



**Classified Senate Minutes
February 23, 2006 – Faculty Lounge**

Members Present:

Denise Cork	Etta Dial	Monica Hagmaier	Mary Molina
Regina Daxon	Pattie Foster	Chuck Helms	Ruth Ristow
Maricela Delgadillo	Bob Grimes	Sandy March	Cynthia Wafer

Members Absent:

Lisa Gomber	Anita Ward	Olivia Wolfe
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Guest:

Pat Sanchez

READING AND APPROVAL OF THE MINUTES

Cynthia Wafer called the meeting to order and asked for approval of the Minutes of the February 9, 2006, meeting. It was pointed out that Dave McCormac's name needed to be corrected. Mary Molina stated that under "Reading and Approval of the Minutes," paragraph 3, the word . . . "feeling" should be changed to . . . "belief."

Monica Hagmaier moved to approve the minutes with the corrections noted. Regina Daxon seconded the motion. The minutes were approved with the corrections noted above.

Cynthia announced that Pat Wilson, Vice President, has resigned due to a health problem. Two candidates, Pat Sanchez and Etta Dial have expressed interest in the position. She also stated that due to her personal friendship with Etta, she would like to propose that rather than the Executive Board approving a Vice President, that all Senate members be able to cast an anonymous vote. Sandy March suggested that we take the vote when more Senate members are present. Cynthia explained that all members will vote. Absent members will vote via campus mail. They would be provided a ballot and return envelope. Once the envelopes are received both she and Monica Hagmaier count the votes. She also stated it would be in the best interest of the of the Senate to fill this position as soon as possible. Mary Molina suggested that we should have more candidates. The decision was made to put out another call for nominees. If we do not get any other names, we will have a vote by the members at the next meeting.

EXECUTIVE REPORTS

President's Report – Cynthia stated that she has been given the proposed Chapter 7 Board Policies and Administrative Procedures covering Human Resources to read. An advance copy was given to her by Dr. Hodge's office and she will be reading the items affecting classified staff first, then review the rest of the document. It was stated that this would be a contract issue, therefore CSEA's responsibility. It was also stated that the Board of Trustees make the policies – PAC is reviewing it. Cynthia will share the portions she feels would affect classified staff with Rod Lusch and point out changes to him. She will also share this information with everyone in the Senate. It was noted that this has been something that has been worked on for some time.

Treasurer's Report – We ordered the items approved in the last meeting and have only \$6.91 left in our blanket order with Office Depot. Another blanket order will not be opened since there does not appear to be any other purchases. However, if we do find a need for supplies, we will buy them and do a petty cash voucher for reimbursement. Our balance, including hospitality, is \$3,237.54.

SENATORS REPORTS

Coffee Mugs (for classified employee award) – Pattie Foster stated that she had checked the Bookstore but did not find anything appropriate. She called Diamond Trophy and they suggested a glass mug with laser engraving. It was suggested that the imprint read “Classified Employee Recognition” and have the date added later. Pattie will check costs with Diamond Trophy. Etta Dial suggested that Pattie also check on set-up costs, if a name and date will be added to each mug. Pattie stated that Diamond Trophy will include this in the price quote.

Sandy March stated that she had received a copy of a training flyer for a seminar covering “The Essentials of Communicating with Diplomacy and Professionalism.” She gave the flyer to Cynthia for forwarding. She also reported that Harmony Foods is willing to give two meals per quarter for the Classified Employee of the Quarter. Denise at Harmony Foods will work out something like a certificate or a meal ticket, etc. Sandy has spoken to Dave McCormac on doing note pads for handouts. One ream (which would equal 10 pads of 100 pages each) would cost \$6.00. He will need a digital file with the logo and typed material or a very clear black and white copy. This cost includes the paper, binding, and backing.

It was suggested that we order a dozen mugs at a time and have the date put on later. It was also stated that the pads that we will order for handouts for 4CS, can be used by Senate members for other things that will get the Senate name out. It was suggested that we order two cases of the pads for member business. **(Approved)**

Staff Development – Mary Molina reported the following requests for Staff Development funds:

- Laurie Treifenbach has requested to attend the Open Learning Banner Training on March 1 – estimated expenses - \$175.
- Admissions and Records Evaluators Field Nguyen and Kim Louie-Jeu, have requested to attend the “Insuring Transfer Success 2006” conference at a cost of \$174 for both to attend.
- Staff Development has received a request for funds totaling \$439 for all A & R staff to attend the California Association of Community College Registrar and Administration Officers Conference in Huntington Beach.

Motion: Sandy March moved to approve the above staff development requests. Bob Grimes seconded the motion. **(Approved)**

OLD BUSINESS

Cynthia distributed an article to be given to Andrea Hanstein for the “President’s Weekly.” Discussion took place on the Employee of the Quarter name and it was decided to change it to “Classified Employee Recognition” award and just make it a quarterly award. Another suggestion was to remove the photo on the right side of the graphic at the top and add the Classified Senate logo in its place. It was also suggested that we change the lead in to read “Your chance is finally here!” (in larger print and bolded. Regarding the certificates, Regina stated that she could prepare them on her computer/printer. It was suggested that the certificate include “being presented by the Classified Senate” and the date presented. It was suggested that we prepare three to four certificates with our logo from which to choose. We will bring this back to the table at the next meeting. It was suggested that we might use a yellow watermark with a blue border or use specialty paper. It was decided that we want to get it out soon. We also need to establish the criteria for the award. Cynthia said that she will revise the certificate wording to bring back to the next meeting.

ANNOUNCEMENTS

- Cynthia congratulated Regina Daxon (Hitchcock) on her recent marriage in Hawaii.
- Marisela Delgadillo will be having a birthday this weekend.
- Lisa Gomber is celebrating 20 years with the college.
- Blood Donor Days will be Wednesday and Thursday (March 1st and 2nd) from 8:30 a.m. – 2:30 p.m. Senators were asked to please put out a call to their groups regarding donating blood.

- Regarding Joe Vasquez, there is a policy that we cannot donate vacation or sick time hours to another employee. It was stated that the Latino Faculty and Staff Association (LFSA) will be making a donation. Individual donations can be made to a bursar account that has been set up to assist Joe and the information should be placed on our board so that classified staff members are aware that they can make a monetary contribution to help Joe.

Cynthia requested that we order name badges with "Classified Senate" and "Fullerton College" imprinted, so that when we go to Convocation, etc. people will know we are members. It was suggested that names not be put on the badges, but just the Title and Classified Senate, so that they can be passed on to the next person holding that position. These badges are not too expensive, and it was decided that the name would be included. Cynthia will send something out, asking how you would like your name to appear and whether you would like a magnet or pin closure. **(Approved)**

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

Etta Dial
Recording Officer