



Classified Senate Minutes

Room: Library 820 P

October 11, 2007

In Attendance: Efrain Villanueva, Catherine Parks, Pat Sanchez, Allan Aure, Rachel Chavez, Lora Gauthreaux, Marcia Hedberg, David Reichert, Summer Rodriguez, Laurie Triefenbach, Charles Helms, Monica Hagmaier

Absent: Shauna Weiner, Dina Aguirre, Greg Menchaca, Carolyn Whelchel, Olivia Wolfe

CALL TO ORDER: Efrain Villanueva called the meeting to order at 2:03 p.m.

AGENDA: The Agenda was approved as presented.

READING AND APPROVAL OF MINUTES: Laurie Triefenbach moved to approve the minutes of September 27, 2007. David Reichert seconded the motion.

EXECUTIVE REPORTS/ANNOUNCEMENTS

Report on the Leadership Retreat: Efrain Villanueva, Catherine Parks, Marcia Hedberg, and Monica Hagmaier reported on the outcome of the Fullerton College Leadership Retreat. The retreat was sponsored by Staff Development and held at Aliso Creek from October 4-6, 2007. The other classified members in attendance were Linda Lozano, Jim McKamy, and Nancy Livingston. Representatives for other constituents groups were also in attendance. Efrain reported that a major topic of discussion at the retreat was the need for improved communication within the campus. He was able to share some of the ideas in which Classified Senate hopes to improve in that area. They include the development of a classified year book, improvements to the webpage, and development and distribution of an electronic newsletter. During the course of the retreat, Efrain was able to converse with Brandon Floerke, Staff Development Coordinator, and Ken Collins, President of the Faculty Senate. Brandon Floerke agreed to assist us in creating a Mentor Program for new hires and lateral transfers. The program will assist in developing procedures in which new personnel will be able to visit different departments on campus, get their identification cards, sign for keys, and meet other classified members. Ken Collins expressed an interest in having a faculty representative attend our classified senate meetings and vice versa. This would allow sharing of information among the two groups. It was the consensus of the group who attended the retreat that it was a great morale booster as well as an avenue for communication among the various constituent groups. Staff Development will compile all the information received at the retreat and produce an informational report to share campus-wide.

Meeting with Dr. Hodge: Efrain Villanueva reported on the meeting with Dr. Hodge held on Friday, September 28, 2007. Monica Hagmaier was also in attendance. Dr. Hodge approved the requests for a holiday decorating competition, publication of a classified staff year book, and improvements/revisions to the classified webpage. She requested that anyone wishing to enter the decorating competition should receive prior permission from their dean before decorating their cubicle/office area. It was agreed that any classified staff member can refuse to have their picture appear in either the yearbook or webpage. Dr. Hodge shared her satisfaction about the positive image that the Classified Senate is having on campus.

PAC: Efrain Villanueva reported on the President's Advisory Committee meeting held on Wednesday, October 10, 2007. Public Information Officer Andrea Hanstein discussed the

benefits and features available through Constant Contact, the new software program she uses to produce the President's Weekly electronic newsletter. Anyone who is interested in producing a newsletter for their campus group should contact her. Efrain recommended that we request volunteers to assist in producing our Classified Senate newsletter. Senators are to contact individuals in their areas of responsibility for volunteers and forward those names to Efrain. Related to the discussion of volunteers, Efrain reported that he has contacted Darin Lamb about receiving a current list of the committees in which classified staff members are involved. The list is still pending. Also discussed at PAC was the development of a committee to produce a Key Return Policy/Exit Procedure. Adam O'Connor, Director of Budget and Finance, and Chris Figuera, Director of Physical Plant/Facilities will co-chair the committee. Two classified representatives are requested to serve on the committee. It was requested that senators contact individuals in their areas of responsibility for volunteers and forward those names to Efrain. Additional reports at PAC included: (a) MyGateway, the new District portal is scheduled to roll-out November 14, 2007 (b) the College Center is scheduled for opening in mid-November.

Treasurer's Report: Pat Sanchez reported on the latest Classified Senate Budget Report. A copy of the report was distributed with the agenda. She reported that Dr. Hodge has approved an additional 5.92% COLA and growth allocation for distribution to all divisions. The portion allocated to Classified Senate was \$238. She has added the \$238 to our operating expenses account to assist with expenses related to workshops and open house events. A revised spending plan was submitted to the Business Office.

STAFF DEVELOPMENT

Staff Development Funds Update: Pat Sanchez reported on the latest Staff Development Funds update. A copy of the report was distributed with the agenda. To date a total of \$1,643.80 has been allocated for travel expenses. The remaining balance is \$9,381.20.

2006-2007 Staff Development Funds: As requested at last meeting, Pat Sanchez provided the final 2006-2007 Staff Development Funds Totals by Divisions. A copy of the report was distributed with the agenda.

PUBLIC COMMENTS

Allan Aure: Allen Aure announced that he has accepted the position of Director of Admissions at the University of La Verne.

Adult CPR: A handout was distributed regarding the Adult CPR, First Aid and AED Workshop Training sponsored by the District Staff Development Office. The handout outlines dates, times, and registration information.

Code of Ethics: A copy of the Classified Senate Code of Ethics was distributed.

Classified Employee Recognition Award: Efrain Villanueva reported that Debra Gerard in the President's Office had forwarded an email to him from a faculty member with an inquiry on nomination procedures. Lynne Negus was inquiring if it was possible to re-activate prior nomination submissions rather than re-entering a new nomination form at each selection process.

Motion: Laurie Triefenbach moved that every nomination we receive is new for the term we are nominating for and that we not use the nomination form from the previous term. Marcia Hedberg seconded the motion. After some discussion from the Classified Senate members the motion passed with a vote of 7-Yes, 1-Abstain. Related to this discussion, it was approved that the employee recognition nomination form can be submitted electronically. Laurie Triefenbach will update the current form and make it so it can be submitted electronically. The updated form will be available on the website.

Smoke Free Campus: Lora Gauthreaux reported that key chains and pens promoting a smoke free campus were distributed at the Substance Abuse Awareness Day Fair held October 11, 2007. Samples were also distributed to the Classified Senate members. Marcia Hedberg reported that smoking cessation classes will be offered in November. Laurie Triefenbach reported that the smoke free campus logo will appear on the back cover of the spring schedule.

Holiday Decorating Competition: Catherine Parks asked for volunteers to help assist with the organizing of the holiday decorating competition. Summer Rodriguez and Monica Hagmaier volunteered to assist. Senators are to contact individuals in their areas of responsibility for volunteers and forward those names to Catherine Parks.

Walk-In Flu Clinic: Efrain Villanueva announced that flu shots are currently being provided at Health Services. Hours are Monday-Thursday 8:30 am – 12:00 pm, 1:30 pm – 4:00 pm, and Fridays from 8:30 am – 12:00 pm, 1:30 pm – 3:00 pm. The fee is \$20.00.

Health Fee Increase: Laurie Triefenbach announced that the health fee has increased from \$14.00 to \$15.00. Marcia Hedberg announced that the additional funds may be used to increase services and hours of operations at Health Services.

Classified Yearbook: Rachel Chavez inquired as to when work will commence on the proposed classified yearbook and what will be the anticipated publication date. It was agreed that a committee be formed to assist Rachel with this process. Senators are to contact individuals in their areas of responsibility for volunteers, ideas, and suggestions. This item will be discussed at next meeting.

ADJOURNMENT

Meeting adjourned: 2:57 p.m.

Next meeting to be held on Oct. 25, 2007

Patricia Sanchez – Acting Recording Officer