



## Classified Senate Minutes

Room: College Center Rm. 227

January 22, 2009

**In Attendance:** Ericka Adakai, Monica Hagmaier, Shauna Weiner, Rachel Chavez, Olivia Wolfe, April Ramos, Sharon Kelly, Starla Battiest, Josue Abarca, Rena Negrete, Vince White, Nancy Livingston, Greg Menchaca,

**Absent:** Nicole Diamond, Fatima Villegas

**Guests:** Carolyn Whelchel, Stephanie Reyna

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### **READING AND APPROVAL OF MINUTES**

**Ericka Adakai** called the meeting to order at 2:07pm. It was approved to add **Rachel Chavez** on the agenda to report on the Classified Open House sponsors. The minutes were approved as is.

### **EXECUTIVE REPORTS AND COMMUNICATION: REGULAR BUSINESS**

**Starla Battiest** handed out the Staff Development Travel Request report, the Senate Office Depot order, and the Budget Report sheet.

**Ericka** reported that she was meeting with **Dr. Hodge**. She encouraged members to notify her of any interests they may want to be brought to Dr. Hodge's attention....Ericka is preparing to speak at Dean's Council because some classified staff expressed concern that important information related to their jobs, and assisting students, is not being reported back to them. For example, many administrative assistants were not aware that summer school sessions would start late. It was confirmed that summer classes would begin on June 22 and only a limited amount of summer school classes will be offered. Administration of Justice and Cosmetology classes will be held in May. A discussion was held on how to present suggestions to the deans.

**Carolyn Whelchel** introduced **Stephanie Reyna**, Marketing and Outreach Assistant. Stephanie said her primary function would be to maintain and update information on the campus website, and to distribute information to staff, faculty and students in a timely fashion. She also would be expanding online communication through sources such as FaceBook and Twitter. She indicated Dr. Hodge has already utilized the Twitter account by reporting from the Presidential Inauguration.... Stephanie will also be promoting Fullerton College to enhance enrollment through high school outreaches and working with the community. Stephanie welcomed the staff to email her with suggestions on enhancing communication on campus.

**Monica Hagmaier** gave an update from the **Questionnaire Committee** and the **Classified Newsletter**. The survey received final closure with the agreed upon corrections and the removal of the draft watermark. The questionnaire will be emailed by senators to constituents, and a paper version will be distributed through the mailroom. Also, it was suggested that **Catherine Parks** upload the questionnaire to the Senate website if time permitted....The

**Classified Newsletter** still needs a message from the President, and follow up needs to be made with **Carolyn Whelchel** if she is going to add anything about the Master Calendar. A template was handed out showing the layout. **Vince White** will write an article on the budget cuts. It also was suggested to include other informational articles about Classified Senate such as introducing the Senate E-Board, listing the meeting dates, explaining how to get involved with elections, and possibly highlighting a classified employee. **Melisa Hunt** has volunteered to help with the formatting. The article drafts are due January 29. The first draft will go before the Senate on February 12 for approval, and the approved newsletter will be emailed to college staff on February 17.

**Monica Hagmaier** will put together a planning check list for the **Classified Open House**. She would like interested members to email her dates and times of when a meeting can be scheduled. It was approved to spend \$200- \$300 for a cloth banner with Senate's logo to display over a table at Open House. Also, a final budget for the event needs to be approved.

**SENATOR REPORTS:**

**Rachel Chavez** showed the committee the sponsor letter she was sending out to request donations for the Classified Open House. Rachel was looking for five committee members to help collect contact information for the sponsor letter to be sent to. She took suggestion on whom else to contact for sponsorship. **April Ramos** also offered to forward Rachel a list of sponsors she has worked with in the past..... It was suggested that **Monica Hagmaier**, the senate VP, should be responsible for holding gift cards and certificates.

**PUBLIC COMMENTS:**

No comments at this time.

Meeting adjourned: 3:07pm

The next meeting will be held on February 12, 2008 in rm. 227.

Shauna Weiner-Recording Officer