****

**MOORPARK COLLEGE  
C**lassified **S**enate  
*The objective of this organization shall be to address the non-bargaining concerns of the classified employees and in the spirit of participatory governance work with college management in the development and implementation of college goals and objectives to promote campus community involvement, personal development, and collegiality.*

**SAINT PATRICK’S DAY POTLUCK AND MEETING NOTES**

**Thursday, March 7, 2013 | 11:30 a.m. – 1 p.m., Campus Center Conference Rooms**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **POSITION** | **OFFICER NAME** | **ATTEND** |  | **AREA** | **SENATOR NAME** | **ATTEND** |
| President | Maureen Rauchfuss | **X** |  | Communications / Administration / Fountain Hall | Kathy McDonald Rojas |  |
| Vice President | Linda Sanders | **X** |  | LMC / Physical Science / Health Science Center | Holly Ramsey | **X** |
| Secretary | Katharine Boyd | **X** |  | Applied Arts / Campus Center / CDC | Vacant |  |
| Treasurer | Peggy Spellman | **X** |  | LLR / HSS / Technology | Gilbert Downs | **X** |
| Former President | Kim Watters |  |  | Academic Center / Gym / M&O | Dianne Costabile | **X** |
| **GUESTS** | **DEPARTMENT** | **ATTEND** |  | Performing Arts / Music / EATM | April Hunt | **X** |
| Mickey Aguilar | CDC | **X** |  |  |  |  |
| Peggy Kinney | Business Services | **X** |  |  |  |  |
| Dominga Chavez | Life and Health Sciences | **X** |  |  |  |  |
| Felicia Torres | Math and Physical Science | **X** |  |  |  |  |

| **TOPIC** | **ACTION** |
| --- | --- |
| 1. **CALL TO ORDER/INTRODUCTIONS**   Maureen Rauchfuss welcomed everyone in attendance and called the meeting to order. | **The potluck began at 11:30 am, and the meeting was called to order at 12:00 p.m.** |
| 1. **ACTION ITEMS** 2. **Approval of Previous Meeting Notes**   The Senate approved the minutes from the February 7 Senate meeting and the March 3 Officers’ meeting, with the stipulation that February’s meeting attendance should be updated to include Gilbert Downs. |  |
| 1. **PUBLIC FORUM** – there were no guest speakers at this meeting. 2. **REPORTS/ PRESENTATIONS**    1. **Executive Board**       1. **President –** Maureen Rauchfuss reported that Master Planning meetings will be taking place in the Campus Center Conference Rooms during the next two weeks, and that classified staff are encouraged to attend when possible. Senators were also asked to show their support for Multicultural Day, which is being held on April 9 this year.       2. **Vice President –** Linda Sanders had no report for this meeting.       3. **Treasurer –** Peggy Spellman handed out the most recent budget report for the Senate. A few of the latest financial transactions will appear on next month’s report, including the $400 refund received from Famous Dave’s.       4. **Secretary –** Katharine Boyd reported that the M&O department has hired a new Maintenance Assistant II / Locksmith, Michael Deitz, who is in the middle of his first week on campus.    2. **Area Representatives**       1. **Communications/Administration/Fountain Hall (Kathy McDonald Rojas)**   Kathy was not present, but it was reported in her absence that Dave Anter will begin his position as the new Registrar next week. Remodeling for the Fountain Hall First Stop project will also begin soon.     * + 1. **Health Science Center/LMC/Physical Science (Holly Ramsey)**   There was no new report from these areas.   * + 1. **Applied Arts/Campus Center/CDC (Vacant)**   Mickey Aguilar volunteered to become the new Senator representing these areas. She works at the CDC for 10 months out of the year. Mickey reported that the CDC has promoted Melanie Sena from part-time to full-time employment. Elena is now working as a part-time assistant. Faculty and staff at the CDC are also discussing the possibility of offering a 5-week summer program on weekdays, from 9 am to noon, beginning in June.   * + 1. **LLR/HSS/Technology (Gilbert Downs)**   Gilbert reported that evening students have had difficulty purchasing scantrons, because the machine was recently moved from the LLR to the Campus Center – which is open no later than 7 pm. This may present a further problem during summer classes, since all LLR staff are now 11-month employees. John Dobbins will meet with Michele Perry next week to discuss options for the scantron machine, which may include moving it back to the LLR or making it available by leaving the Campus Center open later in the evenings. The issue should also be addressed in the Student Services Council. Paul Mattson, the Evening Attendant, may also have some individual scantrons for students to use.   * + 1. **Academic Center/Gym/M&O (Diane Costabile)**   Diane reported that construction work on the parking structure near the Gym is in progress, and that the project is going well. Spring sports are low due to the elimination of both baseball and men’s track, but the women’s basketball team will be going to the playoffs this weekend. If the team wins Saturday’s game, they will be competing in the state championships afterwards. The Senate was also reminded that Fitness Specialists are still available to train anyone who is interested in a workout program at the Gym this semester.   * + 1. **Performing Arts/Music/EATM (April Hunt)**   April reported that Performing Arts faculty and staff have been preparing for spring concerts and plays. EATM is also offering its annual Spring Spectacular events from the last week in March through the first two weeks in April. This is also a time to welcome students who have been admitted to next year’s EATM program.   * 1. **Participatory Representatives**      1. **SEIU Updates (Felicia Torres)**   Felicia reported that the District and the Union have reached a tentative agreement regarding a 4/40 summer work schedule. Union representatives want to confirm the best possible start and end dates with the Presidents of each campus before the agreement is presented for a vote among members. A start date will be determined soon for contract negotiations as well. Senators were encouraged to remain engaged in the proceedings.   * + 1. **Co-Curricular (Allam Elhussini)**   There was no new report from this committee.   * + 1. **Education CAP (Vacant)**   There was no new report from this committee.   * + 1. **Facilities CAP (Kim Watters)**   There was no new report from this committee.   * + 1. **Fiscal Planning (Dominga Chavez, Linda Sanders)**   Dominga reported that this committee recently discussed classified hiring priorities, including the possibility of restoring some positions that had previously been reduced or eliminated due to budget cuts. Perhaps these positions could be revived through Human Resources or through the program plans of their respective departments. There are now two lists in progress for prioritization: one for new positions, and the other for restored positions. Discussions will continue in April.   * + 1. **Safety and Wellness Committee (Diane Costabile)**   Diane reported that efforts are being made to further reduce the number of designated smoking areas on campus. This will include new signage in the parking lots closest to the CDC, LMC and the Academic Center, among other areas. The committee has also discussed current campus emergency procedures. Faculty and staff need to be better informed about what is expected of them in different types of emergency situations. Iris Ingram had announced in January that a website for specific instructions is in progress, and that the faculty and staff at all three campuses will become more involved in planning for emergencies.   * + 1. **DCAA and DCAS (Felicia Torres)**   Felicia reported that the District Consultation Council has determined that overall, campus finances should remain stable if the Governor’s budget plan holds true. This means that for the time being, there should be no new layoffs due to monetary necessity.   * 1. **Committees / Task Forces**      1. **Holiday Luncheon (Vacant)**   Maureen will meet with Pam Eddinger next week to discuss plans for the next luncheon.   * + 1. **Fundraising Committee (Allam Elhussini)**   There was no new report from this committee.   * + 1. **Sunshine Committee (Maureen Rauchfuss)**   Maureen reported that Andrea Ness was recently married; the Committee sent her a card expressing their best wishes.   * + 1. **Bylaws Task Force (Maureen Rauchfuss)**   In accordance with the Bylaws, the proposed amendments that would include   * + - 1. changing the election season of Officers and Senators from fall to spring in order to mirror the other two campuses as well as the State; and       2. eliminating any requirements for, or references to, a specific number of Senators in order to adapt to staff layoffs;   were presented to classified staff ten days before today’s  meeting. Accordingly, the Senate held a vote to determine if the  proposed amendments should pass.   * + 1. **Scholarship Committee (Maureen Rauchfuss)**   Maureen proposed increasing the annual scholarship amounts to $500 each instead of $250. Another proposed change would include making the scholarships available not only to classified staff, their spouses or children who are seeking a higher education degree, but also to classified staff who are seeking courses in professional development. The application deadline for both of this year’s scholarships will be April 4, so if approved, any changes would need to be enacted immediately. | **The Senate voted unanimously in favor of both proposed amendments to the Bylaws. Effective immediately, the 2-year election terms for both Officers and Senators shall be from June 1 to May 31, instead of November 1 to October 31. There will also be no specific stipulated number of Senators.**  **The Senate voted in favor of the increased scholarship amounts with only one objection. The Senate also voted in favor of opening scholarship availability to classified staff who are seeking professional development coursework.** |
| 1. **NEW BUSINESS** – none. |  |
| 1. **ADJOURNMENT** | **Meeting adjourned at 1:00 pm.** |

|  |  |
| --- | --- |
| **HANDOUTS** | **MEETING CALENDAR 12/13**  **1st Thursday, 12-1 p.m., A-138** |
| **MEETING NOTES** | 2/7/13 and 3/5/13 – **distributed** | **2012** | ~~7/5~~, ~~8/2~~, ~~8/30~~, ~~9/6~~, ~~10/4~~, ~~10/8~~, ~~10/22~~, ~~10/31~~, ~~12/6~~ (cancelled) |
| **MONTHLY BUDGET OUTLINE** | 2/28/13 – **distributed** | **2013** | ~~1/3~~ (cancelled), ~~2/7~~, ~~3/5~~, 3/7, 4/4, 5/2, 6/6 |