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 B.: 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: 1st meeting was held on
Sept 24th, 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 $4 million 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.
   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 Ladingham
Alan Cherry
Linda Davies
Michael Engels
John Richard