

**Skyline College**  
**Classified Council Meeting**  
**Minutes**

Tuesday, July 19, 2011  
2:00 pm to 3:00 pm

**Present:** Maggie Baez, Theresa Tentes, Pat Tyler, Barbara Daley, Nancy Lam

**Classified Staff Retreat:** Theresa Tentes reported on the quote she received from the cafeteria for the retreat on July 27, 2011, it would be \$36.00 for 25 people. After voting, it was decided in favor of having the cafeteria supply us with coffee, tea and creamer. After deducting \$50.00 for Tiffany (gift certificate), \$150.00 for ceramic materials and the \$36.00, we have \$14.00 remaining from the \$250.00 allocated for this one day retreat.

We went over the contract and layout of the rooms (6204-6206), and Theresa said we have use of the kitchenette across the way as long as we clean up after ourselves.

Barbara Daley suggested we remind Facilities regarding the setup because often the rooms are not setup in time. Theresa Tentes and Nancy Lam said they are on campus early, so once their department stuff are taken care of, they will go over to start prepping the rooms.

Everyone agreed it would be nice for those that cannot make it to the retreat at least join us for lunch. Maggie Baez said she would send out an email on that and to remind people to bring something for the potluck lunch. She will also send out a reminder on Monday or Tuesday.

Nancy Lam said she would pick up whatever is needed for the retreat when she went shopping for the breakfast items she is contributing, bagels and cream cheese. The others will be contributing yogurt, fruits, juices, coffee cake.

After lunch and clean-up, and before the ceramic class at 1:00pm, everyone agreed it would be a good idea to have a tour of the new cosmetology department and the new Building 4.

At the retreat we will be asking everyone for ideas/suggestions for the coming year on various things, like fundraising, how to attract members to attend meetings, etc.

**Next Meeting: To be announced.**

Respectfully submitted,  
Nancy Lam, Secretary