



Classified Senate Minutes

Room: Library 820 P

September 27, 2007

In Attendance: Summer Rodriguez, Monica Hagmaier, Chuck Helms, Catherine Parks, David Reichert, Shauna Weiner, Rachel Chavez, Olivia Wolfe, Efrain Villanueva, Dina Aguirre, Laurie Triefenbach, Lora Gauthreaux, Pat Sanchez, Greg Menchaca, Allan Aure, Marcia Hedberg
Absent: Guests: Carolyn Whelchel

READING AND APPROVAL OF MINUTES

Efrain Villanueva called the meeting to order at 2:02pm and asked for the minutes to be read and approved. **Olivia Wolf** made the motion for the changes to be approved, **Monica Hagmaier** seconded. (Approved) Efrain proposed changes to the Agenda by taking out line B. Treasure Report and adding a line C. PAC. Senate members approved.

EXECUTIVE REPORTS AND COMMUNICATION:

Efrain Villanueva reported on the **Leadership Retreat** sponsored by Staff Development on Oct. 4, 5, and 6 at Aliso Creek in Laguna Beach. The six classified attending were Monica Hagmaier, Catherine Parks, Efrain Villanueva, Nancy Livingston, Marcia Hedberg and Linda Lozano would take Shauna Weiner's place.

Efrain also reported on **Committee vacancies**. So far CSEA is unable to provide a list of the vacancies in specific committees. Efrain spoke with Darin Lamb, CSEA rep., who said he was not aware of any vacancies.

Pat Sanchez said there was no **Treasurer's Report** at this time. Also, she is working on purchasing the plaques for the Classified Recognition winners.

Catherine Parks reported on still wanting to see a classified committee formed to welcome newly hired classified staff. This would offer new classified tours of the campus and give them a "go-to" person if they have questions. The issued is tabled for a future meeting.

Efrain brought up the **Classified Senate website** <http://classifiedsenate.fullcoll.edu>. He would like to form a **Publication Committee** to keep information distributed through the website including pictures and bios of classified staff.

Efrain proposed the E-Board members of Classified Senate to attend the CSEA meeting in January. The meeting times are held after normal work hours. This will be tabled and addressed at a future meeting.

PAC Report given by Monica Hagmaier

A) MyGateway is coming in November. MyGateway is a "one-stop-shop" of on-line services for students, faculty and staff. It will take over Myfc with the capabilities to register for classes, post grades etc. It combines the features of Banner and CurricUNET. Training is offered at Fullerton and Cypress through October. Reserve a spot at <http://www.luminis.nocccd.edu>. There are different training sessions for instructors and classified, so be sure to register for the right one.

- B) There was an announcement about "She Bear," a self defense class for women only. It will be held Thurs. Oct. 4 from 6 – 8pm at the Fullerton City Hall Council Chamber.
- C) The Key return policy- managers are putting a committee to draft a key policy.
- D) There is a new Master Calendar program it will go public in November.
- E) There are two new PAC members Jim Book and Efrain Villanueva.

SENATOR REPORTS:

None at this time.

OLD BUSINESS:

Staff Development Funds – Efrain readdressed Betty Howard's request of \$1415. Classified wanted to more information including why her dept. was not paying for it. Her dept., Distant Education, decided to pay \$500 and requested \$915 be paid from Staff Development. During a discussion about Betty's request **Laurie Triefenbach** explained the process of staging Theatre students for still shots on the campus. Laurie also explained in her opinion why she felt Betty's photography of the campus was beneficial and how it added to the current photographer. In addition, Betty's works on campus and readily available to take pictures. While the current photographer shoots big events. After the discussion, **Laurie Triefenbach** made the motion to approve Betty's request, **Greg Menchaca** seconded the motion. The motion passed with a 12-2 vote in favor.

There was a second request for funds for Janine Cirrito for \$112. Janine is a FC Counselor and would like to attend a workshop on the Meyers-Briggs assessment test. The workshop would be very informative on facilitating the tests to students. A senate member asked if she went to the dept first. There was discussion clarifying the budget and of setting a standard criteria for approving funds. The point was made that some depts. are given money for developing an office budget, while other depts. are only given operational funds. A few questions arose and were discussed such as; could staff development funds be divided evenly by division? Because so many different dept. have different needs it is hard to be fair. Efrain proposed there be a cap of \$500? **Marcia Hedberg** made the motion and **Laurie Triefenbach** seconded. The vote passed. Members also expressed the need for more information and justification when the amount of funds requested are high. It was decided if a request was over \$500 Efrain would ask for more info. Efrain also proposed approving up to \$5500 of the money in the fall semester, and the remainder \$5500 through spring. **Rachel Chavez** made the motion, **Laurie Triefenbach** seconded and the motion was approved.

Public Comments:

Rachel Chaves suggested a Halloween contest. She suggested a Best Decorated Cubicle. It was also suggested to put together a fun Classified Yearbook with candid pictures of classified staff. Members showed interest. The issued would be considered and would need to be brought to Dr. Hodge.

Meeting adjourned: 2:58pm
Next meeting to be held on Oct. 11, 2007

Shauna Weiner-Recording Officer