

<p style="text-align: center;"><b>CLASSIFIED SENATE</b> <b>MINUTES – MEETING August 17, 2011</b></p>
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<b>Present:</b>	Diana Ashkenasy Melissa Bargsten	Debra Cantarero Monica Palacios	Gary Potts Jeannie Sullivan
<b>Absent:</b>	Sam Bersane	Sharon Gonzalez	Julio Huerta

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**I. Call To Order – Gary Potts:** Called to order at 10:06 AM

**II. Approval of Senate Minutes:**

- a. Gary will determine how the “approval of meeting minutes” of June 1 and June 15 will be handled as according to Julio, the recordings are not available. In addition, the June minutes would need approval from board members who are no longer in the senate as their term ended on June 30, 2011. The current board might not be able to approve/ratify those minutes. Therefore, unofficial minutes for these two meeting might have to be “unofficially” approved.
- b. As to the July 6 and July 20 minutes, Diana apologized for not transcribing that set of minutes as promised. Monica indicated that she can complete both sets if she is provided with the help needed to do this (formatting, etc). The minutes for the July 20<sup>th</sup> meeting are half-way done and will she will complete for the next meeting. The “pending minutes” issue will be addressed at the next meeting in order to stay in compliance with the Brown Act.
- c. A motion was carried to approve Senate Minutes for the meeting of August 3<sup>rd</sup> as submitted by Monica.

**MSC: D. Cantarero / M. Bargsten**

**Abstain: D. Ashkenasy / J. Sullivan**

**Motion passed.**

On a side note, apologies made to Jeannie Sullivan for not providing her a copy of the Classified Senate Handbook when she started her term on July 20, 2011. Monica will give Jeannie Sullivan the 2010-2011 CS Handbook so that she can become familiar with approval of minutes, policies, etc.

**III. Old Business, Discussion and Possible Action**

- a. **Update Classified Senate Retreat** – Debra is working with Monica and Cindy Smith in finalizing the details as well as updating the CS Handbook. For the record, the Senate Retreat will be held on Friday, September 23<sup>rd</sup> from 8:00 a.m. – 4:00 p.m. at the Huntington Library. Debra will send Gary a draft of the agenda. The senate will provide lunch and the senators will provide drinks and snacks. Funds from the CS T&A account will used to cover the lunch expense so there is no need to board report this expense. Gary will notify Dr. Rocha of the Senate Retreat.

**IV. New Business, Discussion and Possible Action**

- a. **Part-time worker in CS Office** – At this moment, focusing on the Senate body takes priority as it is missing a number of senators. Therefore, the Senate agreed to continue to discuss this issue. Also, the issue will be brought to Dr. Rocha at the August 29<sup>th</sup> meeting for additional funding to support a student worker. Other options would be to hire a student through CalWorks/Work study.

Jeannie Sullivan asked how to access the Classified Senate office prompting the question of who has a key to that office. A list of who has a key to the senate office will be compiled before any other keys can be issued to the new senate officers.

- b. Classified Senate Officer Duties** - Gary has asked Debra to compile and update a list of who is on which campus committee and to contact each person to verify if they still sit in such committee. A recently visited list will be sent to Debra.

Motion called to instate the “non-official” position of “Media Relations”. This person would be responsible for distributing information about the Senates duties to all classified employees in a timely/accurate manner. As well as create/distribute the CS newsletter, flyers, postings to PULSE, update/maintain web site.

**MSC: D. Cantarero / D. Ashkenasy**

**Motion carried unanimously**

Motion called to appoint Wendy Lucko as the “Media Relations” person.

**MSC: D. Cantarero / J. Sullivan**

**Motion carried unanimously**

For the record, Melissa Bargsten is the official Board of Trustees Representative and Denise Albright will be the alternate representative. Melissa has met with Cindy Smith to discuss the best format/conduit to provide information not only to the Board of Trustees but also to the secretary for the board packet. Melissa was provided with a list of the upcoming board meetings/attendance assignment of meetings.

- c. Hiring Committee Appointments – Debra Cantarero**

Debra has provided a copy of Hiring Policy 6200 to all senators and has that everyone become familiar with this policy.

Debra stated she is not comfortable operating without an MOU. However, the Senate will if that is what Dr. Rocha wants the Senate to do. The hiring policy will probably be revised under the new Human Resources vice president and the Senate (with ISSU) will revisit the issue. It is stated that the policy is ambiguous and places the Senate in a gray area as the Senate is not in the liberty to choose two names as the names are already provided by the ISSU President.

Debra received the following names from the ISSU President for the Senate to recommend one person to sit on the “Intermediate Clerk II” hiring committee in the English Division:

- Darryl Distin
- Carma Howard

Therefore, the Senate recommended: Darryl Distin

**MSC: M. Bargsten / M. Palacios**

**Abstention: D. Cantarero / D. Ashkenasy**

**Motion passed.**

## **V. Special Report**

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

Gary received a resignation letter from Wendy Lucko. Wendy has expressed her gratitude to the Senate but due to professional development, she is unable to continue as a senator. *(As referenced in IV. b, Wendy has accepted the unofficial position of “Media Relations”).*

**MSC: D. Ashkenasy / D. Cantarero**

**Abstention: M. Bargsten / M. Palacios**

**Motion passed.**

The 2011-2012 budget has not been adopted and a meeting is scheduled on Friday, Aug. 19<sup>th</sup> to discuss it.

**b. Vice President – Debra Cantarero**

Debra has nothing new to report at this meeting.

**c. Treasurer's Report – Monica Palacios**

No changes from the meeting of August 3<sup>rd</sup>. For the record, the financial system is unavailable due to the year-end / month-end being run, these are the account balances:

- CS Scholarship Fund Balance: \$ 4,957.92
- CS T&A Account: \$ 1,719.72
- CS District Budget (2010-2011): Pending
- District Budget (2010-2011): Pending

Melissa mentioned the possibility that cost center numbers will be changed to align with the new Vice President hires. There will be a special Board of Trustees meeting on Wed., Sept. 14<sup>th</sup> to adopt the new 2011-2012 budget.

**d. Board of Trustees Report – Denise Albright**

Denise attended the Board of Trustees meeting on August 3<sup>rd</sup>. Since Melissa is the official BOT Representative, she will follow-up with Denise for a quick report of this meeting. Melissa will be attending the next BOT meeting on Wed., Sept. 7<sup>th</sup>.

**e. College Council Report – Council Representative**

The College Council has not met so there is nothing to report on.

**f. State Report – Debra Cantarero, 4CS Representative**

There are representative positions open at the state-wide level. If interested, please contact Debra. 4CS will have meetings on September 9<sup>th</sup> and 10<sup>th</sup>.

**g. Academic Senate Report**

The Academic Senate is on hiatus, so there is nothing to report on. The new appointed representative is Dan Haley.

**VI. Audience Participation and Announcements**

Gary indicated that he was approached by Dr. Jeannette Mann to find out when she could attend a Senate meeting as she would like to address the senators. Debra suggested that all Board Members and Dr. Rocha should be extended the invitation to come see the Senate in action during one of our meetings.

**VII. Adjournment**

Motion made to adjourn meeting:

**MSC: D. Cantarero / D. Ashkenasy**

**Motion carried unanimously.**

Gary Potts officially adjourned the meeting at 11:21 a.m.

**The next Senate meeting will be held on Wed., September 7<sup>th</sup> at 10:00 AM in C-217.**

***Respectfully submitted by Monica Palacios, Substitute for the Classified Senate Secretary.***