

Skyline College
Classified Council Meeting
Summer Retreat Minutes
Wednesday, July 27, 2011
8:30 – 4:30pm

Introduction: The Classified Council Executive Board members introduced themselves and where they were located on campus. Other participants briefly introduced themselves.

Maggie Baez – President, Division Assistant Counseling, #2219

Linda Allen – Vice President, Staff Assistant DSPS, #2200

Theresa Tentes – Treasurer, Administrative Secretary VP Instruction, #4331

Nancy Lam – Secretary, OAI Cosmetology, #4224

Barbara Daley – Historian, Librarian, #5207

Pat Tyler – Parliamentarian, Division Assistant SMT, #7A-130

Fundraising: Fundraising was foremost in mind since a little over \$1,500 is on hand. Ideas given on fundraising were – car wash, recycling, candy sale, holiday faire, craft faire/sell table for \$15, yard sale, cook books. Direct payroll deduction for scholarship and fundraising was brought up again. The goal is to raise \$1,000 for this school year.

Kathy Fitzpatrick offered to organize the See's Candy Fundraising in November. Theresa Tentes was going to check with Roxanne Brewer on the setting up procedures for direct payroll deduction for either scholarship or fundraising.

Involvement: It was the general consensus that participants for the Classified Council meetings and events held by the Council are dwindling in numbers, and we have about 80 – 90 member on campus. Members are afraid to ask for time to attend meetings or functions even though Managers have been asked to release staff.

Nancy Lam said she was told many times by people in her department that just because she is a Council member does not entitle her to attend all the meetings.

The Classified Council President, Maggie Baez, should go to the Managers meetings to speak and ask for Classified members' involvement at campus meetings and events. Maggie will send Managers an email on all Classified meetings and events, and to ask Managers to release at least one person from their department to attend meetings each month.

Suggestion for the Classified Council to become a Classified Senate was brought up because this might give us the involvement/commitment we are looking for since the Classified members are the foundation of the campus, what would happen if we crumble? Linda Allen is to look into this.

Theresa Tentes and Golda Gacutan will work with Rob Johnstone to create a survey for Classified staff on:-

- Participation on Classified events
- Release time to attend meetings
- Dates for standing meetings
- Banner – what you know and want to know

Future Retreats/Workshops: The following suggestions were given for future retreats and workshops:-

- Banner training
- Workshops – flyers, note taking, reports, privacy files
- Computer programs – Microsoft Office, Acrobat
- Know your rights – CSEA
- Disruptive student training
- Assertive training

Next meeting: September 1, 2011

Respectfully submitted,
Nancy Lam, Secretary