



Santa Rosa Junior College Classified Senate

August 27, 2004

11:00 a.m. - 1:00 p.m.

Oak Room, Doyle Center

MINUTES

In Attendance: Michelle Booher-Poggi, JoAnn Olsen, Joan McMurray, Anna Felciano, Violet Wilder, George Sutherland, Raoul Yriberry, Fran Byrn, Ed Graham, Parveen Nasseem, Don Dalby, Bea Griffiths, Marie Cuneo
Guests: Don Kuula, SEIU; Kimberlee Messina, Academic Senate

I. Introductions

II. Establish Ground Rules – The following ground rules were set:

Stay on target;

Start and end meeting on time;

Respect other views;

Put cell phones on vibrate;

Stay positive – no bad mouthing;

Follow Magna Carter (Raoul will get copies to us)

These rules can be revised at any time

III. Approval of Minutes, May 2004

Motion: Ed Graham

2nd: Anna Felciano

Carried

IV. Appointments:

A. Secretary – Fran Byrn

B. Communications Specialist – Violet Wilder

C. Senators – Elizabeth McPherson, Joan McMurray, Friedl Mahl

All the above positions are two-year terms

Motion: George Sutherland; 2nd: Anna Felciano; Carried

V. Reports:

A. President – Has attended the Academic Senate meeting and plans to attend SEIU meetings; will also be part of the President's staff meeting and will meet with the President next week.

B. Treasurer –

1. 2003-04 Year End Report – Senators reviewed the year-end report of three accounts – the working budget, the trust account and the scholarship fund. It was noted that payroll deductions are available for the Scholarship Fund and should be advertised through pledge cards. The trust account is used primarily for expenditures for the annual Classified Staff Recognition Dinner and it's important we break even on the dinner even if it means raising the amount of next year's ticket by 50 cents. After discussion, a motion was made to move \$100 from the trust account to the scholarship fund. This would bring the balance of the trust account to \$196.71.

Motion: Michelle Booher-Poggi; 2nd: George Sutherland; Carried

2. 2004-05 Budget – remains the same as last year at \$570.00

C. 2003-04 Year End Report (Goals/Objectives) – Senators reviewed 2003/04 Goals and Objectives along with activity completed. Under membership, it was suggested to email the webpage district wide once it is updated. Doug Kuula of SEIU needs a liaison between the Classified Senate and CEC, which meets on Fridays from 12-1.

D. Sector Check in – The senators gave brief overviews of their area's activities

VI. **Calendar** – Dates and times of Classified Senate meetings for the year were reviewed and approved. In order to cover all goals for the year, Bea suggested an additional informal meeting per month (during lunch), dates to be decided at the September meeting. These additional meetings will be for planning purposes, no formal actions will occur. Michelle and JoAnn would not be able to come from Petaluma but teleconferencing is possible at the Race Building.

VII. **Goals & Objectives 2004-05**

A. Bylaws – The following articles are in need of review: Article II (Terms of Office); Article III (Selection of Executive Board Officers); Article 5.2 (Election Procedure) and Article 8.3 (Communication Specialist). A subgroup of *Michelle Booher-Poggi, Anna Felciano and JoAnn Olsen* will review and make recommendations at the next meeting.

B. Election Process – Will be reviewed by the above subgroup. It was suggested that hard copies of both nomination and election forms should be mailed to staff.

C. Website – *Violet Wilder* will review what needs to be updated. At the moment, the only person with access to the website is Elona Russell.

D. Sectors – The possibility of consolidating sectors was discussed. This would impact Article 1.2 of the Bylaws as well as the Constitution. *Parveen Nasseen and Marie Cuneo* will review the present sectors and make recommendations.

E. Fund Raising – Previous activities have included Day Under the Oaks, Flea Market and Cookbook sales. A subgroup of *Elizabeth McPherson, Joan McMurray and George Sutherland* was formed to brainstorm some new ideas.

F. Community Building Activities – The following activities were suggested:

Silent auction fundraiser – at either holidays or recognition week

Art show – lots of work, need to apply for a grant

Tour of Petaluma Center (Spring PDA? – Classified Senate workshop?)

Friday afternoon workshops – 2-3 p.m. sponsored by Staff Development and facilitated by Classified Senate.

G. Logo – it's OK for now

H. Other – Furniture for Heritage Plaza arrived today and signage is expected by next week. A district policy has been written outlining eligibility guidelines for retirees for inclusion on the wall. A link to this policy will be available on our webpage. The authorization of Classified Senate plaques and pictures in the Senate Chambers will be an agenda item at the next meeting.

VIII. **Classified Recognition Week** – moved to September meeting

Adjournment - at 1:03 p.m.

Motion: Ed Graham ; 2nd: Fran Byrn ; Carried