



## Meeting Minutes

321 East Chapman Avenue, Fullerton CA 92832-2095

Sept 14, 2017 | 10:30 – 11:30 am | Room 227

[ClassifiedSenate@fullcoll.edu](mailto:ClassifiedSenate@fullcoll.edu) | [ClassifiedSenate.FullColl.edu](http://ClassifiedSenate.FullColl.edu)

### I. Roll Call:

In attendance: Marwin Luminarias, April Ramos, Stephanie Rodriguez, Rachel Roschel, Ericka Adakai, Sharon Kelly, Layna Santana, Denise Leacock-Kendall, Elizabeth Ledezma Renteria, Jennifer Merchant, Olivia Perez, Pat Sanchez, Heather Skratulia, Summer Marquardt, Laurie Triefenbach

### II. Call to Order: 10:33 AM

### III. Public Comment (1 minute per person, not to exceed 10 minutes total per meeting)

None

### IV. Approval of Minutes

**A motion to approve the minutes from August 24th passed unanimously (Ramos/ Marquardt)**

### V. Old Business

#### a. Committee Updates (1 minute each)

Rachel mentioned that there is a Staff Development committee meeting today.

Sharon said that at District Consultation Council (DCC), she and Rod Lusch (CSEA) represent Classified as a whole and not Classified at each campus. She believes that we should have 1 representative from each campus and plans to push for this.

Marwin thanked PAC for allowing us to use the Classified Lounge. There is a conversation about having a Winter Intersession, but that would potentially require no longer having a Spring Break. If implemented, this would take place before Spring 2019.

Marwin mentioned that the Foundation is working on their President's Gala which is scheduled for November 11th.

#### b. Accreditation (October 9, 2017)

The Chair tabled this item.

#### c. Classified T-Shirts (Hagmaier)

The T-Shirts are on hold.

**d. Classified Lounge**

**i. Maintenance Schedule / Volunteers (Stratulia)**

Heather would like to have a cleaning team to have an agreement to clean once per week to do a light cleaning. She and Laurie went recently and it only took 10-15 minutes. Layna is currently storing the cleaning supplies because we are concerned that the supplies will be taken if left in the lounge.

Jenn suggests creating a cleaning sign-up sheet for next semester.

It was shared that there should not be a cleaning schedule where we are forced to clean up for others.

Marwin suggests that we use a sign-up sheet versus a schedule for cleaning and clarified that no one will be required to clean.

Heather will update her sign-ups list with those who asked to be removed from the list.

**A motion to accept our cleaning schedule with changes and with an option to opt out and in Spring we will create a cleaning schedule to include all Classified that are interested passed unanimously (Kelly/Merchant).**

Jenn will make signs that ask people to clean up after themselves.

The new signs outside of the lounge door will say "Classified Professionals Lounge" instead of "Dedicated to the Classified Professionals of Fullerton College"

Ericka suggested investing in microwave covers.

**Concerns:** Not having enough signage.

**e. Kindness Campaign (H. Stratulia & J. Merchant)**

Jenn said that she met with Heather and they want to keep it small this semester and gradually take it to the whole FC community.

Branding Ideas:

Cultivating Kindness

Growing Goodness within the Campus Community

We will work with a Graphic Designer for posters.

The Appreciation Station will be in the Quad in the shape of a tree the week prior to Thanksgiving break where people walk up and write what they are thankful for on post-it notes.

They considered having a huge Food Bank drive that is a competition.

They also discussed having sandwich boards with friendly quotes throughout the Quad.

**A motion for Stephanie to work with AS to piggyback on their Club Rush on November 14th for the Appreciation Station passed unanimously (Kelly/Marquardt).**

Funding for this event will be discussed in the future.

f. Classified Recognition Awards

The committee is comprised of Liz, Olivia, and Sharon

Sharon said that the Fall nominations will be sent out October 2nd. The flyer is ready to be printed. Recognition will go the whole month of October.

The questionnaire we currently use is based off of a state program. Marwin mentioned that there was a concern last year that the questionnaire is leaning towards a particular type of Classified. He also mentioned that Teacher of the Year has a similar problem.

April asked if we can allow for self-nominations.

Sharon mentioned that the most recent winners have been people that have been nominated by their entire department.

Ericka mentioned that this is a hard time to have a conversation about format changes because we need to move forward with the plans for this year's program.

g. Classified Senate Budget 2017-18 (Hagmaier)

h. Classified Leadership Institute 2018 (Marquardt, Roschel)

Rachel received a good response from Classified Senate. Each person attending needs to get approval from their Immediate Management Supervisor. Rachel will be sending out the form and they should be sent back to her.

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)

At this meeting, Rachel wants to share the following:

Classified Lounge update, a Kindness Campaign update, Classified Recognition, Classified Leadership Institute, Classified Certificate, Classified Senate Meet and Greet on November 7th.

Ericka mentioned that Classified Certificate was originally called Comprehensive Classified Staff Development Plan.

d. Student Equity Proposals (Deb Perkins)

e. **Classified Senate Meet & Greet**

VII. **Future Agenda Items:**

VIII. **Adjournment:** 11:30 AM