



Classified Senate Minutes January 26, 2006 - Faculty Lounge

Attendees:	Denise Cork Marisela Delgadillo Etta Dial Pattie Foster	Lisa Gomber Bob Grimes Monica Hagmaier Regina Hitchcock	Sandy March Mary Molina Ruth Ristow Cynthia Wafer Olivia Wolfe
Guest:	Chrystal Van Beynen		
Absent:	Chuck Helms	Anita Ward	Pat Wilson

READING AND APPROVAL OF THE MINUTES

Cynthia Wafer called the meeting to order, and asked for reading and approval of the minutes of the December 8, 2005, and January 12, 2006, meetings.

Motion: Pattie Foster moved that the minutes of the December 8, 2005, meeting be approved. Lisa Gomber seconded the motion. **(Approved)**

A correction was noted for the January 12th minutes – The date of the next meeting should be changed from February 26th to January 26th.

Motion: Mary Molina moved to approve the minutes of the January 12th meeting, with the correction noted above. The motion was seconded by Denise Cork. **(Approved)**

A discussion took place regarding due dates for the Classified Senate minutes. It was the consensus of the members present that the minutes should be sent to the Senate for review by Monday or Tuesday of the week following the meeting, at the latest. The Senate members will approve the minutes with any corrections and/or changes made at the following meeting.

SENATOR REPORTS

Staff Development/Classified Senate Training – It was reported that Cathryn O'Donnell, Interim Staff Development Coordinator, would like to be put on the agenda for our February 9th meeting. She would like to see the Title V funds available for training, and she would like to see more classified staff training. She will be placed on the agenda for 10:30 a.m.

Truck for M&O – Bob Grimes reported that the requisition for the truck was “lost.” It was explained that the requisition needs to be corrected and resubmitted. Requisitions have to be input properly in order for a purchase order to be cut. We need to be cognizant of the real reasons for purchase delays. This truck is one of the accomplishments that this Senate has made. Bob Grimes' assistance was requested to get the word out that the requisition is not lost, but needs correction before it can be resubmitted.

COMMITTEE REPORTS

History Committee – This item will be tabled for our next meeting.

OLD BUSINESS

Classified Employee of the Year Award – The support of Dr. Hodge and CSEA has been received for a “Classified Employee of the Year” award on the FC campus. The nomination form was distributed with changes incorporated from those suggested at the last meeting. The award was changed to a quarterly award. Additional suggestions or comments were made for the nomination form; i.e., replacing the word “month” with the word “quarter,” and that quarterly recipients will qualify for the “Classified Employee of the Year award.” **Action:** Sandy March will check with Harmony Foods as a source for a prize. Cynthia Wafer is willing to go out to other establishments that our staff members frequent as a back-up. Since the last meeting of March is on the 23rd, and nomination forms will be submitted at that meeting, the winner will be announced at the first meeting in April.

Motion: Sandy March moved that we approve the form, with the changes, and that we try it quarterly and if it is too much we will make a change. Mary Molina seconded. **(Approved)**

It was suggested that the quarterly awards should be in line with the fiscal year beginning July 1st. This year, we will have a winner in April and the end of June.

The Classified Leadership Institute (CLI) workshop is being held in the beginning of June. It was suggested that we could elect least one person to enter before the conference. A vote was taken on having a winner in March and one in June.

(Approved) Action: Cynthia Wafer will finalize the form and put it in all the mail boxes with a cover letter. It was the consensus of the members that we will announce a winner at the April 13th meeting. We would like to get this information to Andrea Hanstein for publication in “President’s Weekly.”

4CS Training – Dr. Hodge feels that a four-hour training session would have a tremendous impact on the campus. However, a two-hour training session was approved to include one hour of our scheduled meeting time. Dr. Hodge suggested that we attend Staff Development meetings. We do have the approval of CSEA. March 9th was proposed for a training date. Everyone should ask their supervisors if this date from 10:00 a.m.-12:00 p.m. will be acceptable. It was suggested that we ask 4CS for training and suggestions for a brand new Senate. Stress Management, Time Management, Communication, and Effective Writing are the items they suggested. It was further suggested that we ask 4CS to put together what they think would be appropriate for a two-hour training session.

Suggestions for future training were: Communicating Effectively and Critical Thinking. Cynthia would like to meet with Cathy O’Donnell, Staff Development, regarding Microsoft Office technology.

Mentor/Buddy Program – The support of Dr. Hodge and CSEA was received for this program. A list of all new classified employees was distributed. The Classified Senate President will look at the Board of Trustees minutes in the future for new classified staff hires. It was noted that Dr. Hodge liked the idea of a welcome letter being sent from the Senate, and she would like to be informed of any new employees, any employees having a baby, getting married, etc., so that she could also send a note. This item will be tabled for another meeting to plan how this program could be put together, and to discuss how we will decide on mentors. It was suggested that a mentor does not necessarily have to be in the same area, but should be someone that is working in a similar classification. It was requested that Senate members bring their ideas back to the next meeting, and Cynthia will also talk to Dr. Hodge further about this program.

NEW BUSINESS

AP 3720, “Computer and Electronic Communication Systems” – This document will be out Tuesday and the classified staff will need to review it and give their feedback. The newer version of this document will be acquired by Cynthia Wafer and will be sent out today. We will need to comply with it. Users will be required to sign this document. It will go to the Board Trustees, and we will have to respond very quickly.

The next meeting will be held on held on February 9th at 10:00 a.m. in PCR-A. Executive Board members will meet at 9:30 a.m.

The meeting was adjourned at 11:15 a.m.

Etta Dial
Recording Officer

