



Santa Rosa Junior College Classified Senate
September 17, 2004
11:00 a.m. -12:00 p.m.
Oak Room, Doyle Center
MINUTES

In Attendance: Violet Wilder, Raoul Yriberri, JoAnn Olsen, Michelle Booher-Poggi, Bea Griffiths, Fran Byrn, Friedl Mahl, Ed Graham, Joan McMurray, Parveen Nasseem, Don Dalby
Guests: Terri Frongia, iLearn Committee

I. Approval of Minutes, August 2004

Motion: Raoul Yriberri

2nd: Violet Wilder

Carried (with the correction of a few grammatical errors)

II. Reports:

A. President –

1. Bea will work with Karen Furukawa to include new classified employees in her report to the Board (at the present time, new faculty and managers are introduced at Board meetings)
2. New classified staff orientation is tentatively scheduled for October 22nd. There were no orientations last year due to reduced resources. Senators are requested to attend, if possible, and act as mentors. Please RSVP to Bea.
3. Attended IPC meeting, currently Classified Senate President is not part of committee, either as an ad hoc or voting member, may want to see about inclusion in the future. Component administrators presented their area's goals for 2004-05.
4. Website is now accessible for editing – send any suggestions for changes to Violet.
5. Bylaws revision date is 4/23/98. A link to Heritage Plaza photos needs to be incorporated on the start-up page.

B. Treasurer – absent

C. Sector Check in – Raoul distributed a facilities current project status report

III. Calendar – The informal Brown Bag lunch meeting will be scheduled Thursday, September 30th from noon-1 p.m. Michelle will look into teleconferencing meeting to Petaluma.

IV. Finalize Goals & Objectives 2004-05

A. Bylaws – Subgroup has not met yet – will ask Toodie Todson to work on sub-committee

B. Election Process – Will contact Esther Soto about working with the sub-committee working on updating the election process

C. Website – See President's report

D. Sectors – Maria and Parveen spoke with Raoul about the history of how the sectors were established. There were both geographical and numerical considerations. They will prioritize consolidating sectors based on number of staff in each area.

E. Fund Raising/Community Building –

1. Bea will attend the Community College League of California meeting at the end of the month and see what other classified senates are doing.
2. Raoul reports that Shone Farm will have their annual harvest event on 10/17 and their staff has expressed a desire to expand future activities to include families;
3. Michelle reports that Petaluma is interested in hosting a Classified Staff Art Show in Petaluma during Classified Recognition Week. It was suggested to contact Renee Robinson and Donna Main who worked on the previous show, also Bill Shelley.

4. Joan suggested doing up note cards, as a fund raising activity to raise money for the Tognozzi scholarship fund, with the artwork from the classified art show.

F. Round Table Forums – Bea distributed a tentative schedule of the Friday afternoon Workshop series which will include several Round Table Forums facilitated by the Classified Senate and offering an opportunity for classified staff to come together to share ideas. The first forum is scheduled for November 5th.

G. Survey – Carry over to next meeting

V. **Classified Recognition Week**

A. Dates – The week of April 11 was selected as Classified Recognition Week.

B. Award Process – Raoul and Ed will meet to establish criteria

VI. **Invited Guest:** Terri Frongia, Dean of General Education and iLEARN Committee Member, presented an overview of this committee which focuses on student learning outcomes as part of the accreditation process. Senators brainstormed ideas of how to contact and recruit classified staff to serve on this committee.

VII. **Adjournment:** at 12:05 p.m.

Motion: Michelle Booher-Poggi; 2nd – Ed Graham; Carried