

**CLASSIFIED SENATE MEETING MINUTES**  
**Monday, November 16, 2009 – 1:30 p.m., 9-154**

Present: Roberta Chock (President), Susan Traynor (Vice-President), Jonna Pounds (Secretary), Aja Butler (Co-Activities Coordinator); Sue Eftekhari, Edith Flores, Maria Huning, Debbie Joy, Kathy Kerwin, Maria Lara, Ruth Miller, Rosalina Mira, Vickie Nunes, Gloria Peña, Rita Sabbadini, Kathy Smith, Mike Tyler, and Mike Walsh

Absent: Jose Romero (Co-Activities Coordinator) and Maggie Souza (Treasurer)

Guests: Thomas Mohr, President

CONTENT	PROCESS	WHO
I) Approval of Minutes	Minutes from 10/19 meeting approved with one minor edit	Roberta Chock
II) Swing Space/Staff Lounge Update	Roberta Chock presented Classified comments to College Planning Council (CPC) – meeting ended with consensus. Classified will be included in the discussions between the architect and the CPC. Staff lounge may move to the workroom on first floor of Bldg 9, 2 <sup>nd</sup> floor lounge area, or the third floor of Building 9 (Library), the Health Center is moving to Building 22 and EOPS will meet with the architect to confirm if this will meet students' needs. President Mohr will try to find a place for EOPS and Aja Butler's office – ASCC may move into 9-154 (current staff lounge). Still need to bring people together to look at space assignment – no final decision has been made. Rita Sabbadini said that the State has a formula for space allocation. Susan Traynor asked why we were not renting portals – the issue is cost per Roberta and President Mohr. The College paid approximately \$50,000 in the past and it would cost more now. Aja asked if there was an estimated cost for swing space moves. Actual cost currently unknown since renovation plans were submitted to the State years ago – suddenly got funding. CPC needs immediate feedback because a decision has to be made now. Rita asked if a dining space had been mentioned and the response was that a truck/roach coach may be brought in or perhaps a classroom may be designated as a temporary lunchroom. There was some discussion regarding ventilation problems in Building 9. President Mohr expressed concern about security of Business/Operations Office – need blinds and solid door.	Roberta Chock
III) Activity/Events Update: a) <u>Flex Day Presentation</u>	Classified flex activity, <i>Adapting to Change</i> , was well attended. The presenter was Jenny McMahon of Claremont EAP. Future flex activities might include Claremont EAP presenting an overview of their services-and invite faculty to join us for this, CSEA member rules, web page updating, BANNER 8	Roberta Chock

CONTENT	PROCESS	WHO
b) <u>Pat Hanada Halloween Party</u>  c) <u>Classified Holiday Luncheon</u>  d) <u>Holiday Baskets</u>	navigation training, and Greg Stoup presenting on statistical information (?). Other possible presentations on management styles, stress management, ergonomics, diversity issues, and communication styles. It was suggested that Classified funds might be used to pay guest speakers. Debbie Joy, Margie Carrington, Linda Hayes, and Jose Romero were mentioned as contributing significantly – food, donated goods, money – to the success of this year’s Halloween Party. Classified Luncheon will be on December 11 at Siciliano Ristorante in Redwood City, 1:30-3:30 p.m. The selections will be salmon, chicken, or veggie dish, approximately \$18-\$25 per person. Assembled baskets were due today – now due no later than 11/20.	
IV) Committee Reports: a) <u>College Planning Council</u> b) <u>Budget Committee</u>  c) <u>Instructional Planning Committee</u>  d) <u>Student Services Planning Committee</u>	See Item II above Susan Traynor urged everyone to attend the Budget Committee meeting on 11/18 at 1:30 p.m. Next IPC meeting is 11/20 – discussing/working on Program Improvement Viability (PIV) process (Real Estate and Adaptive P.E.) Nothing to report	Roberta Chock Susan Traynor  Jonna Pounds
V) Other/Public Comments	Vickie Nunes asked if the College will be closed for Christmas week – need to get approval from Administration. Vickie also thanked Classified for \$100 donation on behalf of her granddaughter, Heaven Busse, to the Canine Companions for Independence. Mike Tyler is offering to do a BTG album release/fundraising concert in mid-January in the theater – need to contact the Foundation for permit to serve alcohol. Mike Walsh will let Classified Senate know when the theater is available.	various
<b>VII) Next meeting:</b>	To be announced – will continue with meeting every third Monday except in January and February – will meet on the fourth Monday due to holidays.	
<b>ADJOURNED AT:</b>	3 p.m.	