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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, March 1, 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 | **X** |
| Former President | Kim Watters |  |  | Performing Arts/ Communications | Vacant |  |
| **GUESTS** | **DEPARTMENT** | **ATTEND** |  | LLR/HSS | Micaela Aguilar | **X** |
| Myhanh Tu | LMC / Physical Science | **X** |  | Academic Center/ Gym/ M&O | Dianne Costabile |  |
|  |  |  |  | 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 | December 1, 2011 and February 2, 2012**

The Senate approved the minutes from both the December 1, 2011 meeting and the February 2, 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 reported that she is trying to get the campus catalogue up to date, and asking for everyone, from the Deans and Vice Presidents on down, to add their corrections if they spot inaccurate information. She continues to serve on the Chancellor’s Search Committee, which meets every two weeks, and has asked senators to please inform her of anything they would like her to address on behalf of the classified staff. The committee will hopefully have completed chancellor interviews by the week of graduation this May. A volunteer is still being sought to attend the Board meetings in Maureen’s stead; unfortunately, if the Moorpark College Classified Senate Report is read by one of the other two Classified Senate Presidents, it will still not be recorded as Moorpark College’s report. It is imperative that classified staff not lose their voice at these important meetings, especially at a time in which staff input is finally being recognized on various District committees. The Classified Leadership Institute is also offering scholarships to cover the costs of this year’s summit. There are three scholarships available statewide, so anyone interested should contact Maureen for details.
		2. **Vice President –** Linda Sanders had no report for this meeting.
		3. **Treasurer –** Peggy Spellman was able to get access to the full Senate budget and so, with help from Marcela Hernandez, was able to print out a detailed budget report. The only items needing backup documentation were a few petty cash transactions. Allam informed Peggy that the Business Office should have the necessary backup for her. The Senate also has a $350 open purchase order with American Trophy, so Peggy will visit the company tomorrow and order plaques for three spring retirees: LaDonna Righetti, Scotty MacLeod and Jerry Purcell. The plaques should be ready for pickup before LaDonna’s last day, which is next Thursday, March 8.
		4. **Secretary –** Katharine Boyd reported that the campus locksmith, Skip Smith, has just returned to campus after a lengthy illness. During his absence, there may have been issues related to locks that were neglected, so patience is requested while he catches up on any backlogged work orders.
	2. **Area Representatives**
		1. **Administration/Fountain Hall (Kathy McDonald Rojas)**

Kathy reported that Glenela Rajpal will return to work the week after next, and that Kim Korinke has taken over as the new Director of Financial Aid. Summer and fall student applications became available today, but there will be no dual class registration allowed this year – students must register for their summer classes and fall classes separately. At least 400 students will be negatively affected if they do not pass their classes this semester, due to the fact that they have reached their limit on the number of times they can repeat a course. Students with official “drops” in their records can also be impacted. * + 1. **LMC/Physical Science (Elena Lucin)**

Elena reported that in order to spread the word about the new restrictions on repeating courses, notices have been posted for students throughout the Physical Science building.* + 1. **Health Science/Campus Center (Felicia Torres)**

Felicia was not present, but Mickey Aguilar announced on her behalf that the food courts at all three campuses will close at the end of this spring semester. * + 1. **Applied Arts/Technology/CDC (Allam Elhussini)**

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

No new update from the LLR, but Mickey announced that Linda Sanders may be returning to her former post in the HSS division office. * + 1. **Academic Center/Gym/M&O (Diane Costabile)**

Diane was not present, but Maureen reported on her behalf that Athletics raised $2,500 at their annual basketball cancer fundraiser. They may, in fact, have made the most money statewide. Maureen expressed Diane’s thanks to all those who attended.* + 1. **Music/EATM (Gilbert)**

Gilbert reported that the EATM Spring Spectacular will take place during the last two weekends in March.* + 1. **Performing Arts/Communications (Vacant)**

Katharine Boyd announced that the Performing Arts building is  having new sound equipment installed this week for their spring musical, Chicago. Installation began yesterday.* 1. **Participatory Representatives**
		1. **SEIU Updates (Felicia Torres)**

On Felicia’s behalf, Mickey Aguilar advised senators to pay close attention to the agendas for the March and April Board meetings. These meetings should determine the cuts to classified staff. In addition to the closure of the food courts, bookstore hours may be reduced as well.* + 1. **Co-Curricular (Allam Elhussini)**

Any funds awarded by this committee must be used during the same semester in which they are given. In the future, this rule must be made abundantly clear.* + 1. **Education CAP (Vacant)**

Maureen informed the Senate that she will investigate who should be representing classified staff in this committee.* + 1. **Facilities CAP (Kim Watters)**

There was no new report from this committee.* + 1. **Fiscal Planning (Maureen Rauchfuss)**

Maureen has had to resign from this committee, so volunteer representatives are sought. Classified staff can have up to three representatives here. * + 1. **Ethics**

There was no new report from this committee. The suggestion was made that this committee be removed from future meeting discussions.* + 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 (Maureen Rauchfuss)**

Maureen reported that this committee did not meet in February, but their next meeting is planned for next week.* + 1. **DCAS (Maureen Rauchfuss)**

Maureen reported that this committee will have their next meeting tomorrow morning. District Consultation has been meeting twice monthly in order to specifically discuss accreditation issues. The Board seems committed to improving communication and management issues as part of the accreditation process – the “Making Decisions” document for Moorpark College has apparently been used as the model for the entire district, even though the document is over two years old and needs an update.* 1. **Committees / Task Forces**
		1. **Holiday Luncheon (Kim Watters)**

Kim Watters was not present, but Maureen announced that she and Mickey Aguilar met to discuss this year’s holiday luncheon. The theme will be “Peppermint Twist,” and some decorations have already been purchased accordingly. The luncheon will take place on December 11, the first day of final exams, and will be held from 11:30 am to 1 pm. Maureen will seek price quotes from both Red’s and Famous Dave’s, though likely Famous Dave’s will be the chosen vendor if only for the fact that – unlike almost all other caterers – their cost includes servers. Gilbert was praised for the donations collected during last year’s event, but seeking donations is a large job so volunteering is encouraged for this year.* + 1. **Website Committee (Kim Watters)**

Kim will continue to update the Senate website.* + 1. **Bylaws Committee (Vacant)**

There was no new report from this committee, but updates are needed for the bylaws, especially in regard to officer responsibilities. Maureen would like to form a task force for this in the near future, so that officer and senator duties will be clear by the next election year.* + 1. **Fundraising Committee (Allam Elhussini)**

Flyers and envelopes were handed out for the next See’s Candy fundraiser. The sales deadline is March 15. * + 1. **Scholarship Committee (Vacant)**

The Classified Senate is offering a $250 scholarship to any classified staff member pursuing a degree in higher education. The scholarship is also open to the spouses and children of qualifying classified staff members. The deadline for scholarship applications is Thursday, April 5.* + 1. **Sunshine Committee (Maureen Rauchfuss)**

Maureen announced that a St. Patrick’s Day potluck will take place on Thursday, March 15 from 11:30 am to 1 pm. Birthdays from January, February and March will also be celebrated with cake at this event. Those interested in attending should inform Maureen and tell her what type of dish they plan to share. |  |
| 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** | 3/1/12 – **website and distributed** | **2011** | ~~8/11~~, ~~9/15~~, ~~10/13~~, ~~11/3~~, ~~12/1~~ |
| **MEETING NOTES** | 12/1/11 and 2/2/12 – **distributed** | **2012** | ~~2/2~~, ~~3/1~~, 4/5, 5/3, 6/7 |
| **MONTHLY BUDGET SHEET** – **distributed**  |  |
| **FLYERS FOR SEE’S CANDY SALE AND CLASSIFIED SENATE SCHOLARSHIP** – **distributed** |  |