

<p style="text-align: center;">CLASSIFIED SENATE MINUTES – MEETING 10/06/10</p>
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Present:	Diana Ashkenasy Sam Bersane Tamiya Cousins Sharon Gonzalez	Julio Huerta John Lindemann Wendy Lucko Anne Ostrander	Monica Palacios Gary Potts Cynthia Smith
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Absent:	Denise Albright Melissa Bargsten	Barbara Salmon Leticia Velez
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Guests: **Debra Cantarero
Patricia Lynn – Academic Senate
Steven Marositz – Campus Technology Committee
Mark Sakata – Faculty Technology Committee**

I. Call To Order – Gary Potts: Called to order at 11:52 a.m.

II. Approval of Senate Minutes: September 15, 2010

A motion was made to approve the Minutes of September 15, 2010 as amended.

MSC: Diana Ashkenasy/Monica Palacios

Carried with the following abstention(s): T. Cousins, J. Lindemann, S. Gonzalez

III. Old Business, Discussion and Possible Action

a. Senate Retreat Update – Gary Potts reviewed the primary topics that were discussed at the retreat, and asked Monica Palacios to make her Treasurer’s presentation. Monica reviewed historical financial data and pointed out that only five faculty members and 13 classified staff members have monthly deductions made from their paychecks toward the Classified Scholarship Fund. Gary Potts encouraged all senators to make contributions to the Classified Scholarship Fund, either via monthly payroll deductions or a one-time annual contribution. Payroll Deduction Authorization forms were distributed, and Senators were encouraged to complete and return them directly to Monica.

b. Annual Classified Senate Halloween Event – Cynthia Smith provided an update on the status of the Halloween Event. A new component will include a Halloween Treat & Bake Sale to increase contributions to the Scholarship and T&A Accounts. She called for a motion to pay for food and refreshments for this event from the T&A account which would be replenished from funds raised from the Opportunity Drawing, the Pumpkin Decorating Contest and the Bake Sale.

MSC: Wendy Lucko/Sharon Gonzalez

Carried unanimously

A sign-up sheet was distributed for volunteers to decorate and contribute items to the bake sale. Anne Ostrander will coordinate ticket sales. Diana will coordinate all technical aspects of the event. A Halloween Committee notice will be distributed for a meeting next week.

IV. New Business, Discussion and Possible Action

- a. Brown Act Training** – Gary Potts reported that a suggestion was made for training on The Brown Act for all Senators. A motion was made after further discussion

MSC: J. Lindemann/D. Ashkenasy
Carried unanimously

- b. Fundraising Ideas** – Gary Potts reported that Denise (absent) had some fundraising ideas she wanted to share with the Senate. Cynthia Smith shared Denise's ideas for a silent auction and a discount fundraiser at various iHop Restaurant locations throughout San Gabriel Valley. Other ideas were also voiced. Gary encouraged all Senators to develop at least one fundraising idea and submit it to Monica Palacios who would be forming a Fundraising Committee.
- c. Accreditation 5** – Gary Potts referred to a document entitled "Recommendation #5" that was emailed to all Senators. Please review the document and forward any questions/recommendations to Debra Cantarero as soon as possible. Crystal Kollross wants to compile a survey based on everyone's input by 6 p.m. today.
- d. Classified Senate and Individual Goals** – Gary Potts announced that Classified Senate 2010-11 Goals will be addressed at the next meeting. Monica will chair an Ad Hoc Committee to research the feasibility and development of a student scholarship from Classified Senate.

MSC: Diana Ashkenasy/Monica Palacios
Carried unanimously

Monica will contact the Academic Senate to research this goal. Wendy Lucko volunteered to assist.

Gary indicated that individual Senator Goals would be addressed in the near future.

V. Hiring and Committee Appointment

Hiring Committee Appointments – Diana Ashkenasy

Equivalency for Admissions & Records Clerk II position at CEC, Job number #003

– Rick Hodge, Chairperson

Beverly Knapp

MSC: C. Smith/A. Ostrander
Appointment carried unanimously

VI. Special Report

- a. President's Report – Gary Potts**

- Reported on the appointment of Linda Wah as the new Trustee to Area 5.
- Classified Senate Officers met with President Rocha who requested that we submit a budget request itemizing our needs for his review. They briefly discussed the MOU regarding release time which is coming up for renewal soon. Dr. Rocha reviewed his philosophy and vision of PCC as well as his expectations of Classified Senate on how to conduct ourselves as student leaders.
- Denise attended the CCC meeting for Gary, but due to her absence, she was unable to provide a report.

b. Treasurer's Report – Monica Palacios

- As of 10/4/10:

CS Scholarship Fund Balance:	\$5039.42
CS T&A Account:	\$500.00
CS District Budget (2010-2011)	Pending

- She reported on the status of setting up an account at the Pasadena Federal Credit Union. According to Odessa Walker, the account would not be subject to taxation because we are a non-profit entity, and we could use PCC Tax I.D. number to set up the account.

c. Board of Trustees Report – Cynthia Smith

- The primary highlights from the Board meeting held on September 15 include:
 - . Dr. Sugimoto was recognized at the Ruby M. McKnight Awards Dinner (NAACP).
 - . Mr. Baum opposed Consent No. 39-P: Salary Compensation Factors – Large Group Instruction stating that his concern revolved around the number of courses seeking to add overload by Full-Time Faculty vs. using Adjunct. Dr. Rocha stated that Executive Committee is examining this issue to minimize recurrence in the future.
 - . The selection process for appointing a candidate as Trustee to Area 5 was reviewed by attorney Mary Dowell. A split decision after four votes resulted in recessing the meeting until September 17 when the appointment would be decided.
 - . Various policies (Academic Calendar, Public Records, Professional Ethics of Management, and Professional Ethics of Classified Staff) were unanimously approved.

d. College Council Report – Council Representative

Debra Cantarero reported that various policies were discussed. Minor word changes were recommended by Academic Senate for the Time, Place & Manner Policy and are currently under review by Dr. Rocha. A shared governance flow chart was reviewed, and Dr. Rocha stressed reinforced dedication to shared governance and the need to improve the “flow.” This item has not yet been formally approved by the Council. The only major change to the Institutional Effectiveness Policy included participation of the students. Gary will send a copy of the policy to Senators and advise current status.

VII. State Report – 4CS Representative

- Debra Cantarero reported that 4CS President, Benita Briones, recently resigned from her position for personal reasons. Her replacement is from Saddleback Community College which is the second time that a statewide president has hailed from the south. There is some confusion regarding PCC's Classified Senate presentation at the CCLC conference as it appears that there were three different proposals. Volunteers were requested to work with Debra for this presentation; Diana Ashkenasy, John Lindemann, Monica Palacio and Gary Potts will assist. All Senators were encouraged to register to attend the CCLC Conference at no cost.

VIII. Academic Senate Report – Dr. Patricia Lynn

The Institutional Effectiveness Committee is moving forward. Ed Martinez (Academic Senate President) and others will be attending a conference. Senate Bill 1440 was approved in Sacramento. Area C meeting will be discussing a follow up resolution at LA/Pierce on October 30. The next Academic Senate Meeting will be held on October 11 at 3 p.m. in C233.

IX. Committee Reports

Steven Marositz reported that last month's Campus Technology Committee was cancelled. Previous discussions indicated that Managed Printing has been put on hold; however, he wanted to garner input from the Senate regarding the Enterprise Resource Plan (ERP), specifically regarding "desirable features." Gary mentioned the purchase of a good Student Information System (SIS). Cynthia requested that adequate training be developed and provided prior to the new ERP going live. Guest Mark Sakata, Chair of the Faculty Technology Committee also addressed the importance of input for the ERP.

X. Audience Participation and Announcements

Anne Ostrander distributed Opportunity Raffle Tickets, and advised Senators to contact her if they need more.

XI. Adjournment

MSC: J. Lindemann/D. Ashkenasy
Carried unanimously

Gary Potts officially adjourned the meeting at 1:02 p.m.

THE NEXT MEETING WILL BE HELD WEDNESDAY, OCTOBER 20, AT 11:45 a.m. in C217.

Respectfully submitted by C. Smith, Substitute for Denise Albright, Classified Senate Secretary.