

**CLASSIFIED SENATE MEETING MINUTES**  
**Monday, October 19, 2009 – 1:30 p.m., 9-154**

Present: Roberta Chock (President), Susan Traynor (Vice-President), Jonna Pounds (Secretary), Maggie Souza (Treasurer), Aja Butler (Co-Activities Coordinator), Jose Romero (Co-Activities Coordinator); Debbie Joy, Maria Lara, Jo'an Rosario, Rita Sabbadini, and Helia Ying

Guests: Thomas Mohr, President

CONTENT	PROCESS	WHO
I) Approval of Minutes	Minutes from 9/21 meeting approved	Roberta Chock
II) Status of Committee/Council Membership	Rita Sabbadini is on District Shared Governance Committee (DSGC), Bart Scott is on Strategic Planning Committee (SPC), and Susan Traynor is on District Budget Committee (DBC).	Roberta Chock
III) Activity/Events Update: a) <u>Pat Hanada Halloween Party</u>  b) <u>Classified Holiday Luncheon</u>  c) <u>Holiday Baskets</u>	A flyer was emailed to all Classified last week – there is a sign-up sheet in each division office mailroom. Party will be on 10/29 in 9-154 with a 9 a.m. set up – volunteers welcome. Discussed what to bring –preferably salads, hot food – cold cuts did not work. Dean Linda Hayes donated paper goods. Jose Romero suggested the luncheon to be held at Siciliano Ristorante (downtown Redwood City) on 12/11 – positive response. This date will not conflict with 12/3 CSEA Luncheon. Also discussed doing “Secret Santa” Discussed getting the Holiday Baskets in by the week of 11/16 for early display in the Bookstore before Thanksgiving. Jose passed out a list of themes used in the past. A basket sign-up sheet will be on a table at the Halloween Party and there will be a list of items enclosed with each basket. There was a question regarding advertising the raffle online – was the Arts & Olive Festival raffle mentioned in any online promotion?	Jose Romero
IV) Committee Reports: a) <u>College Planning Council</u>  b) <u>Budget Committee</u>  c) <u>Instructional Planning Committee</u>	Leonor Cabrera (IPC faculty rep) and Margie Carrington (SSPC) are new CPC co-chairs. Rachel Corrales is also representing Classified on CPC, and Roberta Chock (as Classified Senate president). It was a good meeting where VPI Sarah Perkins talked about reduction process and PIV – Real Estate and Adaptive P.E. are going through process – looking at consolidating programs, retention and transfer. Budget is so fragile – no “absolute answers” – President Mohr’s 10/18 email clarifies where we are. Susan stressed the importance of attending budget meetings – Classified needs to be visible. IPC discussed where our college should be in 5 years – satellite or institution	Roberta Chock  Susan Traynor  Jonna Pounds

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d) <u>Student Services Planning Committee</u>	with its own unique programs SSPC is looking into different ways to deliver services – now being held accountable in accreditation process. SSPC talked about how to make online registration process easier for first time students, having more open house campus days, updating web site	Debbie Joy
V) Flex Day Activity for Classified	It was suggested that Classified have a brainstorming session to go over the constitution	
VI) Other/Public Comments	President Mohr talked about the Program Improvement Viability (PIV) project which will present an opportunity to look closely at programs – which to put on hold, combine, etc. Aja Butler asked if outreach is mentioned under PIV process. President Mohr emphasized that PIV is intended to include any kind of work outside the college. However, it is not intended to be used to “eliminate” programs – currently PIV process is targeting instruction elements with instruction deans working closely with Sarah Perkins, VP Instruction.	
<b>VII) Next meeting:</b>	The next meeting will be on Monday, 11/16 at 1:30 p.m.	
<b>ADJOURNED AT:</b>	2:55 p.m.	