



Classified Senate Minutes

Room: College Center Rm. 227

January 8, 2009

In Attendance: Ericka Adakai, Starla Battiest, April Ramos, Sharon Kelly, Rena Negrete, Nancy Livingston, Rachel Chavez

Absent: Monica Hagmaier, Shauna Weiner, Josue Abarca, Nicole Diamond, Greg Menchaca, Olivia Wolfe, Fatima Villegas, Vincent White

READING AND APPROVAL OF MINUTES

Ericka Adakai called the meeting to order at 2:15 p.m. She informed attendees that all minutes up through November are with Catherine Parks. If you want them before they are posted to the Classified Senate website, let Ericka know.

Ericka has not heard back from Rod Lusch regarding setting up a time to meet with her on various issues. CSEA is in the process of setting up a meeting with Dr. Hodge. Dr. Hodge has kept Ericka informed of her communications with CSEA.

Sharon spoke regarding the last budget meeting she attended. At that time, she brought up the fact that there is no Fullerton College classified representation on that committee. Adam O'Connor stated that he had no control over that, but that he would look out for the interests of FC classified.

Ericka said that she would ask Rod Lusch if he will invite her as a guest, and that she will find out who is chairing these meetings. She may then ask the Chair to invite her as a guest as well.

OLD BUSINESS

Publication Committee Update:

Catherine Parks is working on the Classified Senate newsletter. She plans to provide Ericka with a draft by early next week. As discussed in prior meetings, the newsletter will come out each semester, fall, spring and summer.

Questionnaire Committee Update:

Monica Hagmaier provided Ericka with a revised draft that was distributed at the meeting for review. Ericka asked the group how we want to send this out to all classified people. Some ideas shared were that classified could submit a handwritten questionnaire, submit it electronically by email or even submit it on the CS website.

April Ramos said that she could also communicate with her constituents and accept completed questionnaires from them. Sharon suggested starting by email and then waiting to see what the response to that format will be.

Rachel suggested putting a drop box in the mailroom for submitting the questionnaires. Ericka summarized that all of the following approaches can be utilized:

1. Senator communication with constituents
2. Paper version distributed
3. Newsletter version
4. By email

It is estimated that the newsletter will be distributed in late February.

Rachel asked for suggestions on how to capture the attention of classified staff and encourage completion of the questionnaire. April suggested sending out Classified Senate pens with each questionnaire. Starla would look into what give away items we have on hand.

Rachel asked if we could purchase a banner. Ericka stated that we would have to bring this up at the next meeting as there were not enough people at this meeting to vote on this issue.

NEW BUSINESS:

Online Procedural Manual (Live):

Nancy Livingston spoke regarding creation of an online procedural manual that would have up-to-date information available on the Classified Senate website for all classified staff. Sharon mentioned that many changes and updates are discussed in deans' council meetings, but that the information may not be getting passed on to area support staff. The deans also get updated information in emails, but may not be conveying this information to their staff. She asked how we could see that this could happen. It was suggested that Ericka could ask to be on the agenda at an upcoming deans' council meeting to discuss this concern. She would also bring this up to Dr. Hodge in their monthly leadership meetings.

Rachel said that someone should talk to Andrea Hanstein about Classified Senate's concerns that accurate information is not available. She also stated that there should be weekly updates. Discussion included how to house this information, and how to organize it. Ericka stated that there would be more discussion at the next meeting.

Open House Committee:

Ericka said that this will be in April, and that there is not much time to plan for it. Rachel stated that we still have some give away items that we can use. Rachel will prepare to send letters out to area businesses soliciting donations as she has done in the past.

Goals Committee Update:

Ericka stated that we will not be moving forward with this until we receive the questionnaires back from classified staff.

Treasurer's Report: A hard copy of the Classified Senate budget report as well as the Staff Development Travel report were available for those present. Ericka informed all that the balance in the Staff Development Travel account is being utilized for the "Health Champions Day" events on Friday, January 09, 2009

The meeting adjourned at 3:03p.m.

The next meeting will be held on January 22, 2009 in Rm. 227.

Recording Officer - Starla Battiest for Shauna Weiner