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**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.*

**MEETING NOTES**

**Thursday, May 3, 2012 | 12 – 1 p.m., Room A-138**

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| **POSITION** | **OFFICER NAME** | **ATTEND** |  | **AREA**  | **SENATOR NAME** | **ATTEND** |
| President | Maureen Rauchfuss | **X** |  | Administration/ Fountain Hall | Kathy McDonald Rojas | **X** |
| Vice President | Linda Sanders | **X** |  | LMC/ Physical Science | Elena Lucin | **X** |
| Treasurer | Peggy Spellman | **X** |  | Health Science/ Campus Center | Felicia Torres |  |
| Secretary | Katharine Boyd | **X** |  | Applied Arts/ Technology/ CDC | Allam Elhussini |  |
| Former President | Kim Watters |  |  | Performing Arts/ Communications | Vacant |  |
| **GUESTS** | **DEPARTMENT** | **ATTEND** |  | LLR/HSS | Micaela Aguilar |  |
| Myhanh Tu | LMC / Physical Science | **X** |  | Academic Center/ Gym/ M&O | Dianne Costabile |  |
|  |  |  |  | Music/ EATM | Gilbert | **X** |

| **TOPIC** | **ACTION** |
| --- | --- |
| 1. **CALL TO ORDER/INTRODUCTIONS**

Maureen Rauchfuss welcomed everyone in attendance and called the meeting to order.  | **The meeting was called to order at 12:00 p.m.** |
| 1. **ACTION ITEMS**
2. **Approval of Meeting Notes | April 5, 2012**

The Senate approved the minutes from the April 5, 2012 meeting. |  |
| 1. **PUBLIC FORUM** – there were no guest speakers at this meeting.
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| 1. **REPORTS/ PRESENTATIONS**
	1. **Executive Board**
		1. **President –** Maureen Rauchfuss announced that the Academic Senate is hosting an end-of-the-year fiesta on Thursday, May 11, and would like all classified staff to be able to attend as guests of the faculty. The additional cost is not coming out of their Senate budget; rather, individual faculty members are paying out of pocket to ensure that every classified staff member who wishes to attend may do so. Everyone is encouraged to RSVP and attend in response to this generous offer and show of support. The Classified Senate will also be hosting a catered Italian lunch on Wednesday, May 23 for classified staff only. This will provide a much-needed morale booster and an opportunity to say goodbye to those who are leaving at the end of the fiscal year. Senators were also reminded that open enrollment is taking place all May for health and dental benefits. Maureen reminded the Senate that representatives are urgently needed for every committee on which classified members are allowed to serve. This provides classified staff with a voice that must be heard, especially during difficult times such as these. Staff members are permitted to serve on up to two committees at a time, provided that this will not be a hardship for their respective departments. Senators were given copies of a chart detailing the communication cycle between the District Office and all three campuses, as well as the most recent draft of District governance documents. These documents are modeled after Moorpark College’s “Making Decisions on Campus” document.
		2. **Vice President –** Linda Sanders had no report for this meeting.
		3. **Treasurer –** Peggy Spellman handed out a Banner report showing $11,064.50 as the bottom line of the Senate budget this month. An itemized report next time will include expenditures from petty cash, as well as spending for the end-of-the-year lunch and commemorative plaques for retirees.
		4. **Secretary –** Katharine Boyd reported that the M&O department is busy preparing for several summer projects across campus, and has had to repair water leaks (some severe) in at least a couple of buildings over the past few weeks.
	2. **Area Representatives**
		1. **Administration/Fountain Hall (Kathy McDonald Rojas)**

Kathy reported that student registration is split this year, with one registration link for summer and another for fall. The fall class schedule could be online next week in a best case scenario, although previously it was not expected to be available before the end of the month. Kim Watters has also begun her new position as an Instructional Data Technologist. * + 1. **LMC/Physical Science (Elena Lucin)**

Elena reported that faculty and staff are in the process of moving from Physical Science to LMC for the summer, so that the HVAC equipment can be fixed.* + 1. **Health Science/Campus Center (Felicia Torres)**

No new updates from these areas. * + 1. **Applied Arts/Technology/CDC (Allam Elhussini)**

No new updates from these areas.* + 1. **LLR/HSS (Micaela Aguilar)**

No new updates from these areas. * + 1. **Academic Center/Gym/M&O (Diane Costabile)**

No new updates from these areas.* + 1. **Music/EATM (Gilbert)**

No new updates from these areas.* + 1. **Performing Arts/Communications (Vacant)**

No new updates from these areas.* 1. **Participatory Representatives**
		1. **SEIU Updates (Felicia Torres)**

Felicia was not present. She and Mickey Aguilar are attending an SEIU steward meeting today. The Classified Senate Presidents will also be meeting with SEIU representatives to discuss delineation of duties.* + 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 (Maureen Rauchfuss)**

There was no new report from this committee. * + 1. **Ethics (Gilbert)**

Gilbert confirmed that this committee has not been holding meetings in quite some time. * + 1. **Safety (Diane Costabile)**

There was no new report from this committee.* + 1. **Wellness (Diane Costabile)**

There was no new report from this committee.* + 1. **DCSL and DCAS (Maureen Rauchfuss)**

There will be no further reports from these committees until August, when the next meetings are scheduled to take place. The structure and representatives are possibly changing for both.* 1. **Committees / Task Forces**
		1. **Holiday Luncheon (Vacant)**

Planning for this committee is on hold pending further developments related to the budget and classified staff.* + 1. **Website Committee (Kim Watters)**

There was no new report from this committee.* + 1. **Bylaws Committee (Vacant)**

There was no new report from this committee, but there may be a meeting in the future to discuss moving Senator elections from the fall to the spring. Senators may also be asked to represent more than their initial assigned departments, but this should be an action that can pass without requiring an election.* + 1. **Fundraising Committee (Allam Elhussini)**

There was no new report from this committee. * + 1. **Scholarship Committee (Vacant)**

Elena Lucin’s son and Marcela Hernandez’s daughter each won a Classfied Senate Scholarship this year. Congratulations to each of them; they were very deserving.* + 1. **Sunshine Committee (Maureen Rauchfuss)**

Maureen announced that two classified employees were sent plants and wishes for a speedy recovery during recent health issues.  |  |
| 1. **NEW BUSINESS** – none.
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| 1. **ADJOURNMENT**
 | **Meeting adjourned at 1:00 p.m.** |

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| **HANDOUTS** | **MEETING CALENDAR 11/12****1st Thursday, 12-1 p.m., A-138** |
| **AGENDA** | 5/3/12 – **distributed** | **2011** | ~~8/11~~, ~~9/15~~, ~~10/13~~, ~~11/3~~, ~~12/1~~ |
| **MEETING NOTES** | 4/5/12 – **distributed** | **2012** | ~~2/2~~, ~~3/1~~, ~~4/5~~, ~~5/3~~, 6/7 |
| **FLYERS FOR LUNCHEONS ON MAY 11 AND MAY 23** – **distributed**  |  |
| **CHART OF DISTRICT-TO-CAMPUS COMMUNICATION AND RELATED GOVERNANCE DOCUMENTS** – **distributed** |  |