



Classified Senate Minutes

Room: College Center Rm. 227

February 26, 2009

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

Absent: Ericka Adakai, Fatima Villegas

READING AND APPROVAL OF MINUTES

Monica Hagmaier called the meeting to order at 2:07pm. The minutes were approved as is.

EXECUTIVE REPORTS AND COMMUNICATION: REGULAR BUSINESS

Monica Hagmaier announced the California Community Colleges Classified Senate scholarship opportunity. She will email more information and applications for any member who is interested.

Nancy Livingston reported on the status of the **procedure booklet**. The booklet is a consolidation of helpful information to assist newly hired classified staff. There was a brief discussion on how this resource would be distributed, but the final details will be determined later. It will also be available on the H:Drive. Please contact Nancy with ideas or suggestions.

Sharon Kelly gave an update on the **BDC Recommendation**. Final approval for travel is given by Chancellor's staff, so travel arrangements should not be made until purchase orders have been approved. The BDC is still looking at employment cuts and position vacancies. Recommendations will be made to the President.

Classified Open House

The budget for the **Classified Senate Open House** was approved for \$2000 via email.

Rachel Chavez reported that there are donations from Golf Land, Pirates Adventure, In & Out, and Regal Movie Theatres. She said there are some still certificates from last year that will be given out. Rachel is hoping to have the Fullerton College's Massage program donate chair massages during the event.

Rene Negrete and **Vince White** have been working on flyers to advertise the Open House. They presented several different versions. Senate members expressed which flyers they like best. There was a discussion on the best way to have the flyers and "Save the Date" postcards printed. The flyers will be posted around campus, and then emailed and mailed out on April 20th. The postcards will go out on March 30th. There will also be an announcement on

President's Weekly for a month prior to the event, as well as a posting displayed on the Senate's website.

It was discussed to offer CSEA a vendor table at the Open House to provide information on professional growth and bumping rights. **Terri Chambers** from Benefits, and AXA have also been invited to set a table.

Sodexo is being considered to cater the food again this year. Last year, they helped with expenses such as tablecloths and napkins, but they didn't serve the food. Senate members said they liked the idea of serving food the attendees. Suggestions on what types of food were discussed. The **Food Committee** members; **Monica Hagmaier, Rachel Chavez,** and **April Ramos** will need to schedule a food tasting and have food finalized by next meeting for approval.

The **PowerPoint slide show** will be running throughout the duration of the Open House. It will include a highlight of those who have been nominated for the Classified Recognition. Please email ideas and suggestions to **Nicole Diamond**.

Sharon Kelly, Vince White, Nancy Livingston, and **Fatima Villegas** are on the **Decoration Committee**. They will be emailing the committee with their decoration ideas.

Starla Battiest will be emailing ideas for giveaways to hand out.

Other suggestions for Open House were to attach a raffle ticket to the "Save the Date" cards for classified to bring with them for a chance to win a prize, and to put comment cards on the tables for guests to fill out.

Items that still need to be decided on are putting together something special for the Night staff, and announcing the terms that need to be filled in the upcoming Senate election.

SENATOR REPORTS:

No comments at this time.

PUBLIC COMMENTS:

No comments at this time.

Meeting adjourned: 3:04pm

The next meeting will be held on March 12, 2009 in rm. 227.

Shauna Weiner-Recording Officer