



**Classified Senate Meeting - MINUTES OF:
SEPTEMBER 11, 2014**

Approved 11/13/14

LPC Mission Statement:

Las Positas College is an inclusive, learning-centered institution providing educational opportunities that meet the academic, intellectual, career-technical, creative, and personal development goals of its diverse students. Students develop the knowledge, skills, values, and abilities to become engaged and contributing members of the community.

LPC Concentrated Goals:

- ❖ *Equity*
- ❖ *Completion*
- ❖ *Excellence*

LPC Planning Priorities

- ❖ *Support for the curriculum process*
- ❖ *Technology utilization with an emphasis on staff development*
- ❖ *Success and persistence through the Basic Skills sequence*
- ❖ *Accreditation*

PRESENT:			
Co-President	Frances DeNisco	X	Program Coordinator, Community Education
Co-President	Todd Steffan		Veterans First Coordinator
VP Communications	Heidi Ulrech	X	Telecommunications Coordinator
VP Fundraising	Sharon Gach	X	Retired
VP Activities	Janice Cantua		Admission and Records Assistant
Treasurer	Alesia High	X	Fiscal and Administrative Services Technician
Ambassador	Ernesto Nery	X	Student Services Specialist II
Ambassador	Julie Thornburg	X	Executive Assistant to the VP of Student Services
Secretary	Vacant		
OTHERS ?			

- 1. Call to Order** – The meeting was called to order at 1:05 PM by Frances DeNisco.
- 2. Review and Approval of Agenda** – The agenda was approved as written. It was also noted that since we have not had a Secretary to take minutes for about four years, Sharon Gach volunteered to take minutes after she retires. These are her first set of minutes to transcribe, on or after Dec. 10, 2014.
- 3. Committees** - Frances and Sharon G. went through the list of committees which still have openings and Frances will send out the openings to all, including IPC has 3 openings and Facilities and sustainability has several.

Also, discussed how to give out all the committee’s information, and the report form has been rarely used, we have tried that for over 3 years. Perhaps just reporting in Senate meetings is all we can do, as well as urge people to read the committee minutes of committees they are interested in.

4. Continuing Business

- a. **T-Shirt Decisions – DeNisco** – Frances showed the Senate the choices that were drawn at the Flex Day in spring, and the group rules out a few that would be too expensive to create/buy. After discussion it was decided that:
 - i. Black Polo Shirt with Collar, Red lettering
 - ii. Can be screen printed or embroidered. Screen is cheaper.
 - iii. Knit Jersey fabric, pique type, dry-fit/ active wear
 - iv. “We Get It Done” on one sleeve
 - v. “Las Positas College” on other sleeve
 - vi. “Classified Professional” on front, left (name tag type area)
- b. **Treasurer Report – High** – Lisa shared the proposed budget and all reviewed it. She noted that there is conference expense of \$175 just in case, build in. And the Sunshine fund was increased to \$100, from \$50, and the Halloween event was increased from \$50 to \$200 for possible supplies that we could use in future. It was decided to leave off the t-shirt start-up cost (\$30/shirt plus printing), and see if we could subsidize them and take pre-orders for the expense also.

Lisa said that there were \$975 in deposits last year from the book sales person that Cindy Ahre works with! Thank you so much, Cindy!!

Then the Senate agreed it was then an agreeable budget. Frances will send it to the full membership for vote.

It was asked how did we send people to the 4CS conference last year, and mentioned that it was from Generous Grants from the LPC Foundation and the LPC Staff Development Committee, so we don't have to budget for it.

- c. **Welcome New Officer:** The Senate welcomed Heidi Ulrech-Bedker as the new VP of Communications, as she recently agreed to fill this position. She plans to do a newsletter once a term on our Senate happenings.
- d. **Office Space** – Frances said that we will continue to meet in this room 1687, until January, then there is possibility that we could meet in Bldg. 900, where our Senate Office is located.
- e. **Assessment of our Effectiveness** – Frances discussed how we should assess our effectiveness this year, which is for accreditation. Survey? Questions in person? How to rate our success, by our contributions to the college, how we met our goals, etc.?
- f. **Classified Trip Report from July 2014** – Frances and Sharon G mentioned that about 15 people went on the Classified Trip with President Russell to the San Francisco Academy of Sciences. The President's office paid for the entrance fees for employees, and a number of staff brought family members along too. We tried to meet up at 1 pm for lunch together, but Dr. Russell had left earlier and it was hard to find people, and hard to get out of exhibits and to the lunch spot, so the lunch didn't work out.

5. New Business

- a. **College Day Questions** – Frances was asked by Administration to ask the Senate how people feel about College Day participation. The guideline currently is that Classified are welcome to attend any college Day activities and meetings in their Divisions, but are not required to attend, and if they don't attend, they continue their work.

Discussion included that a few people feel left out because they are not invited, but most people don't really want to attend because there is too much work at their desk/station. Also, Student Services cannot close those days before fall term; but how does student services staff hear the college day, and also Town Meeting, information? Their deans provide the info in their staff meetings.

Discussed should a survey be sent out, but decided not to yet. Respond to Pres. Russell/Administration that if it is worded 'classified are welcome but not required' that would clear things up on the classified end. Also, perhaps it would be good to rename the day: College Faculty Day for clarity.

- b. **Changing the process for Prioritizing Classified Positions** – Eddy – Frances said that at College Council and RAC Gerry said they do have separate prioritization methods for classified, than for faculty. Frances would like to suggest to RAC that if Prioritization begins in RAC to please run it by Classified Senate for information. Bill stated he would like to see more equality with classified (perhaps like faculty hiring prioritization comm., which is in their contact, however), and more fairness. It was noted this level of rating was not done in the IPC.

Frances asked for input which included: Classified Prioritization is not a shared governance situation, and many colleges don't even have a process, she learned via a survey. Frances updated the senate on current classified hiring prioritization. Suggested to ask Gerry, RAC chair, to attend senate and explain current process. Cindy B. mentioned the process and difficulties with emotionalism by the committee as classified funds are rarely available and it is very frustrating.

It was decided that classified senate and RAC classified members meet and write up their concerns and bring back to the senate for future discussion and possible action. Heidi will chair this sub-committee.

- c. **This year's events schedule/priorities** – Flex Day will be held on the Wednesday of Spring Break week. Halloween event will be held on Halloween, a costume party, potluck, and games. Planning comm. For Halloween are Ernesto, Julie and Janice.
- d. **Town Meeting Calendar** – De Nisco – Pres. Russell asked that the Senate presidents show the Town meeting schedule of presentations for information, and requested feedback as to if any other items are needed for the campus, for accreditation, etc. The Classified Senate thought the schedule looked very complete.

- e. **Free Financial Took seminar – Thornburg** – Julie brought in brochure copies for a service that provides no-obligation financial planning to employees. Several members had been at other organizations that had these types of services come to the workplace and provide planning for savings and retirement, etc. After discussion the members asked if the consultant, Greg Hayden, would be willing to come to LPC to do a brown bag presentation of his services, in case people would like to take advantage of them, or just to learn more information needed for retirement savings.
- f. **Revamping the newsletter – Ulrech** – Frances shared that we are thankful that Heidi will be getting a newsletter up and running again, which should be out in a month or so. Various classified professionals will be asked to submit articles, such as on the 4CS Conference, what is going on with the district committees, etc.
- g. **Online Store – Gach** – Sharon mentioned that after she retires she will volunteer and one item to help with will be setting up an online store of several products for classified use, and contributions to classified senate funds. Items such as the non-profit coffee, USB keys, pens with our name/logo, our polo shirts, etc. could be sold. She suggests trying this online store for 1 – 1.5 years and if there is very little interest, at least we will have tried it, and we will know one way or another if it is of interest to all.

6. Informational Items

- a. **Great new flyer – Thornburg** – Julie said the new flyer, created by Ernesto, is nice looking and informative as to the purpose of the Classified Senate.

7. **Good of the Order** – there were no items to discuss.

8. **Adjournment** - The meeting adjourned at 2:20 p.m.

Minutes submitted by,
Sharon Gach