



**Meeting Minutes**  
**Thursday, January 27, 2011**  
**1:00 p.m. – Room 1603**

Approved 5/27/11

**Members Present** (Quorum = 5): Karen Kit, Julie Thornburg, Renee Pegues, Lilia Camino, Connie Reding, Cindy Robinson, Elizabeth Bettencourt Abril.

**Quorum Met with 7 present.**

**ASLPC Rep.:** Scott Ault

**Officers Present (Quorum = 5):**

**Quorum met with 5 present.**

Title/Name	Present	Title/Name	Present
Sharon Gach	X	Sharon Davidson	X
Jeff Sperry	X	Christie Verarde	X
Cindy Balero		Frankie Alexander	X
William Eddy		Todd Steffan	
Natasha Lang			

**Tasks in Bold/Italic**

- I. Welcome/Call to Order** – Sharon Gach called the meeting to order at 1:03 p.m.
- II. New Members** – Sharon G. introduced and welcomed Renee Pegues, Executive Assistant for the VP of Administrative Services. She also welcomed Scott Ault as the representative from ASLPC. He said there may be a new representative at the next meeting. The group went around the room to introduce themselves and say where they work. Renee has been active in the Classified Senate at her previous Community College in So. Lake Tahoe.
- III. Approval of Minutes – December, 2010** – The December 8<sup>th</sup> minutes were not typed yet due to an abundance of work, and ***will be approved at the next meeting.*** There was no meeting in November, being a short month.
- IV. Budget** – Sharon D. gave the Treasurer’s Report: Awards Account \$1101.34; Social account: \$1,415.42; Training Account: \$821.00
- V. Officers and Committee Reports** – Reports from committee members were presented in writing and are attached in the meeting packet and will be posted online. Additional verbal reports are below.
  - a. Board Report** – Sharon G. gave a synopsis of the financial position of our District based on Vice Chancellor Legaspi’s report to the Board. He has been publishing Budget Updates, and the information at the Board was virtually identical; he only changes information as the State chancellor’s office provides updates. The district is planning for a worst case scenario; and leadership feels that legislators will be unlikely to let a vote go to the public, and that if they do, that voters will not vote for more taxes or extension to

Prop. 98. More review of this will be done each month by VC Legaspi in Town Meeting. It was noted that many districts are doing much worse than ours, and that our Board has made conservative financial decisions.

- b. **PBC** – Todd mentioned that Classified Position Requests are being submitted and will be reviewed/decided at the next meeting on Feb. 4<sup>th</sup>.
- c. **Sunshine Report** – Julie said that Sunshine cards and/or plants were sent thus far in the year to: Virginia Edwards. The fund balance is at \$77.15, and started at \$96.83 when she took over last year.

## VI. Old Business

- a. **Flex Day Planning** – Sharon and Jeff reported that the Flex Day was originally planned for Feb. 11<sup>th</sup>, but that the work could not be done by that time. A new date was surveyed and decided upon: Friday, March 4<sup>th</sup>. They presented the draft agenda for that day and stated that we will try to use internal presenters to keep the cost down. Volunteers were requested and names given to Sharon and Jeff for various duties (set up, check in, clean up, etc). Lunch will be paid for by Classified Funds and held in the new staff lounge, 1300D. A continental breakfast will be provided by the Dean of Student Services budget!
- b. **4CS (Calif. Comm. Coll. Classified Senate) Leadership Conference Attendee** – Sharon asked if anyone was interested in attending the 4CS Leadership Conference, which will be held in Ventura, CA June 23-25 this year, to accommodate travel for So. Calif. campuses. We have funds for 1, and perhaps 2, people to attend. Sharon D., Natasha, and Sharon G. will review the Treasury balances soon. Lilia mentioned that she will look in to attending; and Christie said she would be glad to also if needed (although she is not sure of her position's funding for next year, she would still represent our Senate and take good notes.).

## VII. New Business

- a. **Forming the Committee for LPC Classified Employee of the Year-** Sharon G. mentioned that it is time to begin planning for this committee work. She gave a brief history of the Committee in that this award used to come from the Chancellor's Office and given at convocation, however was switched to the campuses a number of years ago. Both Mary Straight and Debbie Earney have chaired the committee since then. The Classified Senate had always voted funds for the gift and certificate for the awardee, however, until Feb. 2010 the awards program was not formally adopted into the Classified Bylaws and Constitution. The membership voted this award be written into the Bylaws, and that is in process (with other, minor additions also).

Sharon asked if anyone is inclined and has time to chair the Classified Employee of the Year Committee. Kit volunteered to do so, and this was agreed by those present. Others who volunteered to serve include Dianna Navarro and Christie Verarde. It was discussed whether to continue to ask an administrator to serve on the committee, and it was Voted (M/S/P: Verarde/Reding) to have just Classified on this committee.

*We will also write a thank you letter to Debbie Earney for all her years of service as chair of the Employee of the Year Committee.*

- b. New Ideas for Charity Work** – Connie Reding presented ideas for charity work : one a health provider in Haiti after the earthquake there (*Partners in Health*), and the other saving pop tops from cans to donate to the Ronald McDonald House for recycling for money. This would support free housing for families with children who are being treated for cancer at one of the Ronald McDonald Houses near a hospital. It was voted to start the pop top collection throughout campus. (M/S/P/ Verarde/ Kit). *Connie will find a point person in each building and get containers to collect pop tops.*

*It was also decided that Connie will review the Partners in Health rating through one of the charity rating organizations, and find out ways to donate, and bring information to the next meeting.*

- c. 4CS Leadership Award and 4CS Model Senate Award Nominations** – Sharon mentioned that the 4CS (Calif. Comm. Coll. Classified Senate) is accepting nominations for leadership and model senate awards and will be making their decision at their Board meeting on March 4,5. *If we have any nominations to submit, it can be done online.*
- d. Information attached to read online** – Sharon G. mentioned some resources to read online for legislation and budget, and facts about Calif. CCs:
- i. CCLC Legislative Update to read online  
<http://www.ccleague.org/i4a/pages/index.cfm?pageID=3355>
  - ii. Our District’s preliminary budget to read online:  
<http://www.clpccd.org/business/documents/RetreatPowerpoint.pdf>
  - iii. Info Attached: CCCLC “Fast Facts” on Calif. Comm. Colleges

## VIII. Good of the Order

- a. Election Planning/ Transition Planning** – Sharon G. asked the *members to think about what capacity they would like to serve in next year.* She will be unable to do a second year as a new supervisor will be arriving in her office. *She will send out the duties of the officers and senators for review and thought.* Any help is welcome, and the Board has been working as a good team, assisting each other with activities and responsibilities.
- b. Donations to Our Classified Senate** – A discussion was held whether we can accept donations to the LPC Classified Senate; yes that is possible. Some people would rather just give an amount per year than participate in fundraisers. Donations could be targeted toward any of our funds. *It was voted (M/S/P/Thornburg/Verarde) to establish and annual and continual donation drive for funds.*

*It was asked if these donations would be tax deductible, and Sharon D. will check on this.*

- c. 403b Information** – It was requested to have a 403b presentation at some time for Classified members to attend. It is believed that the payroll department will have sessions on this (and other topics) once a term.
- d. Meeting Time Survey** – Sharon G. mentioned that we have had about the same number of attendees over the year at the 1 p.m. meetings, as at the 2:30 p.m. meetings. We changed to 1 p.m. thinking that some Classified Professionals would like to attend the

Campus Change Network (CCN) meetings, also at 2:30 pm on the 4<sup>th</sup> Thursday of each month. Sharon checked with the CCN chair and very few Classified have attended this year, if any. Therefore, this reopens the question of what is the best time for the Classified Senate meetings. *It was agreed that Jeff and Sharon will create a survey to see what works best for respondents, between 1:00, 1:30, 2:00, or 2:30 p.m.; still on the 4<sup>th</sup> Thursday of each month.*

- e. **Podcast of Meetings?** – Renee asked if anyone would like to work on Podcasting the Senate meetings. Her previous Senate did this and it worked well to keep people informed if they could not attend. *This can be worked on in future.*
- f. **Staff Trainings** – Jeff mentioned that he will give a training on “Googledocs” on Monday, Feb. 7<sup>th</sup>, 2-3 p.m. and all are welcome. Sessions can be created at other dates/times to meet the needs of any staff members.

In addition he said that Staff Development Committee has set up trainings in several areas, including CCCConfer, which provides online training for holding web meetings, classes, and conference calls – both in real-time on the internet, and/or telephone. He would be glad to orient anyone wishing to learn this.

**IX. Adjournment** – The meeting was adjourned at 2:55 pm.

Minutes recorded by:  
Sharon Gach  
President

*Next Meeting Date:  
Thursday, February 24, 2011 – 1:00 p.m.*

*[Note: It was voted on Feb. 16<sup>th</sup> not to hold a Regular Meeting,  
So that the Flex Day Committee could use that time for Flex Planning for March 4<sup>th</sup>. S.G.]*