

**Pasadena City College**  
**Classified Senate Meeting Minutes**  
**August 20, 2014**

<b>Attendees:</b>	Jeff Wojcik	Yajaira De La Paz	Tito Altamirano	<b>Absent:</b> D. Cantarero
	Jeannie Sullivan	Anh Ha	Mei Ling Cheng	G. Caringella
	Anna Davis	Rosie Roberson	Barbara Bossard	P. Rose

**1. Call to Order** – Jeannie Sullivan called the meeting to order at 10:15 am in Jeff’s absence. Jeff Wojcik joined the meeting at 10:25 am.

**2. Approval of Senate Minutes** – Minutes from August 6, 2014 reviewed. Tito motions to approve, Yajaira 2<sup>nd</sup> all in favor, no abstentions, none against, minutes are approved.

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

**a) Vote on Halloween Meeting** – Senate votes on 10/30 or 10/31 dates, consensus is that Thursday, October 30<sup>th</sup> would be best, Jeannie called for a motion, Tito motions to approve, Anna 2<sup>nd</sup> 10/30/14 is approved and to be held in the Circadian Room, so we can use the patio for pumpkin carving contest. Barbara will make the room reservation arrangements.

**b) Establish Ad Hoc Committee** – Mei Ling and Jeannie will co-chair the ad hoc committee. Yajaira, Rosie, Barbara and Anna will all be committee members. Suggested title is “Fall General Meeting.” Discussion of calling it Harvest Festival/Fall General Meeting etc., out of sensitivity to those who don’t celebrate Halloween. It was agreed to keep Halloween theme because the majority of the staff are expecting it and enjoy wearing costumes, etc.

**c) Review of Officer Responsibilities** – Jeff asked now that everyone has their elected positions, everyone should review what their responsibilities are (as listed in Constitution) and come to the next meeting with personal goals regarding respective Officer Responsibilities. They should include how to increase visibility of the Senate and ideas for constituent outreach. The goal is to bring the reputation of the Senate up on campus. In addition there are to be no derogatory statements made to anyone outside of our Senate meetings.

**4. New Business, Discussion, Possible Action**

**a) Coffee & Donut Project Discussion & Formation of Ad Hoc committee** – Yajaira and Jeannie volunteered to co-chair the committee. Rosie will also be a committee member. This is to recognize and appreciate each department. This is an effort to increase Classified Senate visibility campus wide; to increase the ability to help constituents; and to encourage and increase participation of our constituents. The 2<sup>nd</sup> week of September is currently being discussed as a possible kick off time. Facilities will be the first department to be served. Yajaira will go to vendors in the community and see if we can get donated food/beverage items or provided at reduced cost.

**b) Review questions from 2013 Professional Development Survey** – Last year’s results were handed out for everyone to review. Jeff would like as many senators as possible to go to the APL meetings to discuss professional development opportunities for Classified Staff. Everyone needs to look at the replies from last year and give suggestions for this year.

**c) Review of Fundraising Suggestions from 2013 Survey** – Jeff asked the group to think about how we can implement some of the previous fundraising ideas. Discussion of Mud Run participation. Yajaira will be in charge of fundraising ideas and implementation as part of her duties as Treasurer.

**d) Hiring Committee Appointments** – Tito motions to approve the following appointments, Jeannie 2<sup>nd</sup>, all in favor and appointments are approved.

- Angie Alvarez - #300 Coordinator, Upward Bound Programs
- Daryl Distin - #301 Director, Rosemead Campus
- Julio Huerta - #301 Director, Rosemead Campus

**e) Standing Committee Appointments** – none, Debra is still on furlough time. The chart is available in the “Committee” folder on the shared drive.

**f) Discussion of Public Comment vs. Audience Participation and Opening up Meetings to Classified Staff** – tabled until 9/3/14 meeting.

## **5. Special Reports**

**a) President’s Report** – Jeff thanked everyone who took part in the ice bucket challenge and that the Classified Senate had the largest turnout.

**b) Vice President’s Report** – None, Debra on furlough time.

**c) Treasurer’s Report** – Yajaira is in the process of getting the T&A account signature updated. Barbara turned the completed card into the Bank on 8/21/14.

**d) Board of Trustee’s Report** – Jeannie attended in Graciela’s place on 8/6 and reported that she announced the new Senate members and officers at the 8/12/14 meeting and also told the BOT members are more than welcome to attend a Classified Senate meeting. Jeannie will also attend tonight’s meeting and will talk about the upcoming General Meeting on 10/30/14, and the welcome event on 8/12 with APL.

**e) Academic Senate Report** – none

**6. Audience Participation & Announcements** – none.

**7. Adjournment** – Meeting adjourned at 11:16 am by Jeff Wojcik. All in favor, meeting adjourned.