



MOORPARK COLLEGE  
CLASSIFIED SENATE

## MOORPARK COLLEGE Classified Senate

*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, November 5, 2009 | 12 – 1 p.m., PCR

| POSITION         | NAME              | ATTEND |  | AREA REPRESENTATIVES             | NAME            | ATTEND |
|------------------|-------------------|--------|--|----------------------------------|-----------------|--------|
| President        | Kim Watters       | X      |  | Administration/<br>Fountain Hall | Giselle Aguilar | X      |
| Vice President   | Maureen Rauchfuss | X      |  | LMC/ Physical<br>Science         | Felicia Torres  | X      |
| Treasurer        | Marcela Hernandez | X      |  | Health Center/ FA/<br>EOPS       | Kim Korinke     | X      |
| Secretary        | Katharine Boyd    | X      |  | Applied Arts/<br>Technology/ CDC | VACANT          |        |
| Former President | Donna Santschi    | X      |  | CC/ ACCESS                       | Sharon Miller   | X      |
| GUESTS:          | Linda Sanders     | X      |  | LLR/HSS                          | Betsy Wagner    | X      |
|                  | Allam Elhussini   | X      |  | Trailers/ Gym/ M&O               | Vance Manakas   | X      |
|                  | Mickey Aguilar    | X      |  | Music/ EATM/ PA/<br>COM          | Janeene Nagaoka | X      |
|                  |                   |        |  |                                  |                 |        |

| TOPIC  | ACTION  |
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| <b>I. CALL TO ORDER/INTRODUCTIONS</b><br>Kim Watters introduced herself as the newly elected President for the Moorpark College Classified Senate. Kim welcomed everyone in attendance and asked that each member introduce themselves to the rest of the group. | <b>Meeting was called to order at 12 p.m.</b> |

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| <p>II. ACTION ITEMS</p> <p>A. Approval of Meeting Notes   October 1, 2009</p>   | <p>The October 1, 2009 Meeting Notes will be reintroduced for approval at the next Classified Senate meeting.</p> |
| <p>III. PUBLIC FORUM</p> <p>A limit of five (5) minutes for each speaker will be enforced.</p>  | <p>There were none.</p>   |
| <p>IV. REPORTS/ PRESENTATIONS</p> <p>A. Executive Board</p> <ul style="list-style-type: none"> <li>i. <b>President</b> – Kim Watters welcomed Senate members to the first official meeting of this fiscal year. The new Classified Senate logo was introduced and explained to the Senate. This logo will be visible on most future Classified Senate documents.</li> <li>ii. <b>Vice President</b> – Maureen Rauchfuss announced the Scholarship Fund that Lisa Putnam has established for the College. Funds can be awarded to qualifying Classified employees who are currently enrolled in higher education courses.</li> <li>iii. <b>Treasurer</b> – Marcela Hernandez presented each Senate member with a current Classified Senate budget outline, explaining total revenues for upcoming expenses such as the Holiday Luncheon and basic Senate operating costs. Numbers shown in the budget outline are subject to fluctuation as the year progresses.</li> <li>iv. <b>Secretary</b> – Katharine Boyd had no news to report, but greeted Classified Senate members.</li> </ul> <p>B. Area Representatives</p> <ul style="list-style-type: none"> <li>i. <b>Administration/Fountain Hall (Giselle Aguilar)</b><br/>Giselle Aguilar announced her return to work in EOPS. The only current EOPS staff member will be having surgery on November 16<sup>th</sup>, and is due to be out for the rest of the semester.</li> <li>ii. <b>LMC/Physical Science (Felicia Torres)</b><br/>Felicia Torres reported that Paul Mattson will soon be returning to Moorpark College as the Evening Attendant in the Fountain Hall area. He is also helping Lisa Putnam with accreditation standards.</li> </ul> | <p>The Senate unanimously adopted the budget for this fiscal year.</p>  |

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| <p>iii. <b>Health Science/Financial Aid/EOPS (Kim Korinke)</b><br/> Kim Korinke reported that the new Health Science Center is still on schedule to be completed next year, and teaching could begin there in Fall of 2010. The faculty would like to suggest that the old Health Science building be replaced with a staff parking lot. Gerri Cantu is a new Classified employee in the Financial Aid office, having transferred here from Ventura. Maria Cardona, who also works in Financial Aid, is currently out for maternity leave. EOPS staff acknowledged that the Campus Center Bookstore looks too dated and needs to be renovated to accommodate the needs of the students. Employees would also like to know whom they can contact for ergonomics issues with their stations.</p> <p>iv. <b>Campus Center/ACCESS (Sharon Miller)</b><br/> Sharon Miller announced that the Associated Students are going to create a new student lounge area called Raiders Cove. Student Government currently has \$2 million in the bank, and they would like to use it to expand and improve student "hang-out" areas. Talks are in progress to begin updating certain spots at a time, including the Foyer. Once the new Health Science Center is complete, the old trailers will be torn down and another new student area will be built. Sharon will also bring a report from ACCESS to the next meeting.</p> <p>v. <b>Applied Arts/Technology/CDC (Vacant)</b></p> <p>vi. <b>LLR/HSS (Betsy Wagner)</b><br/> Betsy Wagner asked for a list of Classified staff in her area so that she can report more thoroughly. Betsy indicated that she had heard that Hart Schulz, who works in HSS, recently had quadruple bypass surgery. The I.T. Department is in the process of a reorganization, which will impact Dean Adams most severely. However, he may be assigned one of the two new positions created at the District. He will need to reapply for the job.</p> <p>vii. <b>Trailers/Gym/M&amp;O (Vance Manakas)</b><br/> Vance Manakas will present his area report at the next meeting.</p> | <p>Kim Watters informed Kim Korinke that Ron Owens, who works in the District Office, can be contacted for all ergonomics and worker's comp. issues.</p> <p>Kim Watters will bring copies of the Building/Project Prioritization List, as determined by Facilities-CAP, to the next Classified Senate meeting.</p> |

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| <p>viii. <b>Music/EATM/PA/COM (Janeene Nagaoka)</b><br/>Janeene Nagaoka will present her area report at the next meeting.</p> <p><b>C. Participatory Representatives</b></p> <p>i. <b>Co-Curricular (Allam Elhussini)</b><br/>Allam Elhussini handed out copies of the current Co-curricular Awards sheet and explained the budget to the Senate members.</p> <p>ii. <b>Education CAP (Donna Santschi)</b><br/>Donna Santschi reported that the accreditation standards are being reviewed and corrected. Lisa Putnam is also conducting a self-study.</p> <p>iii. <b>Facilities-CAP</b><br/>An updated roster is needed for this committee.</p> <p>iv. <b>Fiscal Planning (Dominga Chavez, Leanne Colvin)</b><br/>Committee Representatives will have a report ready for the next meeting.</p> <p>v. <b>Safety (Allam Elhussini, Candy Lidstrom)</b><br/>Discussion was held regarding the safety hazard of the main stage in the Performing Arts building. The main stage needs handrails.</p> <p>vi. <b>Wellness</b> – An updated roster is needed for this committee.</p> <p>vii. <b>DCSL (Maureen Rauchfuss)</b><br/>Maureen Rauchfuss explained that DCSL is the District Committee on Student Learning, which is making changes to the current class registration process. The EVPs have been charged with this task, and are reviewing alternatives including giving priority registration to the 45 – 60 college unit range as they are the closest to graduation and transfer. The colleges' early alert system is in the process of being reviewed by a District Task Force. It was reported that all Deans have been asked to request feedback from their student workers regarding the usability of the Portal.</p> | <p><b>Darlene Melby to be notified of the safety hazard of the main stage in the PA Building.</b></p> |

| TOPIC  | ACTION   |
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| <p><b>D. Committees/ Task Forces</b></p> <p><b>i. Annual Staff Holiday Luncheon Committee</b><br/>Save-the-Date announcements have been printed for the luncheon. Famous Dave's will be catering this year, and three servers are included in the price. Kim Watters will pre-print nametags for those attending. A quartet and duet from the Music department are scheduled to perform, and there may also be a "photo wall" with pictures of faculty and staff projected in the cafeteria.</p> <p><b>ii. Sunshine Committee</b><br/>The Sunshine Committee welcomes and congratulates new faculty and staff to the campus. The State Classified Senate has received a sample of one of our welcome packets.</p> <p><b>iii. Constitution/Bylaws Task Force</b><br/>The Moorpark College Classified Senate Constitution is almost ready for adoption and approval. The Bylaws will soon be constructed as a companion document to the Constitution. The Bylaws will have detailed information as outlined by the Constitution.</p> |  |
| <p><b>V. NEW BUSINESS</b></p> <p><b>A. Reintroduction of Previous Agenda Items</b></p> <p><b>B. Delineation of Duties (Senate vs. SEIU)</b></p> <p><b>C. Committee/Task Force Establishment with Chairs</b></p> <p>i. Delineation of Duties Task Force</p> <p>ii. Fundraising Committee</p> <p>iii. Classified Employee Handbook Task Force</p> <p>iv. Scholarship Committee</p> <p>v. Website Committee</p> <p><b>D. Future of Senate</b></p> <p>i. Goals 2009-2010</p>   | <p>New business, goals for the future, committee and task force establishment will be discussed at the next meeting. Delineation of duties will be reviewed as well. There will be one document describing delineation of duties for the Senate on all three campuses.</p> |
| <p><b>A. ADJOURNMENT</b></p>   | <p>Meeting adjourned at 1:00 p.m.</p>  |

| HANDOUTS                                  |  | MEETING CALENDAR 09/10<br>1 <sup>st</sup> Thursday, 12-1 p.m., PCR |                                |
|---|--|--|--------------------------------|
| AGENDA   11/05/09 – MCShare & Distributed |  | 2009   | 11/5, 12/3                     |
| MEETING NOTES                             |  | 2010   | 1/7, 2/11, 3/11, 4/1, 5/6, 6/3 |
| GOALS 2009-2010                           |  |  |                                |