



**Classified Senate – May 26, 2011 - 2:30 p.m. - The Learning Center (TLC)**

**Members Present** (Quorum = 5): Karin Rose, Lilia Camino, Jared Howard, James Weston, Janice Cantua, William Eddy, Julie Thornburg, Carolyn Smutny, Diana Navarro-Kleinschmidt, Valerie Ball, Carmen McDauley, Greg Johns, (1 illegible name). *Quorum Met.*

**Officers Present** (Quorum = 5) *Quorum Met.*

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

- I. Welcome/Call to Order** – Sharon G called the meeting to order at 2:34 p.m. A Quorum was present.
- II. Welcome New Staff & Attendees** – Two new staff members were present and we went around the room and introduced ourselves and our work departments. Welcome to: Jared Howard/Assessment/Student Services, James Weston/Welding Tech.
- III. Approval of Agenda/ Review of “Notes” of March 24 and April 28** – There were **no quorums on Mar. 24 or Apr 28**, so simple meeting notes of discussion were handed out and no votes were taken at those meetings.

We still have not had a chance to **vote on the December 8, 2010 or Jan. 27, 2011 minutes**, and those present felt that instead of taking time in this meeting to vote, it would be fine to **send them out via email for an electronic vote for minutes approval.**

**It was asked if we could add an item to vote on a new President**, since no one had yet volunteered for this job. Since the Roberts’ Rules state that the Agenda is to be published in advance, so that all concerned may attend or send their proxy, and this was not on the agenda, this very important item was discussed in the Elections report section below. The agenda was therefore **approved as presented.**

- IV. Treasurer’s Report** - The Treasury balance is now \$3,851.31, and the recent conference expense for Lilia Camino to attend the Statewide Classified Leadership Institute in June have not been taken out.
- V. COMMITTEE REPORTS**
  - a. DBSG** – Heidi reviewed the DBSG committee information, also on page 11 of the packet.
  - b. Scholarship Report** – Our Senate presented 3 \$100 bookstore gift certificate scholarships at the May 12 Awards Ceremony to: Uppal Praneet, Lisa Hu and Rebekah Trevett.
  - c. Elections Committee**
    - 1. Elections Chairman Greg Johns presented the outcome of the final voting for officers and senators. Officers elected were:** President: vacant; VP Communications Sharon Gach; VP Fundraising Cindy Balero; VP Activities: Renee

Pegues; Treasurer Sharon Davidson; Senatro Group I Cindy Ahre; Senator Group II Frankie Alexander; Senator Group III Julie Thornburg; Senator Group IV Jeff Sperry. Sharon noted that the elections process is the ‘final say’ and that the Senate does not need to confirm the voting. **She thanked Greg Johns and his committee for all their work on this process!**

2. Also noted was that **Julie Thornburg is still willing to serve as Sunshine Person, thank you!**
  3. **Regarding Vacant President Spot** - Pres. Sharon G. gave a background of what we can do since no one volunteered to run for President: a) Senate Bylaws 8.3.5 states an officer can be elected at a Senate meeting; b) Lilia Camino had considered serving as President however is also running for SEIU Recording Secretary (voting within a few weeks, date unknown at this time; Senate Bylaws 4.3 prohibits a union officer from serving as a Senate Officer (Senator is ok).
  4. Sharon mentioned the Governing Council had discussed other options if the presidency is not filled: take turns attending needed meetings/College and Board (6 per month), take turns chairing Senate meetings, etc.; ask for another all-Senate nomination & vote; try to figure out within Senate meeting what to do.
  5. Sharon asked if anyone would now volunteer to serve as President and Lilia said she would be willing, however she wonders if the Senate would want to waive Bylaws section 4.3.
    - Discussion included: Lilia felt she would and could keep the two entities’ business separate; others hoped this would not put her in a tough position in meetings; it was hoped that the 2 officer jobs would not ‘burn her out’ along with her position workload; it was wondered what, if any, conflicts of interest could occur – not many/any; it was stated that others in this and other districts have ‘crossed the line’ with Senate and union business, as it is easy to do so with the two areas being so closely related. Karin Rose stated she would back Lilia up in her work position duties as needed, as they report to the same Dean.
    - Other considerations: 1) By a show of hands most members present felt comfortable in waiving Bylaws Section 4.3 only by having an electronic vote of all members of the Senate; 2) A poll was taken in this meeting as to how many people would support waiving section 4.3 [ Yes- 10 | No- 0 | Undecided- 3].
    - The matter was left that:
      - 1) after the Union officers’ election, if Lilia were to become Recording Secretary, Sharon G. would create an online voting form to take the members’ opinions on waiving section 4.3;
      - 2) then this would be acknowledged at the next Governing Council meeting and an Interim President could be appointed (Bylaws Section 8.3.2); and confirmed at the following Regular Senate meeting (September), per Bylaws section 8.3.5.
- d. President’s Report** – A long written report is in the packet. Sharon G. also mentioned that we will also need some **other methods of taking meeting minutes** as she has done it since Carie Kincaid departed and the position was left unfilled (1.5 years). **Options discussed included: rotate note takers (even rough notes are fine); record digitally and post a podcast on our website; combination of those 2. We are still looking for other ideas. One person has volunteered to take minutes every few months but that is not enough.**

e. **Sunshine Report** – Julie said that she send 14 retirement/goodbye cards to retirees and departees; all these cards were donated by Connie Reding – Thank You!! A get well card to Ann Jones, and a Thank You plant to Debbie Earney for chairing the Outstanding Classified Employee of the Year committee for many years. Balance in the Sunshine Account is \$65.20.

f. **Fundraising Report** –

- On May 9<sup>th</sup> Cindy Balero planned a fundraiser cooperating with “Appreciation Events” to sell tickets and services to many Bay Area events. This only netted us about \$25; but the traffic was low. We will try this one again before and after Town Meeting in November.
- We will try the “Change from your Desk Drawer” this year also.

g. **Activities Report & Planning** – VP of Activities outgoing & incoming (Jeff and Renee) will determine if we can do the College Day BBQ fundraiser. Renee will also be thinking about Fall activities planning and will call on members for help.

VI. **OLD BUSINESS** – Summer task: **Annual Evaluation of Activities**. This is an Accreditation unofficial recommendation and can be done in any format based on our activities and contributions of all types. This shows that our Participatory Governance Senate contributes and documents its contributions.

VII. **NEW BUSINESS**

- a. **Model Senate Award from 4CS!** Sharon congratulated all our Senate volunteers over the years for contributing to the progress of our Senate and the contributions to our college. This statewide award could not have been received without every volunteers effort! Thank you, sincerely. The actual award will be accepted by Lilia Camino at the 4CS Leadership Institute in June and will be displayed in the Administration Lobby.
- b. We have received a number of congratulatory notes for the Model Senate Award from faculty, administrators, Chabot and District Classified Senates, the Chancellor and the District Board of Trustees.
- c. The Governing Council members signed original letters of thanks to all administrators and the Chancellor for their help in supporting the efforts of the LPC Classified Senate.
- d. **C.A.R.E. Grant Program** – Sophie Rheinheimer, retired P.E. faculty member, presented the retirees’ group (Chabot-Las Positas Assn. of **R**etired **E**mployees/ C.A.R.E.) grant program application. The CARE realizes that the colleges’ budgets are very tight and would like to give several grants (for a maximum of \$1500 total all grants) from their charitable fundraising. **Applications are due Sept. 16<sup>th</sup>, awards announced Oct. 14<sup>th</sup>.** These can be used to help any FT or PT employee to their job better, get a project off the ground, in either college or the district office. Grant forms were passed out, and are available from Sharon G. Thank you C.A.R.E. C.A.R.E.’s website: <http://care-news.org/>.

VIII. **GOOD OF THE ORDER** –

Outstanding Classified Employee of the Year –this year is Jennifer Adams. A nice presentation was done at the May Town Meeting with a slide show. A framed certificate was presented to her, and the Administration Lobby plaque will have her name added. The awardee also receives a \$200 check from the Classified Senate which was already presented.

The meeting was adjourned at 3:55 p.m. so that all could attend the retirement/going away party for four administrators.

Respectfully submitted,

~Sharon Gach, President