

In Attendance: Ed Graham, Nasseem Parveen, Raoul Yriberri, Marie Cuneo, George Sutherland, Anna Felciano, Michelle Booher-Poggi, Elizabeth McPherson, Joan McMurray, Fran Byrn, SEIU Liaison- Debbie Eakins
Guests: KC Boatsman, Lynn McMullin, iLearn Committee

I. Approval of Minutes, October 2004 (with corrections)

Motion: Sutherland, 2nd: Graham, Carried

II. Reports:

A. **President** (*written*) Dr. Agrella is very supportive of the Classified Art Show, *Art Works*, and is looking forward to this event. College Council – as the senate does not have a direct link, I will ask to be put on the agenda/minutes distribution. I will review agenda and attend, or ask someone to attend, if there are items of interest to the senate.

IPC: Ron Root gave a presentation, at both IPC and the Board meeting, regarding a resolution to be submitted to the Chancellor's Office on funding, asking for a more equitable distribution of allocations. This could result in a substantial increase to SRJC.

Academic Senate: I have not been able to attend meetings lately, but hope to attend at least one more before end of semester. Kimberlee Messina and I continue to confer.

B. **Vice President** – Michelle Booher-Poggi reminded all that the kickoff for the Giving Tree is scheduled for Tuesday, November 23rd at noon in Bailey Hall and at 10:30 a.m. at the Petaluma campus.

C. **Treasurer** – Anna Felciano reported no activity this period.

D. **Communications Specialist** – Absent (Website has been updated to reflect current information, looks great.

E. **Sectors** – Nasseem Parveen reported that Assessment Services is gearing up for spring semester and that the GED tests are booked for the year; Jana Conley has been hired as the new AAIL in the Art Department; Mai Ibach is the new cook for the Children's Center.

III. Calendar

A. December 17 Senate Meeting, Petaluma Campus, meet at Facilities yard 10:20 a.m. Contact Anna Felciano if you will be taking the van. The meeting will be held in Room 154 of Mahoney Library

B. **Brown Bag Meeting:** Art Show Planning, teleconferenced Petaluma/Santa Rosa scheduled for Thursday, December 9 in Room 1 of Plover Library

IV. Check in sub-committees:

A. **Bylaws** – no activity this period

B. **Election Process** – no activity this period

C. **Sectors** – Nasseem Parveen and Marie Cuneo reported they have met and have identified how current sectors were established.

D. **Fund Raising** – Joan McMurray and Elizabeth McPherson reported a discussion about the possibility of hosting a "reverse" auction at the recognition dinner which has the potential to make a lot of money but would add two hours to the dinner event; other ideas include notecards and/or a 2006 calendar highlighting staff art work (pre-orders were suggested to determine quantity in an effort to decrease printing costs).

E. **Community Building*** - no activity this period

F. **Round Table Forums** – The major topic of discussion was the importance communication. Using it to deflect negative vibes with other co-workers, using the phone once in a while to personally connect with someone, seeing about getting the "picture" staff directory back. Also discussed - management skills for managers.

G. **Survey - Survey:** we received the following responses from staff who would like to work on the Art Show and the Recognition Dinner. Michelle and Raoul to follow up.

H. **Award Process** – Ed Graham and Raoul Yriberri met to discuss criteria in each category. A suggestion was made to increase the number of classified staff awards by honoring a classified staff member from Santa Rosa, Petaluma, Public Safety, Tech Academy and Shone Farm.

I. **Art Show** – Brown bag meetings have been focused on details of this event

V. **Open Forum** – Raoul Yiberri recommended that we tentatively approve (pending Board approval) Thursday, April 14th, 2005 as the date for the Classified Staff Recognition Dinner so we can reserve the cafeteria.

Motion: M. Cuneo; 2nd: R. Yiberri; Carried.

Raoul also reported that the Retirement Dinner will be held on Friday, April 22nd. It is a sit-down dinner, the cost is \$16 per person and the list of retirees is growing. Also, SRJC is playing Gavilan College in the Clo Bowl on December 4th.

VI. **iLEARN Presentation**

KC Boatsman, Institutional Research, and Lynn McMullin, Financial Aid, gave an overview of the iLEARN committee and ideas were brainstormed about student learning outcomes.

Adjournment at 12:30 p.m. *Motion: Sutherland; 2nd: Byrn; Carried*