held in June in Lake Tahoe.

SENATOR REPORTS

Staff Development – Mary Molina distributed the Classified Staff Development Report showing budget expenditures and a balance as of January 11, 2006. She stated that we should determine a better plan for the distribution of Staff Development monies. We have been receiving requests for very large amounts and others for very small amounts. She suggested that we should have a formula similar to the one used by management, so that the funds will be more equitably distributed in the best interest of the institution. Discussion continued regarding a formula, and it was suggested that since we have only spent a small amount of our funds for this year, that we could approve all requests submitted until we run out of funds, and work on a formula for next year.

Current requests:

- Sue Beers has requested \$865 for Thomas Reese (Equipment Manager) to attend the U.S.A. Coaches All-Sport Clinic in Las Vegas from February 9-11, 2006. **(APPROVED)**

- Cynthia Wafer announced that she would like to attend the Classified Leadership Institute Conference in June in Lake Tahoe. The expenses would not be too large (\$375 for registration plus travel expenses). No one opposed her attendance. If other Senators would like to attend this conference, they are encouraged to do so.

Web site – Links to the Community College League of California (CCLC), the California Community College Classified Senate (4CS), and the California Community Colleges Chancellor's Office have been added to our web site. This makes information easily accessible for individuals to determine if there is a conference that they would like to attend. They could then make a request for Staff Development funds. It was suggested that some of the Staff Development monies could be used for a Classified Retreat.

Hiring Committee Requests – Classified staff members have been requested for the following hiring committees:

- Dean of Business/CIS (employees of the prior committee will remain on this committee, unless someone resigns)
- Administrative Assistant II – Student Support Services Division
- Administrative Assistant II – Academic Services. There is a possibility that this position may be upgraded to an Administrative Assistant III level. (Monica Hagmaier has already been selected for this committee.)

OLD BUSINESS

M&O Truck – The requisition for the truck and a van has not been sent through yet. We understand that only quotes have requested, as of this date. We will keep monitoring this purchase.

Classified Training by 4CS – We are waiting to hear from Shirley Schmid, of Pasadena City College, who is the Vice President of the Southeast District of 4CS, regarding training. It was decided that the training would be scheduled in February (before the week of February 24th).

NEW BUSINESS

Committee Membership – Senate members were sent a link to access the list of all the standing committees on campus. The purpose of this item is to identify committees on which classified representation could be used. The list has, unfortunately, not been updated for a long time. However, Joumana McGowan has stated that the list will be revised by Rolando Sanabria. The Executive Board went through the list of committees provided at their meeting this morning, and made the recommendations listed below. The Senate concurred.

- Budget Development Committee (BDC) – add one classified employee
- Campus Bond Committee – add one or two classified employees
- Campus Equity & Diversity Committee – add one classified employee
- President's Advisory Council (PAC) – add one classified employee (depending upon Dr. Hodge's decision on the makeup of the committee)
- District Policy Planning Committee – add one classified employee (if approved by the Chancellor)
- Men and Women of Distinction – add one classified employee
- Professional Growth Committee – add one classified employee

Classified Staff Member of the Year Award – At the Classified Leadership Conference, 4CS will announce the "Classified Staff Member of the Year" award. Cynthia would like to submit a Fullerton College candidate for consideration. She suggested that we could elect a person of the month and, from that group, decide on a "Classified Staff Member of the Year" to be presented to the 4CS committee for consideration. It was also suggested that we could do this quarterly or have a winner in the fall and one in the spring. Discussion continued with suggestions for the winner, including a certificate or perhaps a nice parking spot for a week (even in a regular staff lot with the same spot assigned to the winner every day). Another suggestion was that we could possibly work out something with Harmony Foods (perhaps a free lunch for a week for the winner). It was felt that something should be sent to Human Resources to be placed in the employee's personnel file, perhaps a copy of the certificate (signed by the College President and the Classified Senate President), along with the nomination form. Mary Molina stated that CSEA does have employee of the year categories and does not always get a good response. Perhaps we could add to that CSEA activity. The Senate reviewed a draft of the nomination form. This item will be discussed at a later meeting.

Convocation – Dr. Hodge wants to introduce all the Classified Senate members again at the Spring Convocation tomorrow. Senate member's names and titles will be announced and they will be introduced from their seats at their request.

Mentor/Buddy Program for New Hires – Everyone liked the idea of a mentor program for new classified hires. A program of this type would help new hires become familiar with college policies and procedures, and make their transition into the college community easier. Cynthia mentioned that she would like to fine tune this and find out what the next step would be toward implementation.

Mary Molina feels that we should discuss this with Dr. Hodge and Rod Lusch of CSEA. It was suggested that the mentor should be determined to be qualified and someone that works in a similar classification and in the same area as the new classified employee. Bob Grimes stated that he believes that the district is working on the same type of program, and it may be available through the district. It was suggested that we talk to Dr. Hodge and Cathryn O'Donnell (Staff Development) for information.

Cynthia will discuss this program with Dr. Hodge. It was suggested that a committee be formed for this effort after we have more information. Mary stated that the Senators do not have to do all the work, and that they will need to contact their people and attempt to get volunteers from the campus, after this program has been developed.

Senator Comment – An issue was brought to the attention of the Senate, which our members felt was union related. The Senator was asked to see the union (CSEA) representative.

Fundraising – Cynthia discussed fundraising projects that are done by other Classified Senates. She also stated that some colleges match the funds raised. She stated that she feels we should have fund raising projects for classified assistance, scholarships, etc. It was suggested that we talk to other Senates to get information and guidance in this area.

Senate History – Mary Molina stated that one of the things that Dr. Hodge wanted from this organization was a written history of how the Classified Senate was formed at Fullerton College. The history should begin with the initial PCC Retreat where the idea began. Mary suggested that we put together a formal committee to gather this early information. It was noted that it is believed that Mary Molina, Chrystal Van Beynen, Olivia Wolfe, and Pat Sanchez were involved from the very beginning at the PCC Retreat. However, Mary Molina will look at the records to be sure of all of the people that were involved from the beginning, and will contact them to be sure that they are willing to be on the committee. Then, we can start getting all of our information together to begin a short narrative history of the early contact stages of the planning process. Monica Hagmaier stated that preparing the history is a responsibility of the Recording Officer. Etta Dial did volunteer for the committee, but stated that if the others would prefer to prepare the beginning history (before we started meeting as a committee to plan the Senate), that she could write the history from that point forward. Mary Molina was asked to chair this committee, which will report to Pat Wilson.

The next meeting will be held on Thursday, January 26th, at 10:00 a.m., in Conference Room 1018.

The meeting was adjourned.

Etta Dial
Recording Officer