

*In Attendance: JoAnn Olsen, Elizabeth McPherson, Marie Cuneo, Bea Griffiths, Fran Byrn, Anna Felciano, Joan McMurray, Raoul Yriberri*  
*Guests: Kimberley Kalember, Bill Shelley*

- I. Approval of Minutes, November 2004 (December meeting cancelled)  
Motion: Yriberri; 2<sup>nd</sup>: Cuneo ; Carried
- II. Reports:
  - A. President – At PDA Day on 2/16, there will be a workshop focusing on the differences and similarities between the Classified Senate and SEIU from 10-12 p.m. in Lark Hall. The workshop will feature a speaker from 4CS, the state Classified Senate.  
Discussion Hour – At the last session, there was only one other person in attendance besides Bea. The next session will focus on the Administrative Assistants group.  
Committee Openings - Debbie Eakins sent a list of current committee openings for classified staff. Release time is available to attend these meetings.  
Meeting with President – On the February board agenda will be a resolution to formally approve Classified Recognition Week.
  - B. Vice President – No report as the position is currently vacant. Please send names of possible candidates to Bea via email. The Vice President is viewed as the next President - it is critical that this position is filled this year. If needed, Bea will consider staying as President through Fall semester as she is retiring the end of 2005.
  - C. Treasurer - \$41 was spent on Art Show posters. An account will be set up at the Foundation for donations to the show.
  - D. Communications Specialist – Written report submitted. The logo was taken off the website per the artist's request. Violet has been working on the Heritage Plaza page keeping the front page for Plaza photos and creating a link for each person listed for more information and photos. Contact Violet via email if you have any suggestions about the website.
  - E. Sectors – Two new classified staff members have been hired in Child Development: Padee McCrery, Childcare Assistant and Hilleary Zarate, AAIL; The skilled maintenance position in Facilities has been deemed essential and is in the process of recruitment; Debbie Gonnella is now a member of CEC.
- III. Calendar
  - A. Brown Bag Meeting: Art Show Planning, teleconferenced Petaluma/Santa Rosa Tuesday, 2/15 from 12-1 in Plover Library, room 4/5.
- IV. Check in sub-committees (establish Timelines):
  - A. Art Show
    1. Art Show Application – A reminder note will be sent out next week. To date, there are 11 artists who have submitted applications. It was decided that artists can have their business cards displayed at the gallery for those interested in more information..
    2. Funding, Donation Process – Budget request for \$1,000 has been sent to Doug Garrison for his approval. The committee is also working with Friends of Petaluma for additional monies. Café La La will cater the reception.
    3. Scholarship Fund Raiser – Bea to follow up on notecards.

V.

- B. Bylaws – Bea distributed a copy of the Bylaws for review. Proposed changes will be voted on by all Classified Staff the first of March.
- C. Election Process – Call for nominations, ballot and election process needed by May meeting. Esther Soto will serve as Elections Commissioner.
- D. Sectors – No activity to report
- E. Fund Raising – Calendars for 2006 to focus on art from Art Show. Will need permission from artists. Pre-orders will be taken in October.
- F. Community Building\* - Focus on Art Show
- G. Round Table Forums – See President’s report
- H. Award Process – Ed Graham and Raoul Yriberri are looking at expansion of categories.

VI. Recognition Dinner

- A. Chair – Raoul Yriberri was named committee chair and will serve as liaison with Highfeather. He will also followup with Susan Muskar and Pam Horton, who have expressed an interest in working on this committee. The room has been reserved.
- B. Timeline – Dr. Agrella will send out a memo to the campus community when the Board has approved the resolution for Classified Staff Recognition Week. Raoul and Bea will work on the invitation which will be sent via email to everyone. Information will also be given to Insider for publication.

VII. Adjournment – 12:10 p.m. Motion – Felciano, 2<sup>nd</sup>: McPherson; Carried