1. **Call to Order**
   The meeting was called to order by President Russell Hamilton, Sr. at 12:19 PM.

2. **Approval of Agenda**
   A motion to approve the agenda was made by Jan Mastrangelo. The motion was seconded by Nina Welch. Motion carried.

3. **Introduction of VPSS**
   Russell Hamilton introduced Juan Avalos, the new Vice President of Student Services who provided some background about himself.

4. **Approval of the Minutes of July 28, 2010**
   A motion to approve the minutes was made by Jan Mastrangelo. The motion was seconded by Laura Toscano. Motion carried.

5. **Old Business**
   - **Staff Development** – Mark Kruhmin reported that he met with the Dean’s Council to present the Senate’s idea of offering staff development funds to the different divisions for the purpose of providing training for classified staff. The consensus from the council was that they would be happy to accept funds for that purpose.
   - **Classified Employee Handbook** – Gabrielle Landingham reported that she attended a Human Resources presentation on their new Wiki site. Most of the information that employees would need are on the site, and more can be added. The Senate still feels that a handbook should be provided to new employees, and should cover topics that aren’t found on the Wiki site.

6. **New Business**
   - **Executive Board Notes** – Russell Hamilton summarized some of the topics that were discussed at the Executive Board meeting including possible workshops and other suggestions. He also reported that he met with Chancellor Bullock and Vice-President Bugay about Staff Development Day. Dr. Bugay felt that the last two Staff Development Days were a “waste of time” as they lacked any formal workshops, etc.
   - **Committee Assignments** – Russell Hamilton reported that he has reviewed the committee list and is requesting an up to date list of all standing committees which would require Classified Senate involvement.

7. **Officers Reports**
   - **President** – Russell Hamilton reminded everyone that the CCLC convention will be held in November. Registration and reimbursement requests should be turned in for those interested in attending.
   - **President Elect** – Don Mineo stated that he will provide copies of the college’s budget. He also reported that President Burnett wrote a letter to the Chancellor regarding Saddleback College’s future involvement with ATEP.
   - **Past President** – Mark Sierakowski stated that Equipment & Technology requests will be due soon. He also reported that the special called Board of Trustees meeting covered funding for future expansion of ATEP.
   - **Secretary** – Alan Cherry had no report.
   - **Treasurer** – Mark Kruhmin reported that there have been no significant expenses as yet. The district still does not want to reimburse for food expenses, including the lunch for the recent Senate Executive Board retreat.
At Large – Laura Toscano had no report.

8. **Strategic Planning**
   No recent meetings have been held.

9. **Accreditation Reports**
   Russell Hamilton reported that the college’s Accreditation Report is now online.

10. **Committee Reports**
    4CS – Russell Hamilton reported that a 4CS conference is coming up in a couple of weeks.
    PBSC – Russell Hamilton reported that the PBSC covered several subjects in their last meeting.
    Outreach – Mike Engels reported that Welcome Week would be held next week.

11. **Adjournment**
    The meeting was adjourned by Russell Hamilton, Sr. at 1:28 PM.

**Senate Members Present:**
Russell Hamilton, President
Don Mineo, President Elect
Mark Sierakowski, Past President
Alan Cherry, Secretary
Mark Kruhmin, Treasurer
Laura Toscano, At Large
Sara Sheybani
Suzanne Anderson
Janice Mastrangelo

Cathy Beres
Mike Engels
Marlene Sais
Gabrielle Landingham
Linda Wood
Nina Welch
Luis Silva
Barbara Sendalba