

**CLASSIFIED SENATE
MEETING MINUTES
March 30, 2006**

Attending: MariaElena Apodaca, Maureen Chenoweth, David Garrido, Akemi Ishikawa, Rosalinda Jen, Charlie McKellar, Sherri Mines, Diane Moore, Leslye Noone, Kay Thornton, Pat Wood.

Absent: Melissa Baxter Diana Cohn, Gigi Gallagher, Zarmina Razzaqui, Lucy Rodriguez, Lori Thomas, Carmela Xuereb.

1. **Approval of minutes for 3/16/06:** The minutes for 3/16/06 meetings were approved
2. **Treasurer's Report:** MariaElena reported that \$6, 761.00 has been spent to date, and that there is one small receipt outstanding.
3. **Employee of the Month:** Jorge Rodriguez, EOPS Senior Specialist, is Employee of the Month for April.
4. **Classified Employee's Recognition Week:** This committee has met and reported that administrators were approached for the traditional giveaways. So far, there has been a great response!
5. **Classified Employees Retreat:** The committee is busy refining the details for the event.

6. Good of the Order:

A. Jean Thomas Center - Discussed the endorsement for naming the new Student Center after Jean Thomas. The process was shared and it was decided that we would try to get more feedback from members.

B. Granlibakken – Last chance to let us know if you are interested!

C. 4Cs presentation at Evergreen - Dave reported that the session went well and that the employees appreciated the presentation.

D. 4Cs Executive Board will be at Foothill – Leslye reported that the Executive Board will meet here in September and that rooms have already been booked for them.

E. The orientation and handbook – Twenty-two attended and all presenters attended except for the Middlefield presentation (only because there was no time). The handbook was completed and distributed a couple of days afterwards. Thanks to John DuBois who copied and distributed the CDs. The PDF will be on our website soon.

F. Administrator/Classified Employee of the Year – Maureen will make copies and distribute the forms the week of April 17. The deadline will be April 24 to turn them in. We will have a table in the Admin foyer April 24 to collect the forms of individuals who have not yet turned one in.

G. Gifts – Top secret!

- H. Staff Development Class – The course number is CRLP074.03 and meets Wednesdays, from 2:00 pm to 2:50 pm. Info will be added to our website. Kim Chief Elk knows about it and will advertise it as well.
- I. Customer Service proposal from Rose Myers – Members agreed that it was needed but expressed the following concerns: our resources are limited, some things are out of our control (i.e. Touchnet); we need to stay focused on ongoing projects we have started, .

7. **Foothill/District Committee Reports:**

- A. Budget Task Force:** This committee has not met since the last report.
- B. Educational Resources:** This committee has not met since the last report.
- C. HRAC:** Dave reported that the committee reported in Chancellor's Advisory that the Diversity Climate Survey will be distributed to students May 15, and that staff and faculty will be asked to help with the distribution. Jane Enright noted the great response to the Communication Workshops (in response to Respect in the Workplace). Thirty five staff are on waiting lists to attend and more will be offered. Mediation workshops will be offered as well.
- D. Chancellor's Advisory Council:** Reclassification funding was discussed. No funds available except through B budget funds and then only if there are extraordinary circumstances can the manager appeal to the Chancellor. An actuary study has been established to find the actual medical costs to retirees as the unions are asking for the information. Answers will be provided to the Budget Committee. ETAC has approved the contract for the wireless project. Phase 1 will cover the KCI, Library and 3000 buildings. 130 employees are testing the new portals. A rollout to staff is scheduled for late spring. In fall the rollout will be extended to students. In Fall the plus/minus grading will become standard. The Board is looking for additional funding for the nursing program as it is losing money now.
- E. District Budget:** No report
- F. ETAC:** No report
- G. Legislative Committee:** Kay reported that no report yet as the committee has not yet met.
- H. Roundtable:** No report

8. **Website Update:** Minor updates have been made.

Dates to remember: Next meeting: April 20.