Classified Senate Meeting  
September 7, 2011, 1 p.m. to 2 p.m.  
Teleconference Rooms LC 53 and IS 201

Senators Present: Andrea Hunter; Alice Dieli; Nicole Cruz; Dodd Stange; Melinda Molloy; Kathleen Kirkpatrick, Shook Chung

Absent: Bob Chamberlain; Thelma Kidd; Ellen Shaw

Guests: Becky Reetz and Chialin Hsieh

The meeting was called to order at 1:06 p.m.

Meeting Summary

Agenda Review/Revise/Approve
The agenda was approved by all present.

Minutes
August 3, 2011, minutes were approved online.

Announcements:
Got great feedback on the newsletter. Andrea sent copies to the Board of Trustees and received very nice comments from Trustee Long. Andrea was asked by Trustee Long to meet with the senate. After consultation with Dr. Coon it was decided that in order to be fair the senate would need to meet with all candidates and the senate therefore politely declined the offer.

Andrea also received a thank you letter from Yolanda Bellisimo for honoring her at the Classified Professionals Lunch.

Upcoming Events:
9/7: Kentfield Open Forum with President Coon at 3 p.m.
9/7: IVC Road to Success, 2:30 p.m. to 7 p.m.
9/12: Remembrance Ceremony for 9/11
9/22: IVC Coffee and Conversation with President Coon at 9 a.m.
Student Service SLO Update:
Chialin Hsieh and Becky Reetz presented a PowerPoint that talked about the progress that has been made thus far on SLOs. Becky Reetz is College of Marin’s SLO facilitator through spring 2012. Some highlights of the presentation are below:

**Assessment:** ongoing process to monitor and improve student services.

**Articulating Outcomes:** not just focusing on SLOs, but on the processes, learning outcomes, and satisfaction indicators.

**Next steps:** Analyzing data, discuss results, review results, use results for program improvement, and propose changes. This will happen in spring 2012. New assessment cycle will begin in fall 2012.

Progress Report to WASC:
Andrea sent out link to follow-up report. Alice made a motion to sign off. Melinda seconded. All were in favor.

Election of Vice President:
Alice Dieli volunteered. Kathleen seconded.

Health and Safety Recommendation:
The Health and Safety Committee started to meet again. Andrea would like the emergency water filtration system recommendation be taken to the committee to be included in the emergency boxes. There have been questions raised about locations of boxes, who can access them, etc. Andrea feels that these items need more publicity. The senate could send a memo to the committee suggesting increased publicity. This could then be followed up by suggesting the water filtration devices.

Fundraising Plans:
Shook asked for clarification on how fundraising works. Andrea explained that senate funds can be used to purchase supplies, for example like for a BBQ, and then we make the money selling the food. Shook suggested seasonal activities. (i.e. Pumpkin carving for Halloween.) With something like that the senate could make money through a silent auction.

Melinda suggested pairing with a restaurant that splits a percent of the profits on a certain day. Wipe Out has done this in the past. Melinda will find out who the contact person is.

Kathleen brought up the idea of the raffle. If we could get an item donated that would be ideal. Dodd will look for a form that the vendor fills out so that there donation could be tax deductible. We could have a table at the Career Day (or another event) selling the raffle tickets. Other possible sources for donations could be Dianne Faw, Ceramic Department, Photographs (cards, framed pictures). Invite
everyone to come in their favorite costume. Costume contest with presidents judging. Shook, Nicole, Kathleen will spearhead effort that includes coming up with a plan for next meeting. Andrea will send a request to Costco on letterhead seeing if they will donate hot dogs and buns. Sell hot dogs, chips, and soda for $5. Need to check with ASCOM to see if they are doing anything on that day. IVC employees that cannot attend can send a photo of their costume for judging.

Dodd suggested a raffle be held at the picnic.

Spring was suggested for a BBQ as the weather is becoming uncertain.

**Newsletter/Bulletin:**
Tabled until next meeting

**Classified Professionals Handbook:**
Alice will send Shook TOC. Alice is waiting for welcome letter from Steve Dodson. She also needs to contact SEIU for a welcome letter. Melinda asked if Pearl or Connie were aware that we were putting together a handbook. Alice will contact them as they may be resources for material to include.

**New Hires:**
The senate was going to have potluck in October but there is a lot going on with fundraising effort. Alice brought up that they had been recognized at Convocation. Andrea brought up that the union leadership is thinking about having someone that helps out new hires in a mentoring capacity. Senators were asked if they wanted to help with that. It was noted that we have a lot going on (handbook, newsletter, fundraising, etc.). Mentoring will be tabled until the next school year. The senate could recognize new hires at the staff lunch. Kathleen also suggested a welcome letter for new hires.

There were no committee reports.

**Next Meeting Agenda/Dates**

**Wednesday, October 5, 2011, at 1 p.m.**

- Newsletter
- Fundraising
- Classified Professionals Resource Guide

**Wrap Up:**
**Halloween Event**
Each senator should be able to share what they are contributing to the event
Meeting adjourned at 2:25 p.m. Submitted by Nicole Cruz, secretary.