1. **Call to Order - President**

2. **Approval of the Agenda** – anything to add?

3. **Approval of the Minutes** : Oct 12th

4. **Officer’s Reports**

   President - Don Mineo, President Elect – Mike Sauter, Past President – Russell Hamilton Sr, Treasurer – Brad McReynolds, Secretary - Alan Cherry, At Larges- Lori Parra, Dennis Stachelski

5. **Emergency Action Items**

   (I- for information, V – need a vote, N- No input wanted - *need ASAP)

   a.  
   (I & N) Board of Trustee/Chancellor Campus Forum -Wed. Nov 2nd at 3:00pm- 4:30pm RR Brd rm

   b.  
   (V) Staff Development – any approvals needed?

6. **Old Business**

   a.  
   (I) - Classified Day – 1st meeting with district wide invite held Oct 21st at 12 Noon- 2PM, update --- Chair: Mike Sauter

   b.  
   (I) Committee participation that needs a vote – Any?

   c.  
   (V) Civility Taskforce – Maria Miller- A suggested title is… District-wide Respect and Collaboration, We had a meeting with the students since all other groups where invited to the first meeting. Update new ethic statements for the entire college – ASG, CS and AS and Managers have statements. Should we keep them as separate or agree to have a combined ethics statement?

   i.  
   Bully policy – It should be to support students not staff discipline (need people to find examples and draft a policy with CSEA)

   d.  
   (I) ACCJC Visit Thursday, Nov 3rd – review report - available at [www.saddleback.edu/accreditation](http://www.saddleback.edu/accreditation)

   e.  
   (I) Winter Season giving activities update – Lori Parra and Tracy McConnell

   i.  
   Vets baskets (board and district showed support)

   ii.  
   Cookie trays for Camp Pendleton? - Chair?

   iii.  

   iv.  
   (V) Toys for Tots (Need to ask Presidents and ASG), don’t want to conflict with EOPS adopt a family

   v.  
   Any other activities and projects

   f.  
   (I) Program Review for Classified Senate – during this year.

   g.  
   (I) Student Success Task force quick notes sheet – see handout

7. **New Business**

   a.  
   (I) PBSC – Draft of ‘Annual Planning Prioritization & Resource Allocation Process’- see handout

   i.  
   No new positions will be funded for this year “ said in PBSC”

   b.  
   (I) Full-Time Faculty Request List

   c.  
   (I) ATEP Mission and Vision Statement (will be Emergency action item next meeting)

   d.  
   (I) Board Meeting actions

   Pulled part of Classified Re-organization at IVC (first time I remembered
they questioned it) Marcia M. ask why didn’t an announcement go out and people where just slipped into the position. Board asked for a flowchart and removed those questionable items (A/R at IVC).

c. (I) Submitted Reflections on the Road Show to Beth Mueller at the district– I thank all classified for input

d. (I) Student Services Task Force OC Town Hall Tuesday, November 8th 4-6pm RR Board Rm

e. (I) Review / discussion of ‘The Great Shake Out’

h. Discussion on Classified Senate’s top 5 barriers from Accreditation:
   Objective 1.1: Chancellor will take the actions necessary to assure that employees district-wide collaboration on the achievement of common educational benchmarks.
   i. **Action Step 1.1.1: Draft a plan to address the top 5 barriers to collaboration and cooperation across the District**

i. Discussion of IVC’s Service Area Report

8. **Committee Reports**

   a. Academic Senate – Marlene Sais
   b. Accreditation Steering Committee - Russell Hamilton
   c. California Community College Classified Senate (4CS)—Russell Hamilton, Sr.
   d. Community College League of California, Board of Directors–Russell Hamilton, Sr.
   e. Consultation Council – Every other Tuesday 2PM – Russ, Mike and/or Don
   f. District Committees (besides hiring) – Any SC classified invited to participate
      i. BPAR – See board approved BP/AR’s
      ii. Any other Reports
   g. Student Information System — District committee (N)
   h. Disaster Preparedness – not until a new police chief is hired
   i. CS Events Coordinator(s) – Cathy Beres, Tracy McConnell (CSEA election chair) how can we help?
   j. Facilities Committee – Not currently meeting
   k. Food & Beverage – Not currently meeting
   l. Foundation, Board of Governors – Russell Hamilton, Sr.
   m. Marketing – ??? do we have rep that is appointed by senate?
   n. Outreach – ??? do we have rep that is appointed by senate?
   o. Planning Budget Steering Committee(PBSC) – Don Mineo,
      i. (I) New Requests Annual Planning Prioritization and Resource Allocation Process – for any new positions for next year, must have program needs assessment and Program Review completed by end of December for following year funding. Areas will busy supervisors will suffer. – see above
      ii. (I) Classified New Hiring Process will be integrated in program review. No Current plan for replacement (finger pointing but no job announcements) – Must attend the union meeting to see how the process is working.
   p. Safety Committee – Shakeout – comments?
   q. Sunrays –
   r. Technology –

9. **Good for the Cause**

   a. **Professional conferences**

10. **Adjournment**