



## Classified Senate Meeting Minutes

Date: September 30, 2022

Time: 10:30 am

Location: Via Zoom

**Present:** CS Officers: Maridel Barr, President; Monica Applegate, Vice President; CS Senators: Melanie Palomino, Sally Wong, Brier Welch, Lauren M Amundson.

**Absent:** Janis Olson, Secretary; Kim Foulger, Treasurer. Manny Rodriguez

### Follow Up

**Agenda** Sally Wong made a motion to approve the agenda. Seconded by Monica Applegate. Motion approved.

**Minutes** Monica Applegate made a motion to approve July 21, 2022, and August 18, 2022, meeting minutes with the spelling correction of Alison's name. Seconded by Sally Wong. Motion approved.

**Events and Calendar** Planning for 2022-2023 Classified Senate Calendar. Classified Senator led Wellness Walks, 10/05/22 & 10/17/22. Book Club: Next date TBD.

**Committee Reports** **President report, Maridel Barr.** Maridel is planning to return to work on light duty the middle of next week. We have a new member of the CPLC, Monica Rudolph! The placement of Classified Professionals on Governance Committees is ongoing.

**Treasurers report, presented by Monica Applegate on behalf of Kim Foulger.** The Welcome Back Breakfast was a success. We made \$222.38 in donations, we spent \$238.63, for a total expenditure of \$16.25.

**Governance Committee Reports** None today.

### **Discussion Items**

**De-brief of Welcome Back Breakfast.** It was a great success. It was helpful to have a cash AND text-to-donate option for donations. Thank you to Sally for working with Keith to set that up as well as the QR code. The text-to-donate platform can be used for future events. Having the QR code printed out around the space was helpful, great suggestion from Melanie. Offering a \$50 Target gift card from the Classified Senate inventory was a great motivator for donations. Having the tables, table clothes chairs and garbage cans set up ahead of time was very helpful. We also had a sink nearby to fill tea kettle and clean up after the event. Monica did a great job of organizing everything so that it went smoothly. Everyone was a really good team player in the planning and implementing of the event at both campuses. It was mentioned that not everyone got the event invites via email. Maridel updates the Classified Professionals email list every 6 months.

**IVC:** Manny picked the coffee at Pete's, helping to set-up, welcomed people and helped tear down. About 20 people attended the IVC event. The Jonas Center Lounge was a great space. 2 boxes of coffee total and only 1 was used. The large creamer was empty at the end of the event. There was a little left-over food but not too much, the perfect amount. The Classified Senate items such as serving tongs, trays, bowls, napkins, plates, utensils, etc., were sent back to the KTD Classified Senate storage. Monica welcomed people and explained the donation / raffle as people entered.



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**KTD:** Melanie was a great sport driving all the way to Pete's in Novato and back to pick-up the coffee for the event. Lauren, Sally, and Brier did a great job setting up. Kim did a wonderful job of welcoming people to the event and announcing the donation / raffle. About 50-60 people attended the event at KTD. The SMN rooftop patio was a great space. 5 boxes of coffee were ordered, 3 would have been suitable. The large creamer was not enough. There was a little left-over food but not too much, the perfect amount.

The rooftop "garden" at SMN was dead. One of the gardeners explained that there was an issue with leaky irrigation that had to be turned off, so no water was getting to the roof. It was suggested that the Classified Senate adopt the garden and cultivate it. It was brought up that students might want to help. However, students don't have access to this space. Although a great idea, this would be something to clear with M&O first. It would have to be watered by hand which would cause some issue, especially being on the roof of the building. And we are in a state of drought.

**Ideas for future events:** Get all of the Classified Senate items into ONE storage space. Take inventory of the CS stock and keep it updated after each event. **MA**

**Book club update by Melanie Palomino.** The book club is currently on hold for a bit. There are 4 book nominations pending so a survey for the next book selection can be sent out when ready. There is much interest for new members to join the book club. The book club usually send out an invite to all Classified Professionals once a year in hopes of getting new people. Because it takes a lot of time and typing to add people to the new book list, Maridel has asked that the invite be pushed back for a bit until she has a chance to heal and catch-up with work demands. Melanie has offered to help Maridel by inputting the names of new members into the system.

**Halloween party Planning.** There is a large interest from Senators and Classified Professionals alike to have a Halloween Party. It is the most popular CS event of the year AND historically has been our only and biggest fundraiser. The question was put out to the senators if we have enough bandwidth to pull off the event. The senators agreed that they would like to have the event but possibly on a smaller scale to prevent stress and burnout.

**Dates:** Idea is to have the party ON Halloween, Monday October 31<sup>st</sup> during COMMunity hour, with an extension. Request extra leave time from Dr. Coon. **MB**

**Location ideas:** Want to have it at KTD since most of the CP are at this campus. Historically has been in Deedy Lounge and Fusselman Hall, neither of which are available spaces anymore. Maridel has a message out to Lindsay to see if she has any suggestions for the event. Waiting to hear back. **MB**

New location ideas are the breakroom at M&O. Concern that this space may be too small but may work. AC255, which may be booked with classes because it's a Monday.

It was determined that the gym was not an option because they have to put the flooring down which is a huge task.

**Food ideas:** Historically we have done a BBQ which is a lot of work and organizing. A pot-luck style desert table and coffee (CS coffee urn). It was brought up that the BBQ might be too much work. Other



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ideas are no lunch and just coffee. The concern being that it is lunchtime and people are going to want to eat. It may take people away from the event if they need to go off campus to pick up food. Possible solution, having the event later in the afternoon instead of at lunchtime. Charge for desert table and coffee instead of lunch.

Food is part of how we make money. Other ideas were using catering instead of a BBQ. CS senators will look into catering prices and options. Taco bar, world wraps, food boxes, pizza etc.

Look into taco bar and World wraps **BW**

Look into pizza and catering **MA**

Look into other catering options **SW**

**Fundraiser ideas for Halloween Party.** No lunch, charge for dessert and coffee, raffle. No lunch, charge entry fee, no one will be turned away for lack of funds, raffle. Love donations and raffle only.

Meet again Friday, October 7, 2022, at 10:00 am to further discuss Halloween Party event planning. Get reports for catering options and prices by then and location options.

**Feedback for Professional Learning Committee for upcoming events.** Ran out of time to discuss at meeting. Maridel will send out an email asking for suggestions from Senators. Will send feedback to Cara before their next meeting. **MB**

**Tasks and Planning Brown Act.** It was determined by the group that the state of emergency continues to impact the ability to meet safely in person as such, our meetings will continue via Zoom. Voted via email on 10/04/2022.

**Wrap Up** Meeting adjourned at 11:40 am. Next regular meeting of the Classified Senate on October 21, 2022, at 10:30 am. Halloween Party planning meeting on Friday October 7, 2022 at 10 am.