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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, September 6, 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 |  |
| Treasurer | Peggy Spellman | **X** |  | Health Science/ Campus Center | Felicia Torres |  |
| Secretary | Katharine Boyd | **X** |  | Applied Arts/ Technology/ CDC | Allam Elhussini | **X** |
| Former President | Kim Watters |  |  | Performing Arts/ Communications | Vacant |  |
| **GUESTS** | **DEPARTMENT** | **ATTEND** |  | LLR/HSS | Vacant |  |
| Conni Bittinger | Business Services | **X** |  | Academic Center/ Gym/ M&O | Dianne Costabile |  |
| Peggy Kinney | Switchboard | **X** |  | Music/ EATM | Gilbert | **X** |

| **TOPIC** | **ACTION** |
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| 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 | May 3, 2012**   The Senate approved the minutes from the May 3, 2012 meeting. |  |
| 1. **PUBLIC FORUM** – there were no guest speakers at this meeting. |  |
| 1. **REPORTS/ PRESENTATIONS**    1. **Executive Board**       1. **President –** Maureen Rauchfuss reported that morale is especially low this year among classified staff, so a difficult year is anticipated for the Senate. With this in mind, the suggestion was made that a few particular goals should be set, such as improved communication, or an event or fundraiser that will give back to the campus our outside community (for example, the yearly food drive for needy families). Maureen would also like to work with the other two Classified Senate Presidents to establish a retreat or professional development day for classified staff. Classified representatives are needed on the Health Benefits Committee (which meets every other month at 3:30 pm on Thursdays) as well as the District Council for Human Resources (DCHR, which meets on the fourth Thursday every month at the District Office). Maureen is still a member of the District Consultation Council, and may also join the newly established President’s Council.       2. **Vice President –** Linda Sanders reported that nominations for new senators are due soon. Once the nomination forms are distributed campus-wide, they must be returned within a week in order to count for the October election. In light of the reduction in classified staff available to serve, Linda suggested reducing the number of new senators from eight to six, with the following stipulations for coverage:   Senator 1 – Performing Arts / Music / EATM  Senator 2 – Communications / Administration / Fountain Hall  Senator 3 – Physical Science / LMC / Health Science Center  Senator 4 – LLR / HSS / Technology  Senator 5 – Applied Arts / CDC / Campus Center  Senator 6 – Academic Center / Gym / M&O   * + 1. **Treasurer –** Peggy Spellman handed out a Banner report reflecting the $300 blanket purchase order account with the campus bookstore. $108.96 was recently spent on flowers for Jay Hutchins’ funeral. The recent petty cash transaction for candy for all classified staff (courtesy of the Sunshine Committee) will be incorporated into the budget soon. A blanket purchase order account should also be established with Costco in the near future.     2. **Secretary –** Katharine Boyd reported that the M&O department is catching up on key requests with the help of Allen Witt, Mark Clements, and Bob Smith, a provisional locksmith, in the wake of Skip Smith’s long absence. Katharine also became an aunt yesterday morning, and will be getting married in the spring.   1. **Area Representatives**      1. **Administration/Fountain Hall (Kathy McDonald Rojas)**   Kathy reported that her supervisor, Kathy Colborn, broke her ankle and has had to be absent for some time. Approximately half the staff in her division are also absent for various reasons – Gail Wirth’s husband unfortunately suffered a stroke, and Lori Jay was relocated to the Scholarships Office. Magda Tucker has also begun working four hours a day in her office, and four hours a day in the Business Services department.     * + 1. **LMC/Physical Science (Elena Lucin)**   A gentleman by the name of DeWitt (last name not known at present) has been hired to replace Scotty MacLeod.   * + 1. **Health Science/Campus Center (Felicia Torres)**   The new Campus Center vending machines are not popular with staff, but are frequently being used by students, as are the new microwaves.   * + 1. **Applied Arts/Technology/CDC (Allam Elhussini)**   Claudia Stewart retired from her position at the CDC, but Maria may be coming back from the Ventura campus as a provisional.   * + 1. **LLR/HSS (Vacant)**   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. Maureen reported that hopefully SEIU will provide a complete list of classified representatives for the campus by the end of next month.   * + 1. **Co-Curricular (Allam Elhussini)**   There was no new report from this committee.   * + 1. **Education CAP (Vacant)**   Maureen reported that, per a recent amendment to the *Making Decisions at Moorpark College* document, many campus committees will no longer have classified representation.   * + 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, although it does still have three classified representatives.   * + 1. **Ethics (Gilbert)**   Gilbert confirmed that this committee is no longer active.   * + 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)**   Maureen reported that DCSL is no longer active; it has been replaced by DCAS and DCAA.   * 1. **Committees / Task Forces**      1. **Holiday Luncheon (Vacant)**   Per the results of a campus-wide survey, the vast majority of classified staff does not want to have the holiday luncheon this year. They would, however, be interested in a smaller event, such as a potluck, for classified staff only. Maureen will share this information with Pam Eddinger shortly.   * + 1. **Website Committee (Kim Watters)**   There was no new report from this committee.   * + 1. **Bylaws Task Force (Vacant)**   This task force should be reactivated in order to address the reduction of classified staff available to serve in the Senate.   * + 1. **Fundraising Committee (Allam Elhussini)**   Allam received new information about another upcoming See’s candy sale.   * + 1. **Scholarship Committee (Vacant)**   There was no new report from this committee.   * + 1. **Sunshine Committee (Maureen Rauchfuss)**   Maureen announced that all classified staff were recently given a package of Now & Laters in appreciation for their service to the campus. | **The Senate voted unanimously in favor of reducing the number of new senators from eight to six, with the stipulated areas of coverage as suggested by Linda Sanders.** |
| 1. **NEW BUSINESS** – none. |  |
| 1. **ADJOURNMENT** | **Meeting adjourned at 1:00 p.m.** |

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| **HANDOUTS** | **MEETING CALENDAR 12/13**  **1st Thursday, 12-1 p.m., A-138** |
| **AGENDA** | 9/6/12 – **distributed** | **2012** | ~~7/5~~, ~~8/2~~, ~~8/30~~, 9/6, 10/4, 11/1, 12/6 |
| **MEETING NOTES** | 5/3/12 – **distributed** | **2013** | 1/3, 2/7, 3/7, 4/4, 5/2, 6/6 |
| **MONTHLY BUDGET OUTLINE** | 9/6/12 – **distributed** |  |
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