



Learning Assistance Center

Classified Meeting

MINUTES

Date: Friday, September 4, 2009

Rm.144

1:30pm

Present: Margie A., Peter B., John C., Eva Figueroa, Tiefa F., Barbara H., Jean J., Martha L., Chris M., Rick N., Bailey S.

ITEM	DISCUSSION	OUTCOME
Summer questionnaire:	Who traveled the furthest? Who stayed closest to Mt. SAC?	Eva Figueroa visited Vacaville, CA
Budget update:	<ul style="list-style-type: none"> a. Overtime b. Comp time c. Suggestions for money-saving ideas d. Staffing 	Peter Beshay stayed home in San Dimas, CA <ul style="list-style-type: none"> a. Absolutely NO overtime b. A bit more flexible c. Sept. 4th, last day to submit d. FWS students will be arriving next week to the front desk.
Library meeting representatives	Meeting takes place on Wednesdays, from 1:30 to 3:00 pm in 6/222, call for volunteers.	September 16, Martha Lopez October 21, John Cardenas November 18, Rick Nguyen December 9, Margie/Lester
Safety Committee	<ul style="list-style-type: none"> a. It was a consensus that all participants know their roles in an emergency. b. Commitment for a building wide safety committee has been a challenge. There has been NO response. 	Copies reminding us of our responsibilities to be distributed by Martha. Invited to participate: Dwight Ayle Laura Martinez Peggy Marcy

<p>Mark your calendars</p> <p>PIE Update</p> <p>Department meeting note-taker needed.</p>	<p>c. Batteries in the flashlights are replaced twice a year, both spring and fall when time is changed.</p> <p>d. Recommendation from John Cardenas to remove the safety committee from the staff meeting agenda.</p> <p>e. Safety topics will be added to meeting agendas as needed.</p> <p>OPEN DOOR REPORTS- Forms are completed by security or custodial staff and delivered to the dean. Ideally, these forms should be seen by the relevant party.</p> <p>SEMS and NIMS TRAINING - ALL full-time staff, managers and faculty MUST attend a full day of interactive and relevant emergency training scheduled on Fridays in Building 9C.</p> <p>The Sciences Buildings will be dedicated and Celebration for Debbie Boroch will take place on November 6th.</p> <p>Please review goals and objectives at this time.</p> <p>Volunteers?</p>	<p>Martha accepted the responsibility.</p> <p>Bailey suggested that there be a one page bulleted list of reminders to be presented once a semester.</p> <p>Tentative dates: 9/18/2009 9/25/09 10/2/09 10/23/09 11/16/09</p> <p>Look for notice and sign-up.</p> <p>Approx. 3:00 pm for the dedication Approx. 5:30 pm for the celebration</p> <p>Due in April</p>
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Next meeting: Friday, October 2

1:30pm

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