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| <p style="text-align: center;">CLASSIFIED SENATE MINUTES – MEETING September 7, 2011</p> |
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Present: Diana Ashkenasy
Melissa Bargsten
Debra Cantarero

Dan Haley
Monica Palacios

Gary Potts
Jeannie Sullivan

Absent: Sam Bersane

Sharon Gonzalez

Julio Huerta

I. Call To Order – Gary Potts: Meeting called to order at 10:10 AM.

The Classified Senate welcomes Dan Haley the new Academic Senate Representative (replacing former representative Patty Lynn) and is offered this setting to offer opinions and share information with the Classified Senate. The purpose of this position is to keep link between the academic faculty and staff.

II. Approval of Senate Minutes:

Due to the lack of a secretary, the meeting minutes continue to be a challenge. A draft of the August 17th minutes might be available. Therefore, approval of outstanding meeting minutes (July 6, July 20, and August 17) will be postponed. Senate Minutes for will be postponed.

III. Old Business, Discussion and Possible Action

a. Update Classified Senate Retreat – Debra Cantarero

Handbook being assembled with agenda included, and sign-ups for snacks already generated. Gary has contacted the managers for release time. Retreat date/place/time: September 23rd at the Huntington Library - Danner Conference Room, 8AM to 4:30PM. Senators are encouraged to send an e-mail reminder to their appropriate managers with retreat details. In facilities, a different procedure is done so Sam is to be reminded to fill out paperwork.

b. Budget Update – Printed budget of 2010-11 and proposed copies of the 2011-12 budgets provided to officers. Basically figures taken from last year to create this year's budget with the expectation of mid-year cuts. As an example, SASI was funded in 2010-11 but not budgeted in 2011-12. Questions of what was budgeted last year and not budgeted this year continue to be of concern; a proposed budget will be brought to the Board at tonight's meeting. Once approved, a budget allocation for the senate will released.

c. Board of Trustees Elections – Candidates are welcomed to attend senate meetings to solely share their views about shared governance. The Classified Senate does not and will not endorse a particular candidate. Therefore, Dr. Mann requested to visit later in the course of the meeting. Motion made to suspend this part of the meeting until Dr. Mann's appearance.

MSC: D. Cantarero / M. Palacios
Motion carried unanimously.

IV. New Business, Discussion and Possible Action

- a. Part-time worker in CS Office** – This discussion will continue once budget is in place.
- b. Classified Senate Officer Duties** –
 - i. Specific duties of officers will be addressed in senate meetings.
 - ii. Debra discussed concerns regarding Hiring Committee appointments. Some managers are dissatisfied with lengthy appointment process as action is often expected within a couple of days. Perhaps managers need to be advised of senate meeting timeframe and procedure. Although electronic voting can be done, it is not ideal as electronic voting eliminates opportunity for discussion.
 - iii. Debra also reported she has not been provided with an updated list of campus-wide committees and would like to know what they are so appointments can be made.
 - iv. Many of these committee appointment issues are due to last minute requests and so a change in process will be addressed with Ben Lastimado (new VP of HR). Senate also wants to continue to be in compliance with Policy 6200.
 - v. Melissa requested input on what to announce at Board of Trustees meetings. It was suggested to keep it general and concise. Be prepared to state the senate's position about key items in the BOT meeting agenda. Any concerns can be brought back to the senate meetings for further discussion/feedback.
 - vi. As the vice president of the senate, Debra was assigned to put a strategy together to recruit a secretary and new members for the senate.

Motion made to suspend agenda and to go back to item 3.c as Dr. Mann has arrived to meeting to share her views and concerns as it relates shared governance.

MSC: D. Cantarero / M. Palacios
Motion carried unanimously.

Dr. Mann is running for re-election. Her concern is that her opponent is associated with the tea party, opposes unions, public pensions, beliefs in vouchers, that the education system has failed, and has money to run a negative campaign against Dr. Mann. In short, she needs volunteers and is asking the senate to announce to the classified staff of her upcoming fundraiser on the 25th, focusing on the positive items she has done for PCC and her support to the Classified Senate/4CS.

c. Hiring Committee Appointments – Debra Cantarero

Amy Ulmer is asking the senate to approved Beverly Tillman to sit on the hiring committee for the “Intermediate Clerk” position in the English Division:

MSC: M. Bargsten / S. Gonzalez
Motion carried unanimously.

For the record, an electronic vote was made to appoint Anna Mae Jones to the hiring committee for the Interim Management position in Enrollment Management. The appointment was rescinded by the chair of this committee, Crystal Kollross, with the understanding that only one classified person was needed instead of two.

V. Special Report

a. President's Report – Gary Potts

Please see 3.b. No further reports.

b. Vice President – Debra Cantarero

A request for a functional/updated list of campus-wide committees is made. Upon revising such list, Debra will seek volunteers for all active committees. Human Resources Advisory Committee is being formed and they are seeking two classified staff members to participate. It is also anticipated that a Professional Development Committee will be formed in conjunction with Lynn Wright and Dave Douglass.

c. Treasurer's Report – Monica Palacios

- CS Scholarship Fund Balance: \$ 4,957.92
- CS T&A Account: \$ 1,719.72
- CS District Budget (2010-2011): \$ 5,558.00
- District Budget (2011-2012): Pending

The 2010-2011 budget is likely to roll-over as the 2011-2012 budget. However, this will be confirmed once the new budget is adopted after tonight's Board of Trustees meeting. For the record, lunch for the Senate Retreat will be covered with T&A funds.

d. Board of Trustees Report – Melissa Bargsten

Nothing to report as tonight will be Melissa's first Board of Trustees meeting.

e. College Council Report – Gary Potts / Debra Cantarero

Nothing to report as the college council has not met.

f. State Report – Debra Cantarero, 4CS Representative

First quarterly meeting is this Friday and Saturday in Santa Clara. The state-wide vice president has resigned and so this position is now open.

g. Academic Senate Report – Dan Haley

There are a number of problems with faculty hiring as the policy was not fully understood by the President. In other cases, division deans have overran the process and hired who they wanted to. All a little troubling for the Academic Senate.

VI. Audience Participation and Announcements – no audience participation or announcements.

VII. Adjournment – Motion made to adjourn meeting:

MSC: G. Potts / D. Cantarero
Motion carried unanimously.

Gary Potts officially adjourned the meeting at 11:12 a.m.

The next Senate meeting will be held on Wed., September 21st at 10:00 AM in C-217.

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