



Santa Rosa Junior College Classified Senate

October 15, 2004

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

Oak Room, Doyle Center

MINUTES

In Attendance: Jana Conley (replacing Joan McMurray while on leave), Marie Cuneo, George Sutherland, Raoul Yriberri, Fran Byrn, Friedl Mahl, Elizabeth McPherson, Bea Griffiths, Michelle Booher-Poggi, Violet Wilder, Anna Felciano, Ed Graham
Guests: Deborah Wooten, Greg Jones – United Way

I. Approval of Minutes, September 2004

Motion: McPherson, 2nd: Booher-Poggi, Carried

II. Reports:

A. President

1. Dr. Agrella has approved a ½ hour extension for the next meeting for a presentation from KC Boatsman on the Student Learning Outcomes project iLEARN.
2. The Orientation program for new classified staff was cancelled due to staff budget cuts and hardship on staff of being out of the office for most of the day. Bea will meet with each new employee to review the new employee binder. Additionally, Dr. Agrella will invite the new staff, as a group, to his monthly luncheon. A discussion came up about re-establishing the mentor program, with senators being a mentor to new staff in their sector.
3. At the IPC meeting, a discussion for the need for a balance of new and seasoned, as well as regular and adjunct faculty was brought up with the Petaluma expansion underway. Bea expressed the desire to see the same configuration for classified staff.
4. The No Smoking Policy was distributed and senators were asked to reply with any comments or questions via email, with a cc to all, by next Wednesday to John Mercer and Alan Wintermeyer, classified staff representatives to the IPC.
5. The Classified Executive Council (SEIU) and the Classified Senate would like to fill the liaison position between the two organizations. Meetings are every Friday at noon. Michelle Booher-Poggi, offered to attend once a month to give a Classified Senate update to the group.
6. The Classified Senate and SEIU will hold a joint workshop for the spring PDA focusing on differences and similarities. Doug Kuula and Bea will be working on this.
7. Classified Senate representatives needed for the Retirement Committee, Raoul Yriberri and George Sutherland have volunteered to serve.
8. A draft of a survey to be distributed to all classified staff inviting their participation in Classified Senate projects for the year, will be sent, via email, to senators for input.
9. The Halloween Parade is scheduled for Friday, October 29th from 12:30-1:30 at Heritage Plaza..
10. The SRJC Classified Senate is a member of the state-wide California Community Colleges Classified Senate, copies of the certificate were distributed.

B. Vice President - Michelle Booher-Poggi reported that the Calendar Committee will recommend Option B for the 05/06 year.

C. Treasurer – Anna Felciano reported no activity this period

D. Communications Specialist – Violet Wilder reported that she can input meeting dates and minutes but cannot change the front page links. She and Bea will follow up with Computing Services.

E. Sector Check In: – Violet Wilder announced that Paul Bielen, former skilled maintenance worker in Facilities has been named Manager of Facilities. Facilities is now responsible for all SRJC sites.

Raoul Yriberri reported that the Auxiliary Services committee has approved Highfeather for all catering events on campus.

- III. **Calendar** – The next Brown Bag lunch meeting is scheduled for Thursday, October 28th in Plover Library, Room 4/5 with teleconferencing to Petaluma. The Classified Senate December meeting (12/17) is scheduled from 10:30-12:30 in Petaluma. Anna Felciano will secure a van for transportation.
- IV. **4CS Survey** – Michelle Booher-Poggi distributed a list of presentation topics from the California Community College Classified Senate Speakers Bureau. Upon review, it was agreed to survey all constituent groups to determine topics of interest to all for future workshops.
- V. **Check in sub-committees:** Moved to next meeting. Bea will email future President's reports to senators so there will be more time to discuss sub-committee reports at future meetings.
- VI. **United Way Presentation** - *Deborah Wooten, United Way Campaign Co-Chair and Greg Jones, United Way Loaned Executive gave a brief overview of this year's campaign including a videotape.*
- VII. **Adjournment at 12:06 p.m.**
Motion: Booher-Poggi; 2nd: Byrn; Carried