



Meeting Minutes

321 East Chapman Avenue, Fullerton CA 92832-2095

Aug 24, 2017 | 10:30 – 11:30 am | Room 227

ClassifiedSenate@fullcoll.edu | ClassifiedSenate.FullColl.edu

- I. Roll Call
- II. Call to Order: 10:36 AM
- III. Public Comment (1 minute per person, not to exceed 10 minutes total per meeting)

Heather is really excited about Fall.

Olivia is sending around a card to thank Lou Cavanaugh.

- IV. Approval of Minutes

A motion to accept the minutes with corrections (Ramos/ Leacock-Kendall) passed unanimously.

- V. Old Business
 - a. Committee Updates (1 minute each)

Tabled by chair

- b. Accreditation (October 9, 2017)

Tabled by chair

- c. Classified T-Shirts (Hagmaier)

Tabled by chair

- d. Classified Lounge (J. Merchant)

Jenn was assisted by Ericka to put together a rough draft of the CS Lounge Rules and Regulations.

Item 1. Hours of Operation: Open early and close late. Rachel asked if Campus Safety going to be a key holder. Summer will open those doors when they open the rest of the doors and lock the rest of the doors at the end of the night (potentially 6:30 AM - 7:00 PM).

Item 4. Usage: Jenn was asked to change “non-senate gatherings” to “Classified Non-Senate Gatherings”. Rachel asked to add Subcommittees of Classified Senate.

Sharon asked if DSS testing would be outside of the hours of normal lunch breaks. Heather mentioned that she had a DSS proposal.

Heather said that it would only be Wednesday and Thursday from 7:30 - 5:00 PM of finals week each semester and not the whole week. Heather explained that using the Classified Lounge would be helping students with: ADD, ADHD, Panic and Anxiety Disorder, PTSD, ASD, Cancer, HIV, Wheelchair and Mobility Devices, Blind/ Low Vision, etc. She reminded us that Disabled students are a group that are protected under federal and state mandates. No food or drinks would be allowed during testing and she said that it would be cleaned up. She made note that she is asking on behalf of these students. She said that it would never be left alone because there would be proctors at all times. Ericka asked if the furniture in place would be fine or if they would need to bring in their own desks?

In terms of approving who can use the room, it would come to the CS president's approval just like the Faculty Lounge does. Marwin feels that this should be under a VP like FS is. It seems that the VP of Administrative Services is a logical choice since he has already been working with us.

Rachel wants to know how we notify regular employees. Marwin mentioned that we could put signage or he can send an email to all staff. Ericka feels like we shouldn't draw attention to it so she feels that signage is fine. Sharon thought that the email would draw positive attention to the lounge.

Ericka feels that having written rules may limit us and box us in.

Marwin mentioned that there was a potential to allow space for DSS testing if space allows. Heather said that she feels that it shouldn't be a potential option but should be a solidified and permanent agreement between CS and DSS.

A motion approve making this a permanent testing place for DSS two days a week and exclusively for DSS (Merchant/ Marquadt) passed unanimously.

A motion to only use this space as a break room and quiet DSS testing was amended to clarify that the space is for Classified related usage (Ramos/ Triefenbach) and passed unanimously.

April clarified that it should not be used for parties, or CS meetings. Ericka recommends that we should have signage that tells people where they can report problems if the space is being misused. We want to clarify that people can have their own gatherings in there but they can't reserve or shut down the space. Sharon mentioned that the Classified Staff Lounge would be an ideal location for the night Meet and Greet event and End of Year event.

Rod decided that the glass doors in the back will be the only doors being unlocked.

New signage would cost \$188 and Rod will check with Dr. Schulz about the verbiage "Dedicated to the Classified of Fullerton College"

Artwork: Summer spoke to John Tebay and he said that his department would take care of the costs of mounting the pictures. Summer shared this information with Rachel who will mention it during her meeting with Carol.

Ericka recommended a whiteboard or bulletin board.

A motion to purchase or get a donated bulletin board for the Classified Senate lounge (Adakai/ Stukulia) was passed unanimously.

Summer mentioned that she put in an SRS to change the door trim from green to espresso/ mocha.

A motion to approve making Heather in charge of creating a cleaning schedule (Merchant/ Ramos) passed unanimously.

Sharon and Ericka suggested doing an ice cream social grand opening next Friday.

Ericka suggested a soft launch on the first day of school.

April mentioned that we should add "Professionals" in the sign outside the door so that it reads "Dedicated to the Classified Professionals of Fullerton College" Sharon would like the room to be called "Classified Lounge" instead of Classified Staff Lounge.

A motion to approve opening the Classified Lounge on Monday and host a Grand Opening event on a future Friday sponsored by the President's Office (Triefenbach/ Kelly) passed unanimously.

- e. Kindness Campaign (H. Stratulia & J. Merchant)**
- f. Classified Recognition Awards**
- g. Classified Senate Budget 2017-18 (Hagmaier)**
- h. Classified Leadership Institute 2018 (Marquardt, Roschel)**
- i. Classified Certificate (Roschel)**

VI. New Business

- a. CSEA REP: District Insurance Committee (Kelly)**
- b. Brown Act Compliance (Luminarias)**
- c. Staff Development on Sept 14, 2017 (Roschel)**

VII. Future Agenda Items:

VIII. Adjournment: 11:34 AM