



CLASSIFIED SENATE MEETING MINUTES – November 08, 2012

Present:

Naomi Abesamis, Robin Cash, Christina Estrada, Donna Lee, John Lewallen, Carol Nelson, Marian Popa, Obdulia Reynoso, DeeJay Santiago, Darlene Vale, Michelle Williams

Public Comments:

There was no public comment.

President DeeJay Santiago called the meeting to order at 1:03 p.m.

Approval of Minutes:

The October meeting minutes were approved by John Lewallen and followed by a second vote from Robin Cash.

President's Report:

- DeeJay attended the first Human resources (HR) task force meeting. Several topics were discussed during this meeting such as ways to improve the department's processes and the criteria to fulfill the Vice President's Vacancy.

Treasurer's Report:

- A fundraising meeting was held on October 16, 2012 with Bill Lambert, Director of the Foundation. The foundation is supportive and receptive to our ideas in raising scholarship funds for classified employees.
- Bill Lambert, suggests starting a fundraising campaign by creating an association with interested parties including, classified retirees, current employees, and alumni donations.
- Accounts for each activity will be established with the Foundation office and approved by Dr. Scroggins.
- Treasurer, Donna Lee reported the following account activity & balances:
 - Expense Account (formerly Aux Trust Account)
Current Balance: **\$3947.56**
No activity to date
 - Non-Instructional Supply Account
Current Balance: **\$883.42**
In Sept. 2012, a total of \$116.58 was spent for purchasing of name badges.
 - Conference & Travel Account
Current Balance: **\$1686**
No activity to date

CPDC (Classified Professional Development Council):

- Senators were asked to brainstorm on some ideas and topics for workshops that can be presented during classified professional development Day.
- A survey will be emailed to the campus community in an attempt to create topics of interest from the employees and to poll the general senses of why someone can't attend a workshop.
- A classified Mentoring Program is still considered a possibility in the near future. Senator, Christina Estrada mentioned the importance of creating a safe zone for the participants (mentor & mentee).

PAC President's Advisory Council

- The smoking policy is at its final stage and expected to be launched in 2013. At this time, the facilities department is finalizing details on signage and ash can locations. PAC has final say.
- Students and staff will be given a 30 day grace period from the implementation target date. After this grace period citations will be issued by public safety for the amount of \$33.00.
- In the next few months, the marketing team will be working extensively on the Smoking policy campaign.

CSEA :

- Nominations are currently being accepted for chapter president, and 2nd Vice president.
- Classified employees are asked to attend the Budget town hall meetings scheduled for Tuesday, November 13th at 10:00 am and 2:00 pm
- Classified staff is encouraged to participate in Hiring Committees serving as a CSEA representative in the interview panel.

CLASSIFIED NEWSLETTER:

Senator, John Lewallen will schedule the first newsletter development meeting in November. The invitation is extended to all members of the senate who are interested in participating and to assist on an assigned project. The newsletter will cover a variety of topics, campus announcements and event pictures. Some of the themes will include pet photos, recipes, and employee and senate member profiles. The intent is to launch the newsletter by February 2013.

CLASSIFIED COFFEE HOUR EVENT:

Discussions on logistics of planning continue and will be discussed in the Classified Senate Executive Board meeting scheduled immediately after the monthly classified senate meeting, on November 8, 2012.

Other:

Classified Senate Photos & Webpage Banner photos were taken for the website.

With no further business at hand, this meeting was adjourned at 2:15 p.m.

The next meeting is scheduled for Thursday, December 13, 2012 in Founders Hall.