



## Classified Senate Minutes

College Center Room 229

February 9, 2017

**In Attendance:** Sharon Kelly, April Ramos, Ericka Adakai, Monica Hagmaier, Marwin Luminarias, Melissa Serrato, Summer Marquardt, Layna Santana, Gloria Sebo, Denise Leacock-Kendall

**Absent:** Laurie Triefenbach

**Guests:** None

### CALL TO ORDER

Sharon Kelly called the meeting to order at 10:32am.

### HOUSEKEEPING

1. **Agenda:** No changes.
2. **Minutes:** January 13, 2017 minutes distributed, April made a motion to accept the minutes with minor edits, Monica second, all approved.
3. **Treasurer's Report:** No report.

### OLD BUSINESS

1. **Meeting Attendance Update:** President Kelly shared her concerns regarding attendance and checked in with the group if changing the meeting time was still a good idea. April distributed an updated meeting schedule. The group provided feedback to keep the meetings on the 2<sup>nd</sup> and 4<sup>th</sup> Thursdays of the month from 10:30am – 11:30am (with Executive Board meeting 30 minutes prior).
2. **Classified Senate Website Update:** Marwin reported that he is still working on the design of the new Classified Senate website and that he is awaiting the receipt of the Senate's revised governing documents from Ericka Adakai. Ericka reported that she is still working on typing up the revisions and will forward them as soon they are available.
3. **T-Shirt Update:** Monica gave update that she has researched a few different ideas regarding the purchase of Classified Senate t-shirts for Senate members. Melissa volunteered to assist with the project since she has a readily available vendor whom she's worked with in the past. Melissa will work on getting a quote for our options and bring back to a future meeting.
4. **Classified Lounge Update:** Ericka shared a first draft furniture proposal that she received from the Vice President of Administrative Services for feedback from the group. The group reviewed the handout and provided the following feedback:
  - Desire for space to be welcoming and relaxing (lounge).
  - Current draft shows long rows of rectangular style tables with chairs on both ends. The recommendation is to have more round tables.
  - Desire for a sitting area with sofa and coffee table.

- Cabinet to display Classified Senate awards and accomplishments.
- Keyed storage area.
- New signage and for main entry to be from the north side of building.
- Rug in seating area.
- Instead of tall wall off patio, make it waist high to open up the space and add screened awning instead of dark one that currently exists to let more light in.

Ericka also reported the President Schulz would like some ideas on kick-off events to showcase the area. The Senate will discuss ideas at a future meeting. Ericka will bring recommendations back to the VPAS and Summer volunteered to assist with the process.

5. **CLI Registration Update:** Ericka reported that she has reached out to the FC President's office and the District Staff Development office to secure funding to send 1-2 additional classified professionals to the event, but have yet to receive an answer. In the meantime, the remaining seven that were approved are working through their travel requests. Ericka is providing leadership on process the requests and routing the forms. She will follow up with attendees via email for additional directives.
6. **President's Directive to CS:** April brought an idea regarding FC President Schulz's recommendation to incorporate some type of activity in to our plans that highlights our interactions with students and being friendly, helpful and happy (something he knows we do well already). She provided a print out of a possible idea of creating a button or sticker that we can give to classified. The language reads "Hold the door, say hello, smile, use please and thank you, offer help". This might be a nice reminder for us all to help with the initiative. The group explored different ways to incorporate the initiative in to pre-existing upcoming events of the Senate. There was brief discussion to possibly include it in to the Spring Activity Day. The item will remain on the agenda for further discussion.

## NEW BUSINESS

1. **Classified Staff Development Day (April 10):** Sharon shared that she is working with her supervisor VPSS Contreras to explore possible presenter ideas. The first presenter he recommended was over budget. She is still working on details and will provide an update at next meeting.
2. **End of Year Event (April 26):** Tabled.

**COMMITTEE REPORTS:** Tabled.

**INFORMATIONAL ITEMS/ANNOUNCEMENTS:** Tabled.

Meeting adjourned at 11:28am.

Ericka Adakai as Recording Officer.