



Santa Rosa Junior College Classified Senate

March 18, 2005

11:00 a.m. -12:00 p.m.

Oak Room, Doyle Center

MINUTES *Corrected*

In Attendance: Fran Byrn, Bea Griffiths, Parveen Nasseem, Raoul Yriberry, George Sutherland, Debbie Eakins, Elizabeth McPherson, Joan McMurray, Ed Graham

I. **Approval of Minutes, February 2005**

Motion: Yriberry; 2nd: Sutherland; Carried (with correction of four spelling errors)

II. **Reports:**

A. **President** – At the last IPC meeting, there was a discussion about changes in PDA requirement for faculty to establish two mandatory days with the remaining required days using flex time to complete workshops throughout the year. Bea noted that workshops also need to be identified for classified staff and managers as well as release time to attend. We would also hope to see the reestablishment of orientation for new employees and expanded to include those who have transferred to new positions.

B. **Vice President** – See below

C. **Treasurer** - Absent

D. **Communications Specialist** – Violet continues to update web page. We will also reestablish the practice of sending cards from the Classified Senate to classified staff who are ill. Send information to Fran via email.

E. **Senators** – Move to end of meeting if time permits

III. **Bylaws** – A few grammatical suggestions were made via email to Bea in response to the mailing that was sent on the proposed changes in Bylaws. It was agreed that these suggestions were minor enough to not have to revise the ballot and send out again. Suggestions made will be noted and proposed in the next vote for changes and given consideration during the election process.

IV. **Check In**

A. Art Show

Reception – Everything on schedule. Release time will be available to participating artists to leave work early to get to the reception on time contingent upon their supervisor's approval.

Fund Raising – Bea will attend the meeting in Petaluma on 3/22. She will need the art work in a digital format for note-cards. To date, AFA has donated \$200 and Friends of Petaluma Campus \$500. Bea will follow-up with the Foundation as well as Associated Students.

B. Election Process – Bea will meet with Esther Soto and follow-up with JoAnn Olsen to identify a timeline and revise the nomination forms and ballots.

C. Round Table Forums – No report

D. Scholarship Fund – Lynn McMullin, Financial Aid, has chosen the Pat Tognozzi Scholarship for her recent prize of \$500 (to be awarded to a student of her choice) she won at a recent Financial Aid conference.

V. **Recognition Dinner**

A. Award Winners – The committee met on March 17th and selected the following Award Winners (person to contact and introduce at the dinner in parenthesis):

Outstanding Faculty: Dexter Rammage, Trade Technology (Sutherland);

Outstanding Classified Staff (Unsung Hero); Carol Wolfe, Copy Center (Yriberry);

Outstanding Community Service: Rafael Vasques, EOPS (Nasseem);

A motion was made to present a President's Award this year to Doug Kuula in Chemistry.

Motion: Yriberry; 2nd: McMurray; Carried. Bea will contact Doug and introduce him at the dinner.

Please email Bea to verify that all winners have accepted. The student scholarship award will be announced next week by the Scholarship Office.

B. Reception – (Vice President’s Report) Parveen confirmed that the p.m. custodial staff reception will be held on Monday, April 11th from 3:15-3:45 p.m. Invitations will be mailed to each custodian (11 total) and name tags will be available at the reception. Maria Gaitan and Bea Griffiths will attend and all Senators are encouraged to attend if possible. The District-wide President’s reception will be held on Tuesday, April 12th in the staff lounge from 7:30-9:30 a.m. Petaluma has scheduled their reception at the same time. Parveen with follow-up with Norm Cleaver at PSTC and Leonard Diggs at Shone Farm to ascertain their plans to recognize staff.

C. Planning – Raoul announced that a brown bag luncheon meeting is scheduled for Tuesday, April 5th from 12-1 in the Oak Room for anyone who would like to assist in the planning of the dinner. Fran will send out an email. On the day of the dinner, the café will be available for set up after 2:00. Flowers will be provided by the Grounds Department; vases from the Foundation; and corsages will be made for the Award Winners. Elizabeth is working on the program. A question was brought up about the possibility of moving a few art pieces from the show to publicize the event. Bea noted that it may be difficult to move pieces to Santa Rosa and back to Petaluma in the middle of a show and note-cards will be available at the dinner. The faculty award to the classified staff person will be announced soon. Joan noted that Pat Tognozzi’s grandson, Patrick, is currently an SRJC student. We will invite him to the dinner as our guest. Joan will follow-up

VI. **Open Forum-** Debbie Eakins reported there are still a few openings for classified staff on committees. Negotiations are moving along and good work is being done. It is important to continue to work collaboratively on key committees. This will ultimately strengthen both the Classified Senate and SEIU.

Raoul reported that the Retirement Dinner announcement will be sent out shortly via email and the Insider. He will meet with HR to determine the eligibility of employees for inclusion on the plaque in Heritage Plaza. This list needs to be in Facilities by 4/1.

VII. **Adjournment** – at 11:55 p.m. Motion: McMurray, 2nd: McPherson; Carried