

Classified Flex Day – Thurs., Feb 28, 2013 – Sharon Gach

Breakfast – Set Up: 8 AM – PE Complex – Right Hand hallway as you enter

- # for Breakfast is smaller : 35 people
- Coffee – (2) five gallon brown containers
- Tea Water – 2 Carafes ☺
- 20 tea bags
- Danish – Packaged: 1/2 fruit & Custard ¹⁸ 1/2 ¹⁷
- Whole fruit: 10 apples, 10 bananas, 10 oranges (not cut)
- Pitchers of Water – 4
- Yogurts 15

Morning Break – 10 AM

- Refresh the coffee w/ (1) five gall container – OR Two??

Lunch – Set up 11:30 in 1300D (Behind bookstore, see drawing attached)

- Meat Lasagna for ~~40~~ people (tot. 10 ppl)
- Vegie Lasagna for ~~10~~ people
- Salad for 60 or more (~~SG will confirm soon~~)
- Garlic Bread for ~~50~~ ⁵⁰
- Wrapped Cookies 60
- (we bring our own sodas)
- Clean up can be any time after 1 PM

NOTE TO JEFF...we need to separate out ALL of the events and ask people to RSVP to each one individually, especially the BREAKFAST and LUNCH.

Classified FLEX Day, Thursday, February 28, 2013 @ Las Positas College (LPC)			
8:30 – 9 am	PE Complex (inside doors by trophy case)	Check-In/Breakfast	Thank you to the LPC Student Health and Wellness Center for sponsoring breakfast
9 – 10:30 am	PE 212	IMPROV – Get Ready to Experience the POWER of PLAY!!!	Made Up Theatre (MadeUpTheatre.com)
10:30 – 11 am		BREAK	
11 – 11:50 am	PE 213	Don't Just Sit There . . . Get Moving!!! Strategies for relaxation.	Candace Brown, Adjunct Kinesiology Instructor, LPC
12 – 12:45 pm	Staff Lounge – 1300D	Lunch	Thank you to the LPC President's Office and Elite Café for sponsoring lunch
12:45 – 1:45 pm	Room 801	Ice Breaker: Speed Jobbing (You've heard of "Speed Dating!")	Yvonne Wu-Craig and Frances DeNisco
1:45 – 2:45 pm	Room 801	Small Group Visioning and Getting to Know Classified Staff from LPC, Chabot and District	Chancellor Judy Walters
2:45 – 3:30 pm	Room 801	As a summary activity, dissemination of information from the earlier Small Group Visioning activity	Chancellor Judy Walters

f files on 2/28/13

@ C. Frances + JT

Task/Helper List Flex Day 2/28/13

~~B Blue + cart~~

M121 carts to gym

Wed. 2/27:

- Team of 2 or 3 to take waters/sodas to 1300D
 - o Use a car? Blue cart?
- Refrigerate as many as possible
- SG bring blue tub for icing more on Thurs.
- SG bring table cloths to Gym and 1300D
- M121 Cart to Bldg 1700 for Elite to take food to gym/1300D

Jodd

Christina

SG

SG

goglet?, SG+JT

Thurs 2/28:

- 8 AM – Set up Reg and Food Tables in Gym / Rt. Side hallway

JT

- o Set up chairs also, down hallway in the windows area, if not yet done.

- 8 AM? – Take 1 ice chest of ice to 1300D/ put over drinks in bins

~~Ask Mary/Bill/JT~~

~~no ice~~

- 8:30 AM – LPC participants arrive
- 9 AM – program starts PE 212
- 10:30 AM – Elite will refresh the coffee downstairs gym
- 11:30 AM – 2 people meet Elite in 1300D to set up Lunch

Frances

- o Possibly 45 – 60 people for lunch ??
- 12 Noon – 2 people gather Danish and fruit from Gym

Gunes to

Daisy

- o and take on blue cart to hallway outside 801 for use later
- o Cover w/ tablecloth
- o Elite will pick up their items later

- 3:30 PM - 3 people clean up 801 hallway

Janice, Christina? ^{James W.}, 7. Michelle? Frances

- o On blue cart back to Bldg 100 take the Leftover Danish, cookies, waters,
- o And Tablecloths from 801 and 1300D

QUOTE

Grisek and Ofelia

Date: February 26, 2013
 Invoice # 165
 Expiration Date: 1/23/2013



Elite Café Las Positas College
 3033 Collier Canyon Road
 Building 1700
 Livermore, CA 94551
 elitecafe@laspositascollege.edu

TO Sharon Gach
 President's Office
 3000 Campus Hill Drive
 Livermore, CA 94551
 925-424-1001
 sgach@laspositascollege.edu

Date of Event: Thursday, February 28, 2013 Type of Event: Classified Staff Breakfast
 Deliver to: Bldg 1300 Setup Time: 8:00 am Pickup Time: TBD 35 Guests

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
3	5 Gallon Regular Coffee	\$16.00 gallon	\$240.00
2	Hot Water Air Pot ✓	\$0.00	\$0.00
20	Tea Bags ✓	\$1.25 each	\$25.00
18	Fruit Danishes ✓	\$1.05 each	\$18.90
17	Custard Danishes ✓	\$1.50 each	\$25.50
30	Whole Fruit: Bananas - 10, Oranges - 10, Apples - 10 ✓	\$1.00 each	\$30.00
15	Assorted Flavored Yogurts ✓	\$1.50 each	\$22.50
4	Pitchers of ice water	\$0.00	\$0.00
Includes: Plates, cups, napkins, creamer, sugar, stirrers, hot water, and delivery. ✓			
SUBTOTAL			\$361.90
SALES TAX 9.00%			\$32.58
TOTAL			\$394.48

Quotation prepared by: Ofelia Fajardo

This is a quotation on the goods named, subject to the conditions noted below: (Describe any conditions pertaining to these prices and any additional terms of the agreement. You may want to include contingencies that will affect the quotation.)

To accept this quotation, sign here and return: _____

Thank you for your business!

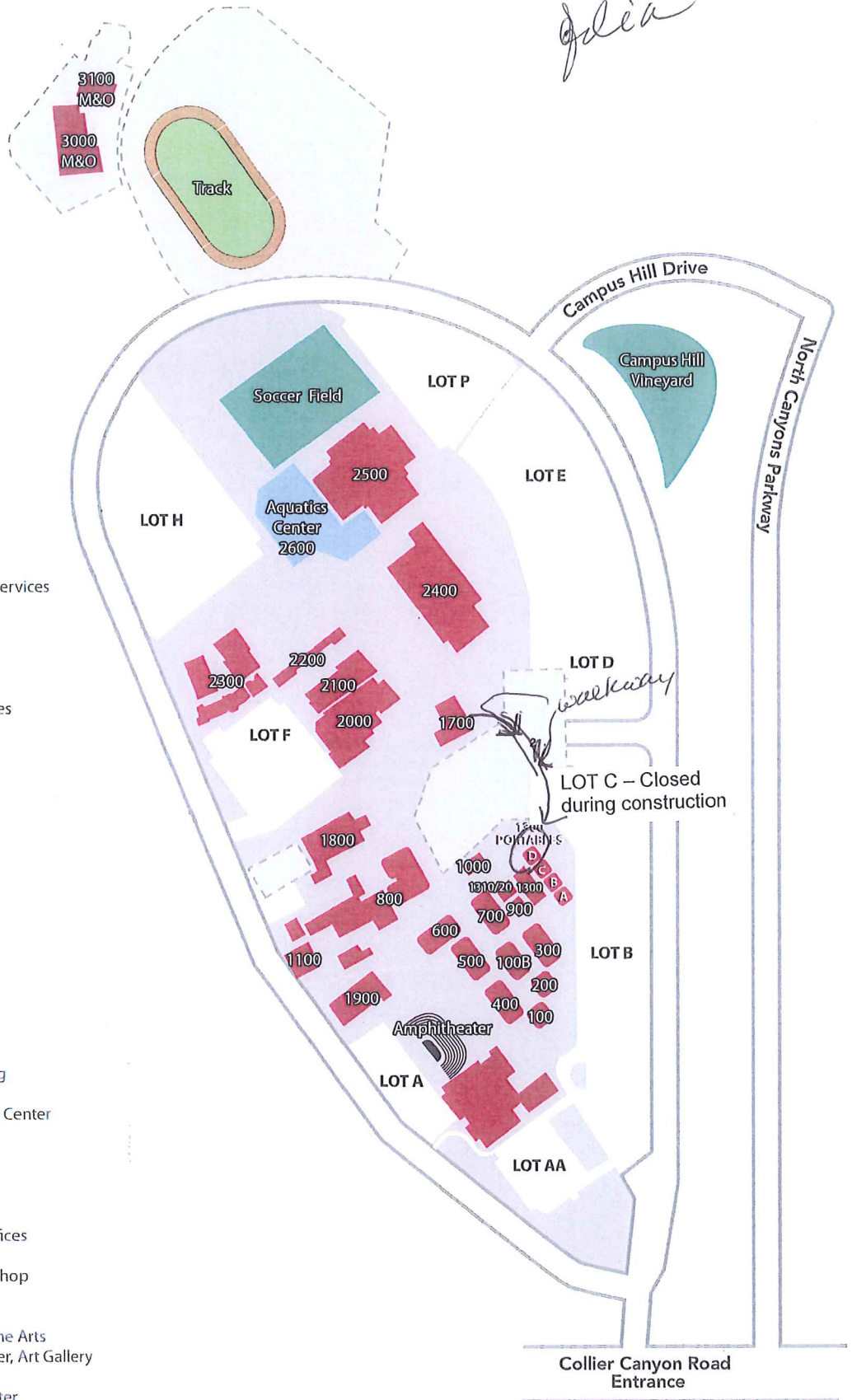
Las Positas College Campus Map

Updated ~~April~~ ^{July} 2011

Julia

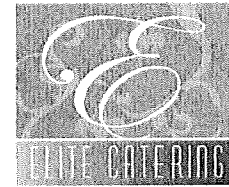
Key to Buildings

100	Administration
100B	Academic Services
	Institutional Research & Planning
200	Classrooms
300	Photography Studio
	Visual Communications
	Classrooms
400	Basic Skills
	English Center & Classrooms
500	Fine Arts
	Computer Lab & Classrooms
600	Math X Lab
	Integrated Learning Center (ILC)
700	Admissions & Records
	Counseling Center
711	Assessment Center
712	DSPS High Tech Center
800	Lecture Hall
	Computer Center
	Automotive and Welding Labs
	Smog Referee Center
	Horticulture & Viticulture Yards
	Greenhouse, Garden Classrooms
	LaPTechS
900	Career/Transfer Center,
	CalWORKs, CARE,
	Extended Opportunity Programs & Services
1000	Ricoh Copy Center
	Veterans Program
1100	Central Utility Plant
1300	Bookstore
A	VP of Student Services
B	Disabled Student Programs & Services
C	Student Government (ASLPC)
D	Staff Lounge
1310	International Student Program
	Community Education
1320	Financial Aid
1400	Classrooms
1700	Student Center
	Cafeteria
	Campus Safety, Lost and Found
1800	Student Health Center
	Science Technology Center
	Classrooms and Labs
	Faculty Offices
1900	Information Technology Building
2000	Library (Learning Resource Center)
2100	Faculty Offices
2200	Classrooms
2400	Multi-Disciplinary Education Building
	Mass Communications
	Tutorial Center/Study Room, Writing Center
	Teaching & Learning Center
	Classrooms, Computer Labs,
	Multimedia Lecture Hall
	Faculty Offices
2500	Physical Education Complex
	Gymnasium, Classrooms, Faculty Offices
2600	Aquatics Center
3000	District Maintenance & Operations Shop
	Shipping & Receiving
3100	District Maintenance & Operations
4000	Barbara Francisco Mertes Center for the Arts
	Main Stage Theater, Black Box Theater, Art Gallery
	Classrooms, Rehearsal Rooms
	Faculty Offices, Outdoor Amphitheater



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226 1150 - tolerance

Facilities Request for Flex Day activities on 2/28/13, please add:

On Wed., Feb. 27:

- Need team to take waters and sodas to 1300D
- Refrig as many as possible.
- Sharon G has a blue tub we can use for icing drinks too
- For Thurs., I'll get someone from Cl. Senate to bring ice to 1300D

helped
with

wed 227. Pick up or deliver, cost?

On Thursday, Feb 28, Morning/ 8 AM Team and food will be there to set up:

- **In Gym**, right hallway as you walk in, in front of restroom doors:
 - o 2 tables for check in, 4 chairs
- Right Hallway, past check in tables
 - o 3 tables for food
- Right Hallway, along the walls, and down by the SE corner w/ the windows:
 - o 35 chairs to sit on and eat

Lunch/ 11:30 set up time

- In 1300D, please make sure there are 75 chairs
- If crowded can put chairs in the kitchen area for overflow

Afternoon/ Bldg 800 hallway:

- 2 tables and 3 chairs
- Outside of room 801 (for waters/ snacks)

Helper list

- ~~Wed.~~ ~~Facil Reg~~ - Renee tables - Sg gwe

~~draw pic.~~

- anytime - drinks to 1300D

- 4 ~~setup gym hall?~~

→ 1300D Setup + Tables +
count chairs

Th. 8 - setup gym hall

8³⁰ - ppl arrive

8-11³⁰?

151 Bm (mg?)
ice in ice chest \$
to 1300D
chairs in bl.
table

12 - 2 ppl to get tables +
food on bl. cart -
to 1300D - save for
801

~~table.~~ ~~5 tables gym~~
~~to 1300D~~

12³⁰ - go to 801 w/ cart w/ etc.

Clean up: Janice

: Christina Keeper

: Michelle Green

D

Gift for Opelia
Marco + ?
/

Thursday ~~10~~ 64 2 PM.
Lunch - Elite Cafe 2-28-13

count rows? 22 Tues AM
Jeff - final count on Wed

District - 20 - pu Pedro 2-26

chairs - gym hall

D cart to Ofelia at 1700

= UPC
35 only

TH

~~5 gal juice
2 big brn.
AM - coffee reg. only~~

3 carafes
hot wtr.
30 tea bags

Dask
JT

~~gym -
water pitchers
w/ wheel
fruit
app
or
Dish + milk 35
fruit + custard 35
10 more coffee~~

60 - 75

L. - 113 Setup 1300D.

hasagana
meat & veg
40 20 portions.

~~4.85~~
35 / pp

Sal
quail bird

\$6 / pp

cookies & \$ / ea. asst'd.

helper ent (own sodas)
to cl. Sen. & wtr.

Renee someone haul
up to 801 hall
wtr & cookies/dessert



2012-13 Year

AGENDA

Meeting 03/28-2013

2:00 pm to 3:30 pm

Room 2410, and Via CCC Confer

I. Reports

Unless there is urgent business from a Committee, or business that we need to vote upon, we will no longer be having Committee updates during our meeting time. Instead, we are requesting that our colleagues write up a brief summary, and email it to "LPC Classified" with the heading "Committee Brief – [Month, Year] –[Committee Name]" If you need to present an issue for voting and discussion, please send a note to the classified senate president, and you will be put on the agenda.

- A. Treasurer —Sharon Davidson
- B. Report on Board Meeting—Todd Steffan
- C. Activities and Sunshine Fund report—Julie

II. Old Business

- A. Old minutes/notes approved if needed
- B. Review and Discussion of flex day/ planning info to take forward to next time
- C. Senate conference in the Summer 2013
- D. Discussion several emails sent out for input, results of those
 - 1. Program Review materials
 - 2. Staff Appreciation
 - 3. 4CS staff development inquiry
 - 4. Mission and Values Vote
- E. Information on the Chancellor's hiring timeline
- F. Brief description of funding models and impact/changes at district
- G. Committee participation
- H. Update on room for a classified senate office

III. New Business

- A. Activities for the rest of the year
- B. Ideas for Committee assignments
- C. Continue process for senators and who they represent
- D. Representatives are attending ASUSLO workshop in Santa Rosa April 19.
- E. Create a committee for elections for next year
- F. Create a committee to choose Classified Award for this year

IV. Good of the Order

Drawing of door prize at meeting

V. Adjourned

Save the Date

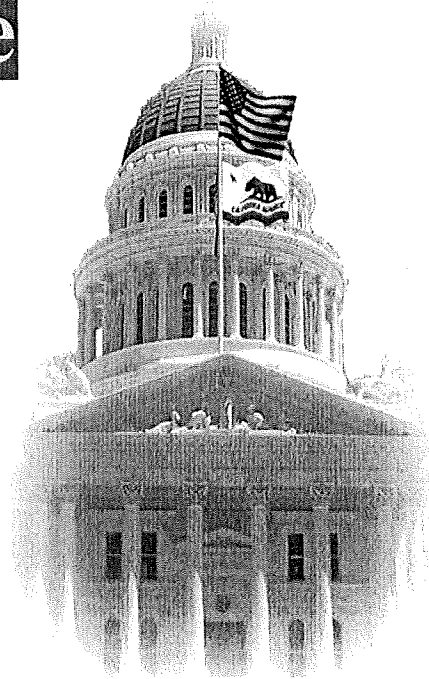
California Community Colleges Classified Senate
(4CS)

Classified Leadership Institute (CLI)

Capitolizing Shared Governance to Ensure Student Success

June 13-15, 2013

Red Lion Woodlake Conference Center,
Sacramento, California



Registration

Online via CCLC www.ccleague.org - OPEN NOW!

To reserve rooms for additional nights prior to or after the conference, attendees should contact the Woodlake Inn directly and request the Community College League block. Price \$89 per night plus tax/fee. Please contact the hotel directly for this supplemental reservation: (916) 922-2020

Fees

- On-Site: Double Occupancy \$615
- On-Site: Single Occupancy \$710

Registration fees include: conference fee, room accommodations for 2 nights, and most meals.

NEW for 2013: Awards and Recognition Dinner Guest and Local Events Options.

Presenters: \$30 discount! Application on-line at www.ccccs.org from early December

Workshop Strands

- Campaign 2013 - Promoting Stronger Constituent Involvement: Team, Committee and Senate Building
- Diplomacy - Advocating through Collaboration: The Role of Classified Involvement in Governance and Leadership
- Hot Off the Press: Communicating and Networking Practices that Move the Campus Forward and Create Community
- Leveraging Resources: Effective Uses of Technology and Fundraising
- Democracy 101 - Leveling the Playing Field through Education: Improving Professional Development Opportunities for Classified Staff
- Accountability: Accreditation and Implementation of Student Success Task Force Recommendations

Scholarships

Requirements/Application on-line at www.ccccs.org Apply by March 1, 2013

Early Bird Deadline for Registration Discount

March 1, 2013



Sponsored by
California Community Colleges Classified Senate (4CS)
Community College League of California (CCLC)

