



## Classified Senate Minutes

Room: College Center Rm. 227

October 23, 2008

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

**Absent:** Starla Battiest, Fatima Villegas, Nicole Diamond

**Guests:** Beverly Pipkin

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

**Ericka Adakai** called the meeting to order at 2:05pm. The Minutes for the October 9th meeting were read and approved.

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

**Ericka Adakai** said there was such a large amount of information to share from PAC that she would send the **PAC report** via email or through the resource board on myGateway.

**Monica Hagmaier** suggested that specific goals be established for Classified Senate. The issues that came up during the discussion were; goals should be based on classified needs, Senate needs to find better ways to communicate with the classified staff, and a policy and procedure manual should be created to help newly hired classified.

Two committees were established. One committee would focus on procedures. The other committee would focus on goals and timelines. In order to set up goals and times that serve the needs of the staff, it was decided to develop a questionnaire to enhance communication with constituents and research their concerns. **Sharon Kelly** and **Ericka Adakai** volunteered to be on the committee.

Other suggestions to reach out to constituents were hosting more conversational events such as a lunch hour conversation and a suggestion box placed in the mailroom to protect anonymity. In response to the suggestion for a campus-wide classified policy and procedure manual, those in attendance were informed that one is already being produced through the Mentor Program in the Staff Development Office.

The Publication Committee would utilize the website and a newsletter as two types of communication. **Nicole Diamond** said she had experience with FrontPage and would volunteer to work on the publication.

**Classified Travel** – There is a little over \$13K for travel funds. If the allocated money is not used or earmarked, Staff Development will pull it back and use it for a campus-wide event. The event being considered is “Health and Challenges Day.” The event will include workshops that promote health and wellness.

**SENATOR REPORTS:**

**Rachel Chavez** reported on the upcoming **Halloween Contest**. There are six entries, one more than last year. The contest is next Thursday, October 30, 2008.

The **Holiday Contest** needs three to five judges. **Sharon Kelly** volunteered. The contest starts November 24, 2008. The judging date will be December 15, 2008.

The **Classified Senate Open House** will be on Thursday, April 30, 2009 11:30am at 1pm. Vendors will include the Schools First Credit Union and NOCCCD Benefits. **Nancy Livingston, Olivia Wolfe, Sharon Kelly, April Ramos and Greg Menchaca** volunteered to come up with ideas to show appreciation during the open house of classified staff members for their years of service.

**PUBLIC COMMENTS:**

Classified is still looking for a Parliamentarian.

CSEA is hosting a Job Steward Training. The first session is Saturday, November 8, 2008 and the second session will be Saturday, November 15, 2008. Both sessions will be held at the Westminster School District from 8:30am to 3:00pm.

Meeting adjourned: 3:00pm

The next meeting will be held on November 5, 2008 in Rm. 227.

Shauna Weiner-Recording Officer