

**CLASSIFIED SENATE
MEETING MINUTES
February 2, 2006**

Attending: Melissa Baxter, Maureen Chenoweth, Charlie McKellar, Gigi Gallagher, David Garrido, Akemi Ishikawa, Rosalinda Jen, Sherri Mines, Diane Moore, Leslye Noone, Zarmina Razzaqui, Lucy Rodriguez ,Pat Wood.

Absent: MariaElena Apodaca, Diana Cohn, Lori Thomas, Carmela Xuereb.

1. **Approval of minutes for 2/16/06:** The minutes for 2/16/06 meetings were approved (with typos noted).
2. **Treasurer's Report:** MariaElena reported (by way of Leslye) that we have spent \$5,882.00 to date.
3. **Foothill/District Committee Reports:**
 - A. **District Budget, Task Force/HRAC:** Enrollment is looking good. We will meet our goals for growth. There was discussion that room availability and scheduling could improve as block scheduling has presented some challenges. Debbie will work with Denise on this. The group also discussed the new bond measure. The state budget is also looking better (\$1 million in restoration of growth funds plus \$1.1 million to distribute to cover Basic Skills expenses). Some concerns noted are inflation – cost of instruction and utilities keep going up; medical expenses were ok this year, but they could also increase. Zero based budgeting was discussed for B budget items (creating a budget from scratch instead of rolling over items).
 - B. **Educational Resources:** No report
 - C. **Chancellor's Advisory Council:** This meeting was cancelled
 - D. **District Budget:** /fybd
 - E. **ETAC:** No report
 - F. **Legislative Committee:** No report. Pat will ask Herlisa if she knows anyone to serve as the representative.
 - G. **Roundtable:** Cancelled; next meeting is in March.
5. **Employee of the Month:** February Employee of the Month is Liz Hunter.
6. **Classified Employee's Recognition Week:** Melissa Baxter reported that Rosalinda Jen, Pat Wood, and Stephanie Franco are serving on the committee. The committee has met and chosen one of the giveaways. Volunteers welcome!
7. **Classified Employees Retreat:** The retreat will be held May 5th at the Coconut Ballroom in Santa Cruz in the Bayview Room. Save the Date flyers will be distributed soon in mailboxes.

8. Website Update: Nothing new.

9. Good of the Order.

A Granlibakken: Sherri Mines is confirmed as a presenter. Registration info was distributed by Leslye. If you are interested in attending, see Leslye.

B.Lucy handed out a rough draft of the professional growth survey. Next meeting is Monday, February 6 in the ISC conference room. Leslye reported that Warren invited classified staff to submit a proposal to present at the NCOR conference on the Heritage Months. There is curriculum already for a CRLP class and we may want to utilize it for our professional growth class.

C.We need to organize a new employee orientation event. Some topics suggested were: PGA, Employee Recognition Week, Classified Retreat, Employee of the Month, Marketing, Ergonomics. The handbook is almost done; there was discussion on whether we should distribute it on CD or email as PDF.

D. Maureen gave a report on the new Travel and Conference funds. We all have a \$1,000 max, total, and we can apply for more than one if we do not exceed our maximum limit.

E. Let's start thinking about retirement gifts for Warren and Bernadine and discuss this at the next meeting.

F. Ergonomics? We need more info from SEIU on how this issue is being resolved.

G. Cynthia has moved to the Foothill campus from Middlefield. What is the process in a case like this? Bylaws need to be reviewed.

Dates to remember: Next meeting, February 16, Debbie Budd will speak.