

Saddleback College Classified Senate  
Minutes of August 10, 2011  
AGB President's Conference Room



Call to Order

The meeting was called to order by President Don Mineo at 12:20 PM.

Approval of Agenda

A motion to approve the agenda was made by Russ Hamilton.

The motion was seconded by Javier Williams.

Motion carried.

Approval of Minutes

A motion to approve the minutes of July 13, 2011 was made by Russ Hamilton.

The motion was seconded by Brad McReynolds.

Motion carried.

Officers Reports

President – Don Mineo had no report.

President Elect – Mike Sauter reported on the Regional Classified Senate conference that was recently held at Fullerton College.

Past President – Russ Hamilton stated that the California Community College Classified Senate is considering holding 1-day Classified Leadership Institute workshops throughout different areas of the state. The 4CS is seeking input for topics or ideas.

Treasurer – Brad McReynolds reported that \$35,000 has been allocated for staff development funds this fiscal year.

Secretary – Alan Cherry had no report.

At Large – Lori Parra had no report.

Action Items

BP110 – Don Mineo reviewed the draft of the BP110 Code of Ethics policy along with the comments that were provided from previous reviews.

A motion to support the context of the draft was made by Brad McReynolds.

The motion was seconded by Russ Hamilton.

Motion carried 14-0 with no abstentions.

BP2100 – Don Mineo reviewed the modified draft of the BP2100 Delegation of Authority to the Chancellor policy.

A motion to approve the draft was made by Brad McReynolds.

The motion was seconded by Russ Hamilton.

Motion carried 14-0 with no abstentions.

CSEA President – Don Mineo reported that CSEA President Daune Main has accepted a Classified Management position and will step down as chapter president.

Old Business

Senate Meeting Dates – Don Mineo provided a finalized schedule of Classified Senate meeting dates.

A motion to approve the dates as presented was made by Mike Sauter.

The motion was seconded by Brad McReynolds.

Motion carried.

Classified Board Retreat – Don Mineo provided an informational review of the items covered at the Senate retreat held at the Norman P. Murray Center.

BP3110 – Don Mineo reviewed as information only the acceptance by the Board of Trustees of the change to the Basic Aid policy.

BP4420 – Don Mineo reviewed as information only the acceptance by the Board of Trustees of the change to the Enrollment Fee Reimbursement policy.

Basic Aid Report and Project Distribution – Don Mineo provided informational items concerning the District's Basic Aid report and the approved Project Distribution as of June 27, 2011.

By-laws Committee – Don Mineo discussed forming the Ad-Hoc Committee to review the Senate bylaws.

A motion to approve formation of a committee was made by Russ Hamilton.

The motion was seconded by Lori Parra.

Motion carried.

### New Business

District Work Order System/SharePoint – Don Mineo reported on the new SharePoint system that will be managed by District I.T. It seems so far that not much training has been offered in its use other than to managers.

Anti-bullying Policy – Don Mineo would like to suggest the adoption of an anti-bullying policy to the BPAR Committee with the support of Classified Senate.

A motion to support suggestion of a policy was made by Cathy Beres.

The motion was seconded by Maria Miller.

Motion carried.

### Committee Reports

Academic Senate – Marlene Sais reported that only three members attended the meeting of August 3. Items addressed were faculty funding and accreditation.

Accreditation Steering – Russ Hamilton reported that Don Busche is heading up the work at the college level. Accreditation writing and editing are progressing.

A motion to extend the meeting as needed was made by Russ Hamilton.

The motion was seconded by Cathy Beres.

Motion carried.

Consultation Council – Don Mineo reported that a 29-hour position has been approved for Community Education. Dr. Bruce Kinghorn has also been selected as the Interim Dean for Social Sciences.

District Strategic Planning – Informational handouts were provided.

### From the Floor

No items were presented.

### Adjournment

The meeting was adjourned by Don Mineo at 1:37 PM.

### Senate Members Present:

Don Mineo, President	Maria Miller
Mike Sauter, President Elect	Suzanne Anderson
Russ Hamilton, Past President	Marlene Sais
Alan Cherry, Secretary	Javier Williams
Brad McReynolds, Treasurer	Cathy Beres
Lori Parra, At Large	Linda Wood
Tracy McConnell	Linda Davies