



Classified Senate Minutes

Room 733

December 14, 2006

In Attendance: Monica Hagmaier, Carolyn Whelchel, Pat Sanchez, Denise Cork, Lora Gauthreaux, Lisa Gomber, Anita Ward, Olivia Wolfe.

Absent: Catherine Parks, Rachel Chavez, Regina Daxon, Summer Day, Marisela Delgadillo, Pattie Foster, Laurie Triefenbach, Chuck Helms.

Guests: Janet Portolan

READING AND APPROVAL OF MINUTES

Monica Hagmaier called the meeting to order at 10:07 a.m. and asked for approval of the minutes for the November 9, 2006 meeting. **Motion:** Olivia Wolfe, moved to approve the minutes, Lora Gauthreaux seconded. **(Approved)**

EXECUTIVE REPORTS AND COMMUNICATION:

President's Announcements:

- **PAC Update:**
- Draft of the Classified Needs List was distributed. List is from May 2005. Everyone needs to review and mark jobs that have been filled since that date, and bring to the next meeting. See attached.
- Master Calendar Committee discussed and formed. See attachment.
- "Disaster Survival Skills" workshop to be held on January 9, 2007-Faculty Lounge. Contact Emilio Perez, Campus Safety Director if interested in attending. Share with constituents, ASAP. See attached flyer.
- Marketing Activities-Spring 2007. Beginning of Spring semester will have the Info Booths again for students. See your Dean to sign up for a time slot. Methods of marketing strategies discussed in attached memo.

CONSTRUCTION UPDATE: Janet Portolan

Janet reported on all of the ongoing and upcoming construction within our campus as well as the Lemon Street Construction project. See attachment.

SENATOR REPORTS:

Faculty Survey given to Compressed Calendar Committee.

COMMITTEE REPORTS:

Nothing to report.

OLD BUSINESS:

Review the edited copy of the By-Laws from last meeting. Bring to January 11, 2007 meeting ready to discuss.

- Jashwant Mehta submitted a Travel Approval request to attend the National Association of Broadcasters Convention April 15-19, 2007, for \$750. Vote was taken and since there are no updated guidelines, only half of this request was approved for \$375.
- Procedures still need to be decided upon for Travel Approval requests.

By Laws: Tabled until next meeting.

Public Comments:

None

Meeting adjourned: 11:00 am

Next meeting to be held on January 11, 2007

Carolyn Marie Whelchel-Recording Officer