



Meeting Minutes

321 East Chapman Avenue, Fullerton CA 92832-2095

Feb. 22, 2018 | 10:30 – 11:30 am | Room 227

ClassifiedSenate@fullcoll.edu | ClassifiedSenate.FullColl.edu

- I. **Roll Call**
- II. **Call to Order: 10:31 AM**
- III. **Public Comment** (1 minute per person, not to exceed 10 minutes total per meeting)
- IV. **Approval of Minutes**
 - a. 2.8.2018

A motion to approve the minutes from November 30, 2017 passed unanimously (Ramos).

- b. 11.30.2017

A motion to approve the minutes from February 8, 2018 passed unanimously (Ramos).

- V. **Old Business**
 - a. Committee Updates (1 minute each) (e.g. Staff Development, PAC, Budget, etc.)
 - b. Kindness Campaign (H. Stratulia & J. Merchant)

Kindness Campaign are looking to purchase bookmarks to be distributed.

A motion to send Valentine's Day Cards to all Classified staff every year on behalf of Classified Senate passed unanimously (Triefenbach).

- c. Classified Recognition Awards - Nominations (March 1 - April 6)

The committee will be meeting on Monday to finalize the flyer and put them in mailboxes on March 1st.

- d. Classified Comprehensive Staff Development Plan

Ericka will be providing a draft to Rachel for her to present to Staff Development.

- e. Classified Staff Development Day (Spring Break 2018)

Carol and Jennifer Merchant are interested in giving a presentation during this event on mindfulness. They will contact Sharon.

- f. Students of Distinction Selection Committee REPS

Bambi Guzman volunteered to be the missing Rep on the Distinguished Student of the Year Committee

g. CLI Update

VI. **New Business**

a. KinderCaminata

Karen Vernon will be meeting with us for this event.

The chair tabled this item.

b. Bylaws Revisions

Bylaws will be the focus of our next meeting.

The chair tabled this item.

c. Major Declaration Day

Counseling will be hosting Major Declaration Day and would like Classified Senate to help promote this event.

d. Classified Professional Lounge

- This item was requested because several classified witnessed students and other (non-classified) staff using the Classified Lounge. There was a suggestion to send a positive reminder that the Classified Lounge is available for Classified to use for their breaks.
- New signs will be placed in the Lounge that will say “The use of the lounge was dedicated for Classified Professional Staff use only” and Rachel will send this out.
- Student Hourlies have previously been seen in the Classified Lounge resting and having tutoring sessions. They were politely asked to find another location for the tutoring since Classified use the space for their breaks. Sharon Kelly will correspond with ASC regarding the tutoring sessions.
- There is a concern that students should not have been given access to use the Classified Lounge during the Heatwave in the past. It was reiterated that this is not a situation that we would like to occur again.
- There was a suggestion that an email should be drafted to be sent to everyone’s constituents. It was requested to add the guidelines sent in the original memo to Rod. Marwin will draft a letter for all Classified and then all Senators will send it to their constituents and it should be stated that the room should not be used by students.
- There was a concern that the a manager was using the lounge to do their work.

- In an attempt to minimize the misuse of the Classified Lounge, it was suggested that we request keys for any Classified who would like one.
- It was suggested that we do waves where we start with new signage and the positive email and see how those things work before moving forward with other options.

e. Fullerton College Angel's Night - Vanpool

It was suggested that we do a Vanpool that would be offered to Classified.

VII. **Future Agenda Items:**

VIII. **Adjournment:** 11:38 AM