1. The Senate passed P.J.'s memo to Constance regarding the Senate's attendance at college meetings.

2. Marge brought a list of suggested budget cuts from the college budget committee and the Senate came up with their own suggestions to bring to the President's Cabinet Meeting.

3. A staff development meeting will be held at Rancho Santiage on May 10th for any Senate member interested in attending. Also, a retreat is being planned for May 24th at the Wind and the Sea. Suggestions for a new staff development model will be discussed at the retreat.

4. Committee Reports
   College Budget-Marge—the committee will be meeting more often, since suggestions for helping with the college deficit are needed at this time.

   Safety Committee-Beth—the committee is in the process of planning a disaster drill for next year. Marge wanted Beth to question the committee about the college’s philosophy of not reporting crime to the staff and students.

   Chancellor's Council—Ruth—there was no meeting.

   Drug and Alcohol—Beth—the Senate approved the Drug and Alcohol statement.

   President's Council—P.J.
   The Bar-B-Que will be held in April. Nominations will be taken the day of the Bar-B-Que.

   The Senate will meet on Wed., March 27th in order to implement new by-laws for 1991-2.
To: Constance Carroll  
From: Classified Senate  
RE: Budget Saving Suggestions for the College  
Date: March 27, 1991

The following are some budget saving suggestions endorsed by the Classified Senate:

**Economies**

-Duplicating: all departments should charge the students for handouts when appropriate. Shrink wraps should be used at a minimum.

-Fees for charge backs should be investigated for appropriate charges.

-use recycled paper for notes.

**Invest to Save**

-Foundation funding should include a grants writer. Grants monies could be helpful in augmenting funds to the Division.

-Perhaps only some of the lights could be used on the football field.

-A pool covering would probably save the college heating costs in the "long run."

-A computer hardware technician should be employed by the college rather than each department paying for contract services.

**Honors Program**

-Eliminate extra payment for instructors teaching the honors program.

-Enrollment number requirements should be the same as all other classes within the college.
Space Utilization

- Some classes could hold more students if the chairs were a different size. (a suggestion from a math instructor).

- During registration, one section should be filled before another section within the same time slot is opened.

Classified working conditions:

- Some employees and supervisors might be willing to give the option of an eleven month contract rather than a twelve month contract.

- Some colleges (Cerritos College) are not open during spring break in order to cut utility costs. The district pays two days of the week and the employees take the other days off of their vacation or "comp" time.

- Job sharing might be an option in some offices—savings of benefits.