Executive Board Meeting
Thursday, December 9, 2014
12:00 PM– 1:00 PM
A1-P
Present: Yvonne Schmeltz, Awana Payne, Angela Inthisane, Neary Sim (phone conference)

**Adopt a Family (AAF)**
- The Classified Senate has agreed to issuing 10 awards for Fall 2014. Emails will be sent out 12/10/14 for award pick up at E-Building. Email to include office hours. Envelopes to include money and note to include names of donors.
- Planning for next year:
  - The Classified Senate has agreed to budgeting $1100 for the benefit and congratulatory meet up where the senate is able to learn more about the students we are adopting for the holidays. The funds will be allocated such as $100 is set for refreshments and $1000 for Adopt-a-Family recipients (with 10 awards given).
  - The Classified Senate agrees to work on solidifying the criteria to scoring the applicants. Some criteria concerns were regarding the requirements vs. plus information of each applicant (i.e. full-time versus non full-time).
  - The Classified Senate agrees with pushing for administration to donate by means of connecting with administration via one-on-one email.

**SDCC Charge to Resource Allocation Committee**
- The Classified Senate motioned to approved Seher Awan’s proposal to create a Resource Allocation Committee (*All – None oppose*)
- The Classified Senate will be in contact with the Classified staff to request for interested staff for this committee. A few names came into consideration at the meeting: Eric Sandoval, Dora Meza, Cecilia Theibault, Rudy Juarez, Pamela McClamore, Cecilia Navarro, Lori Mendoza, Susan Chandler.
  - Classified Senate will email the above list of Classified staff of their availability to commit to the Resource Allocation Committee.
  - The Resource Allocation Committee requires one (1) year of commitment towards meetings. Meetings are held in quorums and will require for the Classified Staff to report back to the Classified Senate Open Meetings of the discussions from the meetings.

**Follow-up:** Summer Retreat
• The Classified Senate feels there is a need to commence an annual planning retreat day for planning purposes and easy transition of old/new senate. This retreat is to be held every June.
  o The planning topics will be, and not limited to:
    ▪ Annual dues drive
    ▪ Updates to Senate documents
    ▪ Planning of meeting dates and times

Follow-up: Classified Employee Recognition at OPEN meeting potluck (separate of the Employee of the Year)
• The Classified Senate is interested in celebrating the Classified staff outside of the Employee of the Year celebration by voting on four (4) different criteria. This is similar to a high school yearbook highlight are (Best dressed, most likely to succeed, class clown, etc.) Criteria are to be determined. Prize will be gift cards.
• The purpose of this event is to provide the Classified staff with light-hearted, fun time to meet-and-greet other Classified staff.

Calendar: OPEN Meetings
• Maintain Thursdays 2:30 – 4:00 pm in room D121A
  o 2/26
  o 3/26
  o 4/23
  o 5/28 – Open Meeting; Potluck

Calendar: Exec Meetings
• Maintain Thursdays 1:00 – 2:00 pm in room A-1p
  o 2/26
  o 3/26
  o 4/23
  o 6/4
• Secondary meetings
  o 2/12
  o 3/12
  o 4/16
  o 5/14