



**Meeting NOTES ONLY No QUORUM**

**Classified Senate**

**March 24, 2011**

**1:00 p.m. – Room 4129**

**Members Present** (Quorum = 5): Heidi Ulrech, Connie Reding, Renee Pegues, Julie Thornburg  
**Quorum NOT Met / 5 present.**

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

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

\*As there was no Quorum present the meeting could not formally be called to order, and minutes could not be taken; these are “Notes” from the meeting for Senate reference.

- I. Welcome/Call to Order** – Sharon g. called the meeting to order at 1:04 p.m.
- II. New Members** - There were no new members present for introduction and welcoming.
- III. Approval of Minutes – Dec. 8, 2010 and Jan. 27, 2011** – both sets of minutes were reviewed however, since there was no quorum (1 short of regular members) they could not be approved. If there had been a quorum, those present would have voted to approve.
- IV. Treasurer’s Report:**
  - a.** The accounts were reviewed by Sharon D.:
    - Social account: \$2,105 [flex day lunch paid from here; flex day breakfast paid by Health Center funds: \$200, a gift from Student Services. A Thank You was extended to Jeff Baker and the health center, and Julie Thornburg for arranging payment and ordering breakfast]
    - Awards account: \$1,130
    - Training Account: \$821.
  - b. “Just Because” Donations** – agreed to try a fundraising program to begin in August:
    - If people would like to donate any amount to classified senate, it would be of benefit to our programs.
    - This was requested by a few members of the last few years, as we do not have ‘dues’ or any other regular contributions.
    - Those present thought this was worth a try and could evaluate this in May, 2012 to see if worth the effort.
  - c. Change to Accounts Structure** - Natasha Lang then made a written report via Sharon Gach to Senate : “District has asked that we simplify our accounts if possible. With this in mind, **it seems very reasonable that Classified Senate should use just one account**

**to track everything. [There are not that many expenditures each year to warrant several accounts. We would transfer this balance (\$821) and the balance of the awards account into the SOCIAL account and use one account to track all activities.** In addition, it is suggested that Classified Senate set up an annual budget and review periodically. **This was approved unanimously.**

**d. Past Chairperson of Outstanding Classified Employee committee** – Donations – Debbie Earney has chaired this committee for a long time and donated her own funds to make the certificate, frame it, and get the name etched into the plaque hanging in Administration. She refuses to accept a payment for these expenses so we would like to send her a card and plant from the sunshine funds. Sharon G. will ask Julie to do this.

**V. Committee Reports** – Reports from committee members were presented in writing and are attached in the meeting packet.

**a. Verbal Reports** – none

**b. Scholarship Committee** – 3 readers are needed for our Classified Senate scholarships, please let Sharon know if you can help. Jeff volunteered to help. The regular Scholarships Committee will be in process from March 28-April 14, through Financial Aid office. All apps are now scanned and reviewed online, unless anyone wishes a paper copy. Sharon G. has been invited to be one of the name readers for the Scholarship Awards Ceremony, May 12<sup>th</sup>, with Dean Tomlinson.

**c. Election Committee** – We Need Lead person & timing defined. (See attached Bylaws excerpt) . Committee work entails:

- 3 non-elected members/not intending to run for a Gov. Council spot
- Nomination forms to go out in March
- Election committee create timelines
- Slate of Candidates to be announced at April meeting (April 28)
- Election committee follows its' timelines for voting and announcement

**d. President's Report** (see also written report attached to Agenda packet).

- Everyone should have seen the email from H.R. telling us we are all to work four 10-hour days this summer, from June 6 through August 5. If someone is unable to work a 10 hour day then vacation is to be used first, then sick leave.
- Cindy and Sharon reported on how LPC came out in a better situation this spring financially than Chabot College. For several years our administrators have been planning for budget shortfalls, and last year we did not fill some of the SERP positions and other open positions – thus putting us in a better financial position in 2010-11.

**e.** We all gave a big thank you to Tessie, Jadin and Cindy Ahre for collecting spare books and cashing them in for our funds.

**VI. Sunshine Report** – Julie T. not present.

**VII. Activities Report** – the LPC Olympics are upcoming on April 15<sup>th</sup> – see many emails regarding this.

## **VIII. Old Business**

- a. Flex Day, March 4, Wrap Up – Comments on Flex Day for future flex days:
  - Coffee/breakfast – People sat in breakfast room too long; have them go to their first session room next time and eat there.
  - Speed Relating was a big hit – Be prompt next time and we can get more fun done
  - Banner workshops – good, full session, lots of Q&A and conversations
  - Communication Game / Sean Day – good!
  - Strengthening Ourselves as Classified professionals: a good start, great way to learn to talk about tough issues. Excellent job Cindy and Todd!
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- b. Staff Development Proposal – All College Flex Day – John Ruys staff development committee chair, asked if the senate would like to have a designated flex day, the same day as academic senate, so that more people could be excused from their work stations and attend. Campus will be closed that day until 4 p.m. All present agreed this would be an excellent idea, and Sharon G. will report this to John Ruys.
- c. “Giving Back” Ronald McDonald House Chair for children with cancer – Connie Reding proposed a no cost charity of collecting pop tops for donation to Ronald McDonald house. They redeem this metal for recycling and use the funds for the Ronald McDonald house charity to house families of children at cancer centers, for free. All agreed this would be an excellent project, and collection containers will be placed in as many places as possible on campus.
- d. Classified Employee of the year – The timeline will be published after the committee’s March 25<sup>th</sup> meeting per Karen Kit, chairperson.
- e. Survey Results on our Meeting Time: the survey is now closed and the 2:30 time received the most votes (12). 2 p.m. received 10 votes; and 1 and 1:30 both received 6 votes each. Those present agreed to change the Senate meeting time back to 2:30 p.m.

**IX. New Business** – Sharon G said that in a future agenda we will do an evaluation of our senate’s effectiveness. Someone suggested doing a survey to evaluate this, and that could be done easily.

**X. Good of the Order**

**XI. Adjournment** – The meeting was adjourned at 4:10 p.m.

Minutes recorded by:  
Sharon Gach  
President

*Next Meeting Date:  
Thursday, April 26, 2011*