CLASSIFIED SENATE MEETING MINUTES Monday, April 19, 2010 – 1:30 p.m., 13-216

Present: Roberta Chock (President), Jonna Pounds (Secretary), Jose Romero (Co-Activities Coordinator), Maggie Souza (Treasurer); Debbie Joy, Jai Kumar, Vicky Nunes, Gloria Pena, Jo'an Rosario, and Terry Watson

Absent: Susan Traynor (Vice President) and Aja Butler (Co-Activities Coordinator),

Guests: Thomas Mohr, President

CONTENT	PROCESS	WHO
1. Approval of Minutes	Minutes from 3/15 meeting approved	
2. Old Business:		
a. Committee Representatives	Still need a Classified rep for Diversity Committee. Sue Eftekhari will serve as Classified rep on Strategic Planning Committee. Robert Hood will serve on District Committee on Budget and Finance. Susan Traynor will serve on the Equity Committee. Valeria Estrada will serve on Student Services Planning Council.	Roberta Chock
b. All College Meeting	President Mohr spoke of the need for one "really good" All College meeting but it's difficult to schedule – finds it easier to attend Division meetings. President Mohr will send an email inviting all faculty and staff to attend these meetings. The College community needs to discuss the reductions and their impact – how will we come up to speed and keep moving forward? Need to continue to generate enrollment. Strategic Planning is still in process. There is a need to hire three fulltime/tenure track faculty – only 53 fulltime faculty left. Scott Lay believes more reductions are coming. Terry Watson has pulled up compared staffing at all three Colleges – Cañada has fewer personnel than Skyline and CSM per her findings. President Mohr spoke of Terry Watson's retirement as a "great loss" to the College and that we "cannot replace her".	Thomas Mohr
3. Discussion/Action: Pat Hanada Scholarship funding	Raised \$659 last year – fund balance is currently \$1,860. Margie Carrington recommended offering two \$750 scholarships. There was a discussion as to how much CS should carry over. Vicky Nunes recommended offering three \$500 scholarships. Debbie Joy agreed with \$750 amount and if we do not raise any more, Classified will just give one scholarship. Jai Kumar suggested creating a student	Maggie Souza

CONTENT	PROCESS	WHO
	emergency fund – food, bus fare, etc. What are the criteria for scholarships? Attendees voted to offer three \$500 scholarships – leaves \$360 balance.	
4. Classified Senate Elections	Elections of new CS Officers will be held in April with three positions open – Vice President, Secretary, and two Event Coordinators serve for one year. President and Treasurer serve for two years. Nominations open now through 4/30. Ballots will go out 5/6. Voting to close on 5/13. New officers will be announced at 5/17 meeting.	Roberta Chock
5. Staff Development	There is a small amount of (SB1131) money left from a previous year. Maximum of \$325 per application after approval. Requested volunteers for Staff Development committee to come up with criteria for approval of applications in the event there is future funding, and to screen applications. To be chaired by Classified Senate VP, as the duties of that position include promoting staff development. Jonna Pounds, Jai Kumar, and Jo'an Rosario volunteered. Susan Traynor to chair.	Jo'an Rosario
6. Discussion/Action: Classified Hiring Process	Lengthy discussion of hiring process for faculty has been occurring at CPC, and also at Academic Senate and other committees. Roberta was asked by some CPC members to provide a copy of the 'Guidelines & Criteria for Recommending Permanent New Classified Positions' that classified senate spent a lot of time discussing last year (See minutes of 3/16/09 and 4/20/09). Although that particular document did not come up for discussion at CPC, Roberta noticed that our minutes did not show a final approval of those Guidelines. We reviewed the document and last year's discussion of it. The Guidelines were adopted. It was noted that CSEA must approve Classified positions.	
7. Discussion/Action: Commencement Fundraising	Jose Romero reported that Blossom Express could deliver flowers two days before commencement and will give CS 25% of profits. However, CS decided to take selling flowers off the table – the Bookstore will be selling leis. Attendees discussed possibly selling water instead. Jai Kumar (Bookstore) generously offered to order 20- 30 cases of water. Can CS borrow ice barrels from P.E./Athletics? Can we charge \$2 per bottle?	Jose Romero
8. Commencement	Roberta reminded people that commencement is on a holiday weekend. She reported that she had spoken to President Mohr and he advised her that 'volunteers' will be compensated in some way –	Roberta Chock

CONTENT	PROCESS	WHO
	overtime or comp time.	
9. Committee Reports:		
a. College Planning Council (CPC)	See item 6 above.	Roberta Chock
b. Budget Committee	Nothing to report	
c. Instructional Planning Council (IPC)	Discussed program planning process and timelines. There will be a joint IPC and SSPC meeting on 4/23 to discuss hiring process	Jonna Pounds
d. Student Services Planning Council (SSPC)	Need volunteers for PEP event on Saturday, 4/24	Debbie Joy
e. District Shared Governance Committee	The District has approved selling parking permits through an outside	Rita Sabbadini
(DSGC)	vendor – will be in place by June.	Vicky Nunes
10. Flex Days – follow up	tabled	
VIII) Other/Public Comments	N/A	various
9) Next meeting:	The next meeting will be on Monday, May 17 th at 1:30 p.m.	
ADJOURNED AT:	3:10 p.m.	