

**CLASSIFIED SENATE  
MINUTES 7/18/91  
ATTENDANCE**

CONNIE MCCLAIN  
BETH BROKAW  
PENNY LEWIS  
MARGE NIELSEN  
RUTH HIGGINS

1. Penny Lewis will attend the O.C. Community College Trustees' Dinner meeting on July 29th at the University Club, UCI.
2. The classified senate will be attending the O.C. Fair on 7/24/91 from 12-6 p.m. Penny, Mike, Marge and Connie will staff the booth.
3. PIO's deadline for the President's Messages is on the 10th of each month.
4. Ruth has been attending the Chancellor's cabinet meeting. that P.J. will be attending next year. M. Nielsen offered to take P.J.'s place at the meeting if P.J. is unable to attend.
5. Subs were recruited for the President's council for July 31 and Aug. 14. Connie and Beth agreed to sub.
6. Maps and professional growth forms will be sent to new members for the classified retreat. Persons that want to car pool will meet at the college transportation dept. on Aug. 1st and 12:00. Conference requests are needed. We will meet to begin work at 1:30 around the pool at the hotel.

**ACTION ITEMS**

1. Elections- members will be elected to their respective posts during the classified retreat.
2. By-laws- members will work on the by-laws at the retreat.
3. Classified breakfast-we will ask for Aug. 20th for the classified breakfast. Procedure: A request will be given to Doug Barr and copied to Vern. Also a request should be given to Constance Carroll.
4. Retreat Agenda items: goals and objectives for 1991-92, By-laws, and staff development guidelines will be the main topics. Other issues that may be brought up at the next meeting after the retreat if there isn't available time are: board date attendance, committee membership, and classified newsletter.
5. Penny and other members will meet with the President regarding staffing classified senate member's offices while they attend meetings. We would like to hire a Classified permanent employee-administration I.

**District Budget Committee-** the district over- allocated 1 million dollars this past year. Saddleback College will be held harmless this year, however, it will be accountable for \$800,000 next year.

**Classified Senate Budget Carry-over: books- \$408.97, supplies-\$100.00. retreat- 1,598.00. historical staff development-\$78.84, encumbered for speaker-\$500.00**