



CLASSIFIED SENATE MEETING MINUTES – August 8, 2013

PRESENT:

Diana Dzib, Donna Lee, John Lewallen, Marchelle Nairne-Proulx, Obdulia Reynoso, DeeJay Santiago, Randy Smith, Darlene Vale, Michelle Williams

President Santiago called the meeting to order at 1:15 pm.

PUBLIC COMMENTS:

There were no public comments at this time.

Guest: Melissa Berkley, Television Production Specialist

APPROVAL OF MINUTES:

July meeting minutes were approved by John Lewallen and followed by a second vote from Randy Smith.

PRESIDENT'S REPORT:

- President Santiago welcomed new senators Tonya Bennett, Diana Dzib, Eva Figueroa, and Beth Quinlan. Returning senators were asked to introduce themselves.
- Classified Senate continues accepting nominations for the 2013-2014 senate vacancies.
- A campus announcement will be emailed to permanent classified employees next week in an effort to fill vacant senator seats.
- The 2013-2014 use of facility forms were submitted to special events. The Classified Senate Social Event dates and locations were successfully reserved.

TREASURER'S REPORT:

Treasurer Lee reported that the Trust Account presently has a balance of \$3947.56. The Conference and Travel account has a starting balance of \$1686.00 and the Non-Instructional Supply account reflects a beginning balance of \$1000.00.

Treasurer Lee shared quotes on promotional items that can be purchased for future classified senate events. Senators had the opportunity to briefly discuss each item and identify the best option for the events within the Senate's budget.

CPDC (Classified Professional Development Council):

President Santiago reported the following:

- New employee welcome is scheduled for Monday, August 19, 2013. Classified senate will meet and greet new classified staff. A representative will give a brief presentation of the Classified Senate and will encourage new staff to join senate.
- Classified flex day is scheduled for Wednesday, August 21, 2013. The council is still in the process of finalizing the workshop topics. More information will follow via campus mail.
- Convocation Day is scheduled for Friday, August 23, 2014 at 10:00 a.m. Classified Senate has been asked to assist and support at the opening meeting. As in the past, the President's Office will hold the annual Welcome Back BBQ in Founders Hall from 11:00 a.m. -2:00 p.m.

PAC (President's Advisory Council):

Past President Nairne-Proulx shared that PAC has agreed to rename "Field Trips" to excursions or school sponsored events. Students and Staff are encouraged to no longer use the field trip term when referring to an excursion activity.

Class drop date is currently another topic in discussion, PAC plans to change the class drop date. Students will have a week to drop a class instead of the traditional few weeks. For example, students enrolled in a Monday and Wednesday Class would have to drop the class on the second week.

VOICES:

Senator Figueroa will be serving in the committee as the Classified Senate Representative.

GAAC (Government Affairs Advisory Committee):

Senator Reynoso reported that the committee will continue meetings in the fall.

Classys:

- Melissa Berkley joined our Classified Senate meeting and provided valuable information and recommendations that can be applied in the 2014 "Classys".
- Senators brainstormed on the suggestions and deliberated as a group on what could be changed in the program. The term Classys has become the Classified Senate's slogan and will continue being used in future programs. As the meeting continued, it was agreed that the Classys could be revamped and enhanced by changing things around. Future programs could include video clips, sound effects, and a graphically improved slide show.
- The "Classys" subcommittee will meet in the next couple of months.

OTHER:

- The Halloween Social gathering is scheduled for Thursday, October 31, 2013 in Bldg. 6 Rm. 160. President Elect Lewallen suggested the event could be more successful if it was a pot luck event with games and costume competitions. The idea is to collaborate with other campus departments. Staff would be encouraged to bring their favorite dish from their own creation.
- There was discussion regarding the 2013-2014 senate photos; picture day will be scheduled on a meeting date when senators are available.

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

The next meeting is scheduled for Thursday, September 12, 2013 in Founders Hall.