



## Classified Senate Minutes

March 9, 2006

PCR - A

**Attendees:** Marisela Delgadillo, Pattie Foster, Lisa Gomber, Monica Hagmaier, Chuck Helms, Regina Daxon, Sandy March, Ruth Ristow, Cynthia Wafer, Anita Ward, Olivia Wolfe

**Absent:** Bob Grimes

**Guests:** Pat Sanchez

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### READING AND APPROVAL OF MINUTES

Cynthia Wafer called the meeting to order at 10:10 a.m. There were no minutes presented from the February 23<sup>rd</sup> meeting. Approval was tabled until the March 23<sup>rd</sup> meeting.

### EXECUTIVE REPORTS

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

Cynthia informed the Senate of Bob Grimes' resignation from the Classified Senate. No reason was given for his resignation. A vote was held to replace Pat Wilson as vice president, due to her resignation. Two candidates, Mary Molina and Pat Sanchez were considered. Each candidate was given an opportunity to tell Senate members why they want to be vice president. The votes were counted by both Cynthia Wafer and Monica Hagmaier. Mary Molina was announced as the new vice president of the Senate. The Senators agreed to ask Pat Sanchez if she would be interested in serving in one of the open senator positions or the recording officer position.

Cynthia provided all Senators a copy of the draft of the Proposed Institutionalization Procedure and the Fullerton College Goals. She asked the Senators to review the documents and provide feedback regarding the documents, prior to the next PAC meeting on March 22<sup>nd</sup>.

Classified Senate received another seat on the Campus Equity and Diversity Committee so we will need a classified staff member to fill it. She asked the Senators to go out to their areas and announce the vacancy.

### SENATOR REPORTS

**Mary Molina:** Staff Development - The following Travel Requests for Staff Developments funds were received:

- Ana Felix, Barbara Caro, Lisa Funoka, Rena Negrete from Admissions and Records requested to attend an annual workshop on April 21<sup>st</sup> in Costa Mesa, \$25 per person for registration plus mileage for two vehicles, for a total of \$163.00
- Lisa Nelson from Physical Education to go to San Diego from April 6 – 9th, to the National Athletic Trainers Associations for total cost of \$802.00.
- Travel for Jash Mehta to attend the National Association of Broadcasters Convention in Las Vegas, from April 24 – 27<sup>th</sup> for a total of \$650.

**Motion:** Sandy March moved that we approve all travel, Cynthia Wafer seconded. **(Approved)**

### OLD BUSINESS

Classified Employee Recognition Program award: Cynthia announced that we received 30 nominations, which she numbered as they came in. The senators were provided copies of the nominations with identifying names and departments blacked out. Cynthia asked that we discuss and set the criteria that we would use in selecting a recipient.

Sandy March stated that she thinks that the criteria should be set prior to everyone receiving copies of the nominations in order to avoid bias. Mary stated that she thinks that the copies of nominations given to each Senators should be returned to the President until the criteria is set. Mary's suggestion was agreed upon and the copies were returned to Cynthia. Denise Cork asked if we are still accepting nominations until March 10<sup>th</sup> and was told that we were. Lisa Gomber reminded everyone to keep the night crew in mind when making nominations so they are not left out. Mary Molina asked if a subcommittee would be created to select the recipient or would the entire Senate make the selection. Cynthia asked the Senators which they would prefer and it was agreed that the entire Senate would make the selection. Pattie Foster stated that all Senators should vote and that two or three Senators count the results. Some of the criteria discussed were:

1. Be in good standing
2. Not on probation
3. Goes above and beyond
4. Makes campus-wide contributions
5. Positive Attitude
6. Leadership

The suggestion was made that a "points system" be used to select a recipient (similar to what is used on hiring committees.) Ruth Ristow suggested that a one to five (five being the best and three being average) point system be used. Discussion was held on how Senators determine what is going "above and beyond", "campus wide contribution" and are "in good standing". Mary stated that we have to go based on what was written and assign points based on that. Regina Daxon stated that Senators could write down why they gave the points that they did. Ruth suggested coming up with a few basic guidelines. Cynthia stated she wanted to have set criteria, similar to how the Men and Women of Distinction have. Pattie Foster stated that is not possible as our award is more abstract than the Men and Women of Distinction award where they can look at GPAs and grades. We don't have those kinds of facts.

It was finally decided that each Senator rate and give points based on how the nomination met the basic guidelines and what they feel is important or worthy. Then, the top five with the most points would be reevaluated.

Denise Cork asked how Senators would know whether each nomination received is for a different person or if one person may have received more than one. She then volunteered to remove herself from voting and nominating in order to take over the responsibility of organizing and coordinating nominations forms. The Senate agreed. Also, it was also agreed that each person would receive one point for each nomination received. Pattie Foster asked if we can go to a one to ten point spread instead of a one to five point spread, this change was agreed upon by the committee.

Mary asked that after the Classified Employee Recognition Program winner is selected are we going to recognize the others classified members that were considered? Cynthia informed the Senate that her intention is print a list of those classified considered, along with the winner of the award, in the President's Weekly. She also stated that each person nominated would then receive copies of their nominations so they can see what they are appreciated for. Regina suggested that the top five candidates receive a certificate but it was decided and agreed by all that it would de-value the certificate and winning the award.

Regina created a few samples of the Classified Employee Recognition Program certificate. After discussion and review a certificate was agreed upon and selected.

Pattie brought back a price quote for the mugs the winners would receive. A dozen ten-ounce glass mugs would cost \$294. The price includes a sandblasted campus logo and words "Classified Employee Recognition". (The total cost per mug \$16.50 per mug plus \$75 for the sandblasting). She was asked to go back to the store to see if we could get a bigger discount if we were to buy two or three dozen mugs at a time, as well as if there is an additional charge to get the recipient's name and the date put on.

## **ANNOUNCEMENTS:**

- We now have two Senator positions and the Recording Officer position open.
- The Teaching Effectiveness Center Grand Opening is on March 15<sup>th</sup>.
- All-Campus Competition to be held on May 12<sup>th</sup>.
- Senators need to report how they want their names to appear on name badges, so an order can be placed.
- The next meeting will be held on Thursday, March 23, 2006, at 10:00 a.m., in Faculty Lounge.

The meeting was adjourned.

Monica Hagmaier  
Treasurer/Interim Recording Officer