

# CLASSIFIED SENATE MEETING MINUTES

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Friday, November 16, 2012

1:00-2:30 p.m. – President's Conference Room AD/SS 207

- Opening: Cassandra Thomas called the meeting to order at 1:06 p.m.
- Roll Call:  
Attendees: Angela Grotke, Gloria Kracher, Aaron Beavor, Cassandra Thomas, Christie Gabriel-Millette, Ana Bojorquez, Mary Valdemar  
  
Guests: Craig Petinak, Dan Angelo, Chris Tamayo, Elaine Akers
- Approval of Agenda: The agenda was approved, **Aaron Beavor 1<sup>st</sup>, Ana Bojorquez 2<sup>nd</sup>**.
- Approval of Minutes: The minutes for the October 19, 2012 meeting were approved, **Aaron Beavor 1<sup>st</sup>, Gloria Kracher 2<sup>nd</sup>**.
- New Business/Discussion:
- Constitutional Revisions-Call for Regular Special Sessions: We will meet the first Friday of the month during our lunch time at 12:00 on an ongoing basis.
- Presidential Forum and Survey Questions: 2 questions that we have for the candidates are 1) Do they look at shared governance as a part of our job, as opposed to not a part of our job, and are they action oriented about this and 2) How do they look at retention of classified employees during the budget crisis, and how this affects the morale of classified employees?
- Student Success Task Force Recommendations-Feedback Needed: How will this affect us? What changes will there be, and how can we prepare? We need to have feedback ready by February.
- Tax-ID#-New Information: It looks like we can get a tax ID# if we make less than \$5,000.
- Thanksgiving Basket Ad Hoc Committee-Update: We will have the baskets ready to distribute on Monday the 26<sup>th</sup>.

- Delineation of Duties- Update: Cassandra Thomas has been working with the Union on a document that clarifies the duties and differences of the Classified Senate and the Union.
  - Resignation, Removals and Appointments- Action: Mary Valdemar resigned as Historical Recorder. **Aaron Beavor motioned to accept, Gloria Kracher 2<sup>nd</sup>. Cassandra Thomas appointed Ana Bojorquez as the new Historical Recorder. Mary Valdemar motioned to accept, Aaron Beavor 2<sup>nd</sup>.**
  - Public Comment/Guest: Dan Angelo and Craig Petinak spoke to the Classified Senate about the 3 major changes for registration for the Spring 2013 semester. They want to make sure that as many students as possible are aware of the changes so that registration goes as smoothly as possible. They ask that employees talk to students about the changes as much as possible, and that we communicate the information to them in as many ways as possible.
  - Chris Tamayo and Elaine Akers spoke to the Classified Senate about Dealing with Difficult Students. He talked to us about techniques we can use to de-escalate difficult situations, and Elaine Akers gave us information about helping students who are At-Risk, and she talked about how Veterans can be At-Risk.
  - Reports:
    - A. ASG: No report.
    - B. Academic Senate: No report.
    - C. Classified Senate/Committees:
      - Treasurer's Report: No report.
      - District Assembly Report: no report.
    - D. College President's Report: No report.
    - E. CSEA: No report.
8. Announcements: The next meeting will be December 21, 2012.
9. Meeting Adjournment: Meeting was adjourned at 2:42.

\*Minutes submitted by Angela Grotke