



Classified Senate Minutes

Room: College Center Rm. 227

February 28, 2008

In Attendance: Ericka Adakai, Rachel Chavez, Lora Gauthreaux, Monica Hagmaier, Marcia Hedberg, Charles Helms, Greg Menchaca, Catherine Parks, Pat Sanchez, Laurie Triefenbach, Efrain Villanueva, Olivia Wolfe

Absent: Dina Aguirre, David Reichert, Summer Rodriguez, Shauna Weiner, Carolyn Whelchel

CALL TO ORDER: Efrain Villanueva called the meeting to order at 2:00 p.m.

AGENDA: The Agenda was approved as presented.

READING AND APPROVAL OF MINUTES: Marcia Hedberg moved to approve the minutes of February 14, 2008. Olivia Wolfe seconded the motion.

EXECUTIVE REPORTS/ANNOUNCEMENTS

President's Advisory Council (PAC): Efrain Villanueva reported on the President's Advisory Committee meeting held on Wednesday, February 27, 2008. Vice President Janet Portolan reported that the final Accreditation Midterm Report has been completed. The report will be submitted to the Board for their review at their next meeting. The final report will be submitted to the Accrediting Commission by the March 15 deadline. PAC members approved to hold an additional PAC meeting on April 30, 2008. The purpose of the meeting will be for Adam O'Connor to give an update on the state budget cuts and how these will impact the campus and its programs in the next few years. No talks of layoffs were discussed at the meeting. Director of Institutional Research, Ken Meehan, reviewed and interpreted the data contained in the Fullerton College IPEDS Data Feedback Report 2007. Dean Bob Jensen gave a visual presentation on the key elements of the Fullerton College 2008-2009 Unit Objectives.

It was suggested that a PAC summary report be emailed to all senators so that they may share the information with staff members from their areas of responsibility.

Staff Development Travel Requests (4): The following travel requests were approved.

- Jashwant Mehta – Technology & Engineering, National Association of Broadcasters Convention, Las Vegas, Nevada, April 13 through April 17, 2008, \$450.
- Nicol Tushla - Admissions & Records, Ensuring Transfer Success (ETS), Irvine, California, May 9, 2008, \$104.51.
- Kim Louie-Jeu, Field Nguyen, and Jayme Padilla - Admissions & Records, Ensuring Transfer Success (ETS), Ontario, California, May 2, 2008, \$285.03.
- Claudia Quilizapa and Ericka Adakai - Admissions & Records, COA/CCCAA 11th Annual Convention, Ontario, California, April 3, 2008, \$289.

Efrain Villanueva reported that he has made a request to the District-wide Staff Development Committee for assistance in receiving funds to send two Classified Senate members to the Classified Senate Institute Workshop in Lake Tahoe to be held June 12-14, 2008. Steve Duncan has responded and will be submitting the request to the committee for approval. He will notify Efrain of their decision as soon as the information is available. Efrain also reported that he has made a request to the Fullerton College Staff Development Committee for funds to send an additional Classified Senate member to the workshop. No information is yet available on that request.

Under separate discussion, Rachel Chavez noted that Classified Senate should establish guidelines for the allocation of Staff Development funds. Currently, requests are being accepted on a case by case basis. It would be helpful for senators to have guidelines available so that they can effectively answer questions from staff members in their areas of responsibility. It was agreed that a meeting will be held during Spring Break to begin establishing appropriate guidelines. It was also requested that travel requests be forwarded to all senators before each meeting so that they can have sufficient time to review before approval.

Orientation Kick-Off Report: Catherine Parks reported that the Ed Fund orientation kick-off workshop held on Wednesday, February 20, 2008 was successful. Several of the senators that were present at the workshop gave a brief account of their experience. Overall the workshop was informative and helpful. The following Classified Senate members attended the workshop: Efrain Villanueva, Catherine Parks, Summer Rodriguez, Olivia Wolfe, Marcia Hedberg, Ericka Adakai, Greg Menchaca, and Shauna Weiner. It was reported that on April 22, 2008 Ed Fund will be providing the same workshop to Admissions & Records personnel.

Classified Recognition Nomination: Nominations for the Classified Recognition Award will be accepted from February 25 – March 27, 2008. Classified Senate executive officers and senators will vote for the winner from March 28 – April 3, 2008.

Open House: It was approved to hold the 3rd Annual Classified Senate Open House on Tuesday, April 22, 2008 from 11:30am – 1:00pm. An Open House Committee was established to begin preparations for the event. The committee members include Rachel Chavez, Monica Hagmaier, Ericka Adakai, Olivia Wolfe, Efrain Villanueva, and Catherine Parks.

Staff Development for Classified Senate: Catherine Parks reported that she is gathering information on a workshop presented by SkillPath entitled “Managing Emotions and Thriving Under Pressure.” The workshop could lead to a potential Staff Development Day for classified staff. She will share information on other possible topics as they become available.

Staff Development Update: Pat Sanchez distributed the latest Staff Development Funds update. An account of the funds allocated and remaining balance is detailed in the report. Any questions should be directed to Pat Sanchez.

ADJOURNMENT

Meeting adjourned: 3:02 p.m.

The next meeting is scheduled for March 13, 2008 at 2:00 p.m., College Center, Room 227

Patricia Sanchez – Acting Recording Officer