1. **Call to Order – President**
   a. **Guests?**

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

3. **Approval of the Minutes**: Nov 9th

4. **Officer’s Reports**
   President - Don Mineo, President Elect – Mike Sauter, Past President – Russell Hamilton Sr,
   Treasurer – Brad McReynolds, Secretary - Alan Cherry, At Large- Lori Parra, Dennis Stachelski

5. **Emergency Action Items I- for information, V – need a vote, N- No input wanted - *need ASAP**
   a. Party for retiree

6. **Old Business**
   a. (I) - Classified Day – Any report to share?
   b. (I) Civility Taskforce/ District-wide Respect and Collaboration, Last Monday at 1PM – Need a statement why we need a Civility (fair working conditions) policy
      i. Worksheet to gather Positives and Barriers from IVC, District Services, District-wide and Saddleback College (to start to create dialog to improve campus climate)
   c. (I) Board Meeting update – Election and Service Areas for the Board, Student Success Plans and ARCC report (fed money report on retention)
   d. (V) BPAR – Jan Mastrangelo and Don Mineo
      i. (I) BP 6200 – Honorary Degrees
      ii. (I) BP 4077.1 – Change of Assignment (15 days to 5 days – pay will be upgraded)
      iii. Clearing up language on BP 3600, Disposition of District Property; BP 4002.1
          Authorization for employment; BP 4101.1 Faculty Salary Classification changes and initial classification placement; BP 4090 Eval of Admin and Classified Management personnel – be complete before new academic year starts; BP 4090 Evaluation of Admin/Classified Management; (N) BP 4310 Duties and Responsibilities of Dept / Academic chair –Copy provided in agenda; (N) BP 4082 Medical benefits for Admin and managers on leave – Copy provided in agenda.; FYI – BP 4056 Classified Employees Participation on Decision Making (not reviewed recently)
      iv. See list of BPAR items for next review – see agenda (also on SharePoint).
   e. (V) New Requests Annual Planning Prioritization and Resource Allocation Process – See Handouts - Already changed document, anything additional to improve climate? Structure of final committee included one more Classified seat before send to CC for final review

7. **New Business**
   a. Re-organization of Administrative Positions (copy never given to Classified including people whose supervisor will change – under the name of Re-organization)
   b. (FYI) – Future Activities
      i. Board of Trustees December meeting
         1. Re-organization – unless it is pulled since Academic Senate didn’t review it.
         2. ¾ of million for technology continuance
         3. District will be working over the holiday to move documents held in MySite to newer system. 5 consultants working for 6 different project for district
         4. December 5th – presentation to board about ATEP functionality
         5. January – Reaffirm college service areas
6. $1 mil of Basic Aid for Scheduled maintenance for both colleges following DRAC model
7. Land exchange agreements for ATEP with Tustin (creates a box of land for ATEP)
8. ii. Audits – Technology security audit found findings, so consultant will be hired for hacking. TBA classes audit, needs to be clarified by colleges if students attend

8. Committee Reports
   a. Academic Senate – Marlene Sais
      i. Appointment to Calendar committee – finally!!
   b. Accreditation Steering Committee - Russell Hamilton
   c. California Community College Classified Senate (4CS)—Russell Hamilton, Sr.
   d. Civility Committee – Maria Miller/Don Mineo
   e. Community College League of California, Board of Directors (Update?)--Russell Hamilton
   f. Consultation Council – Every other Tuesday 2PM – Russ, Mike and Don
      1. See Copy of Consultation Counsel Agenda
   g. District Committees (besides hiring) – Any SC classified invited to participate
      i. Any Reports
      ii. Student Information System — No Saddleback College CS on district committee
   h. Disaster Preparedness – No Committee
   i. Equipment – Part of PBSC
   j. CS Events Coordinator(s) – Catherine Beres, Tracy McConnell – thank you!!!!!
   k. Facilities Committee – Not currently meeting/ out of cycle
   l. Food & Beverage – Not currently meeting/ out of cycle
   m. Foundation, Board of Governors – Russell Hamilton, Sr.
   n. Marketing – Rep???
   o. Outreach – Rep???
   p. Planning Budget Steering Committee(PBSC) – Don Mineo, Russ and Union
      i. See new Business
      ii. Classified New Hiring Process will be integrated in program review. Current and replacement hiring, no plan – currently little to none hiring taking place for Classified for this year. Hiring for new positions will happen Fall 2012, if positions are approved
   q. Safety Committee – No Committee
   r. Smoking committee - ?
   s. Sunrays – Laura T and others
   t. Technology – District and College – do we have any official representation?

9. Good for the Cause
10. Adjournment