

Saddleback College Classified Senate  
Minutes  
September 26, 2007

1. Call to Order - Mary Williams at 12:23pm
2. Approval of the Minutes of the September 12, 2007, Meeting
  - Motion to approve minutes: Daune
  - Second: Russ
  - Passed Unanimously
3. Election to Adopt or Reject the Proposed By-Law Amendments
  - 23-Yes votes
  - 0-No votes
4. Subject to Approval of the By-Laws, Appointment/Ratification of New Executive Council members
  - Webmaster- Don Mineo
  - Events Coordinator- Linda Wood
  - Motion to ratify appointed executive council members:  
Beth
  - Second: Barbara
  - Passed Unanimously
5. Officers Reports
  - PE - Russ: No report
  - Treasurer - Mark: Staff Development met and allocated \$3,356.00, (including the bus to the Angels game) to various events, classes and conventions. Balance is \$31,600.00. The committee voted to give no more than \$650 per convention. Jan and Mark will meet with ITC to set up staff training.
  - Secretary - Erin: No report
  - ALR 1 - Beth: No Report
  - ALR 2 - Diane: No Report
  - Webmaster - Don: Needs more pictures for the website. Application for Staff Development is up online; thank you Mark & Jan!
  - Events Coordinator - Linda Wood: Not present
  - CSEA Liaison- Daune: CSEA meeting at 12:30 on 9/27 in SSC 212. Negotiation advisory committee now down to a comfortable 12 people. The proposal should be submitted to the BOT in November. The committee will be meeting every other week Saturday mornings from now until the holidays. Get any requests into the committee ASAP.

6. **Committee Updates:**

A. **Staff Development:** Mary- If you have to be away from work for a conference, the committee will need approval from your supervisor before granting money; but if it is on your own time no approval is needed. Policies were voted on on Friday that need to be put up onto the webpage.

- \$650 per conference maximum.

- \$250 in expenses for classes that could not be taken at Saddleback or IVC, the committee will need to see a syllabus from the class to see books required.

- \$100 for books or supplies requires by syllabus per Saddleback and IVC class.

Staff Development will be discussing specifics in their next meeting.

B. **Planning Group Reps**

**Enrollment Management - Mary and Krista:** Meeting next Monday at 3:30pm.

**Institutional Effectiveness - Linda B., Connie :** Not present.

Mary- The committee is looking for a chair, it will be discussed at the academic senate meeting.

**Campus Environment - Russ, Leslie:** No meeting.

**Student Success - Don Mineo, Jan:** Meeting tomorrow.

C. **Other Committee Reports**

**Academic Senate - Mary, Marlene:** Sharon Yost is retiring.

Senate is focused on the accreditation self study process and whether the BOT/District will insist that their report be folded into the college report.

**Cafeteria - Linda D.:** 3 of 4 contracts are up for renewal. 1 year extension available for the Cafeteria, Vending, and Coffee carts. Tell Linda if you have any comments or suggestions.

Gaby- In the cafeteria contract, there needs to be a specific clause as to who does maintenance in the cafeteria's area.

**Equipment - Sara:** Not Present (*See Report*) **Mark:** Committee met and disbursed \$300,000. Almost everyone who put in a request received funding. The committee was directed to try to tie equipment request approval to program review. Committee came up with a list of questions regarding equipment requests. There needs to be justification for each request. The committee will meet again in December. There was also discussion about how non-instructional

areas would request equipment since the equipment committee only reviews instructional requests.

**Technology - John:** Not Present (*See Report*) **Mary:** Committee was awarded 2 million by the Board. Unless an item was purchased from another source or under a separate authorization, everything requested was approved because it fell within the 2 million allocation.

**Safety - Beth:** No safety committee meeting.

**Curriculum - Linda B., Daune:** Tech review every Tuesday, follow up committee task force held for Curricunet.

**Commencement - Connie, Erin:** First meeting in November.

**Academic Calendar - Mary:** 3 versions seen for next year, 8 vacation days will be at Christmas break and 1 at spring break. Intersession will not happen.

**Bookstore--?**

**Campus Beautification - Diane Smith:** 1<sup>st</sup> meeting was held on Sept 24<sup>th</sup>, a rep from AdCamp will be contracted to have kiosks around campus. \$75/month/kiosk will be collected and retained by the Campus Beautification Committee for projects around campus. A smoke free campus will be pushed forward. Committee recommendation is to make sure the contract with ADCamp states that no other campus may advertise on our campus.

**Marketing - Nina, Leslie:** No report.

**Curriculum - Daune, Linda:** No report.

**Disaster Prep - Marlene:** Committee hasn't met.

**SIS - Russ, Linda:** Committee met last month, everything is on track. They are working on fixing the mysite transcripts as they do not have names on them when you print them out. \$4 million is the new budget, everything is going well for the 5 year process.

**Foundation - Leslie:** Not present. **Mary-** Gala was held on Saturday night. Dinner was good, and the silent auction went well. There is a good probability that enough money was raised for the Foundation to award the same amount in grants next year as they did this year.

**Web Site Task Force -** The new website is coming back.

When the system is ready, an email will be sent out.

## 7. **President's Report**

**A. Board Meeting/Board Forum:** A week ago Friday, the Chancellor announced that the Board's report would be added to the Accreditation report. Since then there has been a change, and

the Board will send their report separately. Mary is happy with the final report.

Mark: The BOT suggested that the National Center for Rapid Prototyping for which SC got a grant of almost \$4million should be moved to ATEP.

B. Academic Senate

C. PBC: Let Mary know if there is anything you would like to be discussed.

8. Old Business

A. Committee appointments/representation

Welcome Day: Leslie

Unusual Occurrences Task Force

Scheduled Maintenance

Cross Cultural Studies

Alumni Steering: Leslie

Access: Marlene

B. Accreditation - Focused Mid-term Report:

9. New Business

A. 50% Rule: New reports show that District has met the requirement that 50% of expenditures have to be spent directly on instruction (the 50% rule). A new task force is being created, 9 administrators, 6 faculty and 2 CSEA representatives, to recommend policy that will make sure the district stays above 50%.

-Motion to request 3 classified seats on the committee with one being appointed by the SC classified senate: Don

-Second: Daune

-Passed unanimously

Mary will write a resolution.

There is not a hiring freeze, but the Chancellor still wants to review positions. Deans have until Friday to turn in requests for new classified positions to be paid from the general fund.

B. Cafeteria Committee Vote:

Comments: Cafeteria needs to be cleaner, needs to have more variety, and needs to lower prices. Vending machines need to be stocked more often.

Cafeteria

- Motion to direct our representative to vote to go to bid: Daune

- Second: Jan

- Passed unanimously

Drip Coffee Cart

- Motion to direct our representative to vote for an extension: Linda D.
- Second: Mark K.
- Passed unanimously

Vending Machines

- Motion to direct our representative to vote to go to bid: Russ
- Second: Jan
- Passed unanimously

C. **Staff Development Request - Lise Telson:** Mary- Lise is requesting and allocation from staff development to purchase door prized for the staff development event taking place on October 5. The request is \$200.00.

- Motion to allocate \$200.00: Mark
- 22 yes, 3 no
- Motion passes

10. **Next Meeting - October 10th**

11. **Adjournment -- The meeting was adjourned at 1:43 p.m.**

Members Present:

Mary Williams – President  
 Russ Hamilton – President Elect  
 Mark Sierakowski – Past President  
 Diane Smith – Senator at Large  
 Beth Brokaw – Senator at Large  
 Don Mineo- Webmaster  
 Daune Main – CSEA Liason  
 Mark Kruhmin – Treasurer  
 Erin Maremont – Secretary  
 Marlene Sais  
 Elsa Amadin  
 Joe Liu  
 Donna Pribyl  
 Krista Fisher  
 Lisa Austin  
 Laura Toscano  
 Lori Parra  
 Gabrielle Landingham  
 Alan Cherry  
 Linda Davies  
 Michael Engels  
 John Richard