

**D R A F T**  
**CLASSIFIED SENATE**  
**EXECUTIVE BOARD MEETING**  
**February 7, 2012– Meeting Minutes**

**Members Present:** Wendy Corbin, Maria Briney, Debi Miller, Ken Grimes, Connie Sterling, Melissa Chandler, Yvette Macy, Angela Johnson, Jennine Boschock, Nicole Boyer Pamela Wright, JacQueline Osborne, Joe Balestreri, Pat Murray, Karen Kline

**Members Absent:** Patricia Bailey, Patty Sparks, Cindy Echaves

**Members Excused:** Avelina Mitchell, Jean Wallace, Mary Eden

**Meeting Called to Order:** 12:09p

**Meeting Adjourned:** 12:59p

**1. Call to Order**

- A. Roll Call/Call to Order: The Secretary took roll call, and the President called the meeting to order at 12:09p
- B. Agenda additions/deletions/changes: Nothing brought forward
- C. Approval of Minutes from 12/6/11: M/S/A with submitted changes Kline/Macy. **Motion passes.**

- 2. New Business.** Wendy Corbin announced that the Annual Organization Meeting will be held on 3/2 at 5:30p (location TBD). M/S/A Murray/Macy. **Motion passes.**

Discussion: Wendy Corbin explained that the purpose of the Annual Organization Meeting is to do final preparation and run through of structural functions for Classified Staff Appreciation Day. It will be held at Grossmont College - location to be determined (will try for Griffin Gate) – and will be a pot luck. The E-Board should have everything in stone and just doing clean up. At the meeting, we will review the different roles for the morning opening and a meeting the day before to do the final set up and tables for sign in, tickets, etc. The length of the Sunday meeting will be approximately 1.5 hours.

**3. Communication**

A. President:

- 1. Robert Mountain, a district service site senate board member, is on LOA and Karen Kline has been appointed to fill this position until end of June.
- 2. Send Agenda to all Classified Starting March. Will be sending out agenda to all classified, much in the same manner as CSEA. Since currently the Classified Senate does not hold two meetings will send out agenda to everyone to fulfill that obligation of communication to all classified.

Discussion: This is a good idea to be able to have classified weigh in on any item. It will be included in the e-mail that goes out. Currently we hold Executive Board meetings that are not an open meeting. It is beneficial for them to have the information. Wendy will place attachments to agenda items onto Senate website and can be accessed through a link in the

e-mail. It was clarified that the Executive Board meetings are open to classified, anyone can come just cannot vote. Wendy Corbin will start to send out next month to all classified membership.

3. GCCCD Educational Master Plan: Pat Murray briefed the group on this agenda item. She was part of the teams that did Environment Scan. A district consultant was hired to write the plan. The district leadership is seeking approvals from the constituency groups on this document so we can move forward. Basically, long term strategic planning document that is very broad and explain what the college is planning on doing and why.

Wendy Corbin added that it does have something to do with Accreditation a lot of strategic planning through accreditation and supposed to be circular. It is the driver for facility plans, etc. It includes a comprehensive look to the future and an ideal world through educational planning process. This is an established confinement vessel for their plan. How can it benefit, enhance the environment we work in?

Pam Wright stated that it is more of a longer term plan looking at 10-15 years out and it guides the strategic plans for the sites.

Pat Murray asked if the Academic Senate endorses? She added that Dr. Cooke, Grossmont College President, is asking if there is any kind of review through classified senate. She is comfortable with the document and seeks an endorsement from Senate.

The EMP summary was given to sites which was included in the attachments. We look to our trusted cohorts who have been involved in the process that there are no major problems being brought forward.

Melissa Chandler asked why it needed to be endorsed today, can the group have more time to review? Wendy Corbin added that if the group was comfortable with the document we could move it forward.

4. BP/AP (3440, 5130, 5405): Please notify Wendy Corbin if you have any comments or edits for these items. These items will be addressed at the next DEC meeting.

#### B. Cuyamaca

New Mission/Vision: Since Avelina was not available to address, Wendy Corbin looked to Debi Miller for input. Since Debi Miller was not on the committee or task force that formulated the document, she was not able to address this item. Wendy Corbin stated she will get more information and let the Board know.

- C. District – please review digital report from Yvette Macy, District Services VP
- D. Grossmont – please review digital report from Joe Balestreri, Grossmont College VP
- E. Treasurer: Maria Briney reported the following:  
CSAD Trust Balance: \$7,052.00      CS Trust Balance: \$2,554.38

#### 4. Operations/Tabled Items

##### A. Fundraising/Donations.

Spring See's. Yvette Macy reported that there will be a spring See's Fundraiser. The timeline same as it was last spring. She is working on getting the order form updated and the getting all the information onto the flyer. Wendy Corbin added that it is important to know what we are fundraising for. There was money allocated at the beginning of the year, may be fundraising

for money allocated at the retreat, she will double check. It should be a dollar-in dollar-out allocation. She will send an e-mail to the group on the status.

## B. Classified Staff Appreciation Day

Facilities. Recommendation for Breakfast/Lunch/End of Day – Maria Briney that breakfast might be held in a different area to accommodate the keynote speaker and we are looking to Griffin Gate. A test will be run to see if it will hold all the tables. Lunch will be indoors at the student center where there is outdoor seating along with music. Griffin Gate will be used for desserts and give aways.

Workshop & Entertainment: Keynote - Connie Sterling reported that she is considering using the science building to set up a spa theme or mini-health fair. She is still working on securing a vendor for one of the workshops. Yvette Macy commended Connie for checking out the building, Wendy Corbin thanked her as well.

Workshop & Entertainment: The keynote information was distributed on Pam Smith. The keynote speaker came recommended by one of the Deans at Grossmont College for a workshop, and has given her 100% enthusiastic support for this person. Send any concerns you may have to Wendy, otherwise she will be moving forward to secure keynote speaker. Wendy has talked to her about being a part of the morning activities and doing a keynote presentation. She was informed of the audience of over 200 people. Wendy Corbin doesn't think she will charge the Senate for the presentation. The group meeting to talk with the keynote speaker got all off and pushed back to March. Wendy would like to meet with her to tell her yes or no.

The Workshop grid was shared with the Senate as part of the attachments to the agenda. Unfortunately the Culinary Arts instructors will be out of town, so cannot bring back some of the workshops that were previously scheduled.

Connie Sterling shared that during her visit to Grossmont she contacted Al Ventura to pass the word onto ceramic instructors for possible workshops for CSAD.

Public Relations: Program Cover – Since Avelina Mitchell was out and the Chair for this Committee, Nicole Boyer and Angela Johnson took the reins and produced the program cover that was included with your attachments. Wendy asked for a recommendation from the group – a consensus was reached and a resounding approval to move forward.

Raffle/Donations: Staff Give Away – Yvette Macy shared the intention of using the Lucky Bamboo for the give aways. They would look good as center pieces and available to take home.

Food: Different price point – Pat Murray reported that she had an appointment scheduled on Thursday with Sodexho and will share the budget bottom line with them. She will look for them to give us the best price. Nicole Boyer volunteered to get some comparison prices for Pat to share with Sodexho. Pat Murray will report back to the group. Ken Grimes asked for vegetarian options.

Fiscal Coordination: Maria Briney instructed the group to get the word out to the workshop presenters to fill out forms (RFC, W-9) and get into the system.

Meeting adjourned at 12:59p.