



send olympics results to all.

AGENDA - January 26, 2012
2:30 p.m. - Room 2411A

no quorum

- 1) Welcome/Call to Order
- 2) Introduction of New Attendees & New Staff
- 3) Approval of Today's Agenda / Review of Minutes (if available)
 - a. Need minutes takers! Can be very brief!
 - b. Intrinsic Rewards are Great!
- 4) Treasury Report *Cindy A - book sales .*
 - a. Report of Fund Balance *125*
241 *\$*
tot: 5262
- 5) Committee and Officers' Reports
 - a. Committee Reports (if any Verbal Reports) - Also see written reports
 - b. President's Report
 - i. Two Grants Received from LPC Foundation! *Dance to mbrs.*
 - ii. Need Scholarship Reviewers (Just a few hours of time) for: *..*
 1. Our two \$500 Classified Senate Scholarships AND
 2. To represent Classified on the College Scholarships Committee
 3. Very Rewarding Work on Behalf of Students!!
 - iii. Attendance at Board Meetings
 - iv. *Dodd -* 4CS Annual Meeting, Ventura, CA, June 14-16, 2012 *Stanouts long - 3 present's + advice on pulled items.*
 - c. Sunshine Report -
 - d. Fundraising Report *(Y)* *Dance save staff*
 - i. Should we do a Small Silent Auction? Each donate something to auction?
 - e. Activities Report/Planning
 - i. Flex Day - Begin Planning - Ask for Volunteers
 - ii. March 29th same as Faculty Flex Day

iii. Theme voted on from last spring's survey: Morale/ Motivation during stressful and difficult times

iv. Two Tracks:

1. Morale/Motivation -NEED SPEAKER RECOMMENDATIONS

2. Mini-CERT (Safety) Training

✓ wk'd on
great ideas!

6) Old Business

a. Accreditation Mid-Term Report/ Work on Recommendations 1B and 5 - Todd

b. Ethics Start - Hu + SG

not met this yr. yet.

7) New Business

C: Distr. Rec's - H. U. rec.

i. Support for 4CS - do we want to send a token support amount?

bring up next time (\$50?) no quorum? -

8) Other/Good of the Order

a. _____

9) Adjournment

— who?

Conf. CCS

The Classified Senate of Las Positas College
is a participant in the College Governance System
and welcomes all Classified Professionals,
as well as all Campus & District colleagues, to meetings.

2011-12 Senators and Officers to Serve You!			
Position	Name	Ext. #	Buildings
President	Todd Steffan	1571	
VP of Communications	Sharon Gach	1001	
VP of Fundraising	Cindy Balero	1548	
VP of Activities	Renee Pegues	1641	
Treasurer	Sharon Davidson	1632	
Senator Group I	Cindy Ahre	(email)	100, 100B, 300, 400, 600, 4000
Senator Group II	Frankie Alexander	1690	800, 1700, 1800, 1900
Senator Group III	Julie Thornburg	1421	700, 900, 1300, 1300A, 1300B
Senator Group IV	Jeff Sperry	1655	2000, 2100, 2300, 2400, 2500

Sign-in 1-26-12 Classified Senate

Sharon Gack

Sharon Davidson

Jeff Sperry

Todd Steffen

W. Allen

William Eddy

Agenda for Jan 26, 2012

1/26/12

- in TLC

- short the research.

door Prize

gov. Council 1-12-12

mtg next: 1-2-12

em

Pres: Poll by em - 'vacant' OR 'Todd, Pres. Interim'

- Pres - needed / mtgs:

- Accred MidT - Rec 18 & 5: Todd stay
- Bd - need rept - Todd even up to pay
- an gov coenc + Reg mtg.

- Coll. Council

- Renee / Sq

- Chanc. Council = no agendas ahead of time, not much on agenda

- \$: OK

Skip next mtg item.

- Sunshine: Ø - yay.

→ Fly by Day Plan:

- meet in TLC on [] + who else??

Th. 1-26 - aft. mtg.

ice breaker

- coffee power.

JT: ckg on \$ 200
bfast avail

Push Scholarsh. Reviewers

LPC

ours

- JT,

- at least 3 ppl

- scan

- 1 mtg disc.

mid-April

- 2 Endu Grants:

- flex spkr. \$1000

- UCS Ann. Mtg \$ 1250

Technology Committee Meeting
Jan 23, 2012
Report by RL Hanna

Laura Weaver & Jeannine Methe from District were present and spoke to the Tech committee

RE the LPC website

- Website contact person = Katherine Tollefsen, although she is not our webmaster, you can direct questions and submit requests to her – she generates 'work tickets'
- We currently have a part-time contractor taking care of webmaster duties for both campuses. When the state budget allows, the plan is to hire one full-time webmaster to oversee the websites for both campuses and the District. In the meantime, we are simply in 'maintenance mode', and there are no plans to redesign the websites until a full-time person can be hired.
- Formal requests for website service/maintenance/etc., are being dealt with: For example, of 58 requests submitted by LPC, all but 2 have been resolved.
- they are running link-check software to insure that links are not broken
- turn around time depends on the type of request

RE Payroll issuance of paper paystubs vs. online electronic paystubs

- why does the online system go down during payroll processing? The half-month down time of online payroll info is a payroll procedural issue, not a technological problem
The input of data from timesheets and such meant that the online data is in flux (constantly updated) for the last couple of weeks of the month. In the past, the data was constantly available during this time, which caused a flood of calls into the payroll department from folks who didn't realize that if they just waited until after the first of the month, most of the (apparent) problems/errors would be resolved. In the end, the Payroll Department resorted to simply turning the online system off for the last couple of weeks of each month, the number of phone calls dropped dramatically, they input the data/revisions/updates/etc., and then can deal with questions and such at the beginning of the month. *(this is like asking our students to wait for their grades, and the details of their scores for each question on an exam, until we are finished grading all of the exams, instead of posting the partial credit score for each question of each person's exams as we finish each question on each individual exam).*

Q: Why does the previous months of data go offline too? A: This would take some reprogramming. This would be a technology change, and they are going to look into whether or not this could/would be something we will do. District IT is going to discuss this with Payroll.

- getting 'formal' paystubs (ones that could be used for mortgage applications, for example) online is something that is still being worked on.

RE: the problem with add number generation for the 48 hours before classes started on Tue, Jan 20

- this was an LPC problem, not a Chabot problem. That problem has been removed, and should not occur again.

RE DE: next BBoard upgrade is before Summer session. Training will be provided, watch your emails for info. Online tutoring for writing and math has been expanded. More info is online – click Online Tutoring on the LPC Online Courses website.

Software Purchasing Process-update: Steve/John/Angela
They have a flowchart/rubric/form put together. They will send it out to everyone for review after they have made a few more revisions to it.

Where does money for software come from? Campus-wide budget (overseen by IT) and Division budgets (e.g., MSEPS) and/or Discipline/Department Supply Budgets. If the software needed addresses campus-wide needs then they would try to get it with the Campus-wide budget, if it was necessary for functionality. If the needs addressed were department or discipline-specific, they tried to get it purchased through the Division/Department/Discipline budgets. There was no clear delineation, and overlap of course, so this flowchart/rubric/form is an attempt to clarify and define the process.

Good of the Order
Comment: The committee assignments for this committee are 2-year assignments.

Next Meeting: February 27, 2012 at 2:30 pm, Room 4129