



CLASSIFIED SENATE MEETING MINUTES – Thursday, October 13, 2016

PRESENT:

Melissa Andrewin, Liz Callahan, Eva Figueroa, Zak Gallegos, Nicee Gonzalez, Renu Katoch, Donna Lee, John Lewallen, Obdulia Reynoso, DeeJay Santiago, Darlene Vale

PUBLIC COMMENTS:

There were no public comments at this time.

APPROVAL OF MINUTES:

Motion to approve the July–Sept meeting minutes took place at this meeting.

The July 21, 2016 minutes were approved by Senator Eva Figueroa and seconded by Senator Darlene Vale. The August 11, 2016 minutes were approved with corrections by Senator Lee and seconded by DeeJay Santiago. The September 8, 2016 minutes were approved by Senator Donna Lee and seconded by Senator Darlene Vale.

PRESIDENT’S REPORT:

The classified senate is in need of a communication committee. The committee will focus on distributing and disseminating information through various means including website, campus announcements, and emails. Senator Gallegos and Senator Andrewin will be stepping forward and assisting in this area.

Classified Senate has been considering Fundraising opportunities for scholarships. Recently, a meeting was scheduled with Bill Lambert, Director of the Foundation to explore fundraising opportunities and to learn the processes. The meeting was very informational. We discussed details of fundraising which included specific information and an overview of the fundraising possibilities, events, activities and handling of funds. An option for fundraising may be monthly dollar donations from classified employees

Classified Senate may hold a Holiday Wreath Raffle in December. Senator Gallegos recommends showcasing the wreaths during the Administrative Tea. More information will follow. Senators are encouraged to explore and brainstorm Holiday Boutique Raffle Ideas.

TREASURER’S REPORT:

Treasurer Lee reported that the Expense Account presently has a balance of \$3,124.00

The Non-Instructional Supply account posted a transaction of \$155.00 for Sodexo catering of the Halloween Event. The account currently holds a balance of \$845.00

No activity has occurred in the Conference and Travel account. The current balance is \$1,686.00.

PRESIDENT'S ADVISORY COUNCIL (PAC):

No report was provided at this time. Senator Nairne-Proulx was unable to attend the meeting.

VOICES:

Senator Figueroa reported that the committee has decided to retire the Atta Bear. In lieu of the bear a megaphone will be awarded to the recognized employee. The employee will be able to keep their award.

CSEA:

Treasurer of CSEA 262 Zak Gallegos reminds Classified Senate to encourage everyone who is not a member to join and become a csea member.

STUDENT EQUITY COMMITTEE:

Elmer Rodriguez was appointed by Classified Senate to serve in the Student Equity Committee. The committee meets twice a month for approximately 3.5 hrs.

ACCREDITATION STEERING COMMITTEE:

President Lewallen updated Classified Senate that accreditation is moving forward. The marketing department will soon start working on putting together the extensive final report.

OTHER:

President Lewallen is currently seeking a vice president for Classified Senate. The vice president wouldn't necessarily be moving into the President position the following year. The purpose of the position is to assist the President with some responsibilities. For example, chair meetings when the president is out ill or at a conference. This position will mentor in ways that it will enhance a Senator's leadership role. Senators were asked to come prepared for nominating and voting for a Vice President at our next meeting.

The Halloween event committee will hold their second meeting in the next few days. Senator Figueroa will be sending a reminder email to Senators. A sign in sheet for food, candy and baked goods was passed out for Senators during the meeting to sign up for goody donations to for the event. Senators who were not on the committee were strongly encouraged to assist on the day of the event.

Senators were provided posters and flyers of the Halloween event to display in their respective work areas.

With no further business at hand, this meeting was adjourned at 2:15pm

The next Classified Senate meeting is scheduled for Thursday, November 10, 2016 in building 4 room 2460.