

Classified Senate - Sector Reports

Meeting Date: January 10, 2014

Name	Sector
Ari Poppers	A: Communication Studies, Theater Arts, Art, Music, Consumer/Family Studies, Culinary
	Report Highlights
	1 Les Miserables sold out most nights, the run included 3 weekends
	2 Theatre Arts gearing up for Spring semester productions, Cherry Orchard and Spamalot
	3 Greg Wycoff, from Media Services, has been working on rewiring the Pro Tools system for the Music Department
Amy Ethington	C: Admissions & Records
	Report Highlights
	1 Admissions and Records has been preparing for Super Saturday
	2 There has been a one dollar increase in Health Fee, from \$18 to \$19
Kathleen Matthies	D: Accounting, Administrative Services, Educational Programs, Mail, Scheduling, AAIII Deans, Purchasing
	Report Highlights
	1 Maria Gaitan is retiring as of August 2014
	2 Chris Dolby has been hired in BAD as a full time Administrative Assistant
Melinda Giambruno	E: Financial Aid, Scholarship, Veterans Affairs, Matriculation, Assessment
	Report Highlights
	1 Financial Aid is working to get students paid for the Spring semester, the number of applications has increased from last year
	2 Finacial Aid will be open on Super Saturday

	3	Assessment is transferring their testing system to an electronic system
	4	Scholarship available this year to new students and returning students (who have not been enrolled in the last two semesters). Information is available on the Scholarship website. (Shannon on behalf of Melinda)
	5	Foundation Transfer Scholarship and Continuing Scholarship are open, as well as the Doyle Scholarship for incoming students (Shannon on behalf of Melinda)
Davida Brookfield		H: Information Technology, Staff Development, Academic Senate, Bussman Service Center, AAIII STEM, Jesse Peter Museum
		Report Highlights
	1	Programmer Position open to the public, no internal candidates applied
	2	Leah Erickson and Jessica Froiland are sharing the Administrative Assistant II position in IT
	3	Scott Conrad sent out an end-of-year report for IT, to DL.STAFF.ALL
	4	IT plans to have the Cisco Unity voicemail in place after Spring Break
	5	Ryan and Steve worked over Winter Break to replace the Mytel phones in the Bookstore, Call Center and Bussman.
Fran Byrn		I: Child Development, Children's Center
		Report Highlights - Via email
	1	A new dean has been hired but has not yet been approved by the Board, no specific start date yet
	2	Renee Murakami and Bille Firpo (formerly employed in this position) will cover the AAIII position. Loretta Kelly is still on leave.
Linda Jay		J: Human Resources, Payroll, Auto Shop, Industrial Trade Tech
		Report Highlights
	1	Payroll - Kathy Raines has retired, recruitment underway to fill her position
	2	HR is preparing for upcoming job fairs this month, in San Francisco and Los Angeles
	3	Linda and Danielle are working on Contract implementation
	4	HR staff are training on a new online application system, this will completely replace paper applications, and also working with IT on implementing electronic NOAs
Reina Martinez		L: Earth Space Science, Ag/Natural Resources Lark Service Center, College Farm, Chemistry, Life Sciences, Applied Tech, Engineering/Physics, Mathematics, Planetarium

	Report Highlights
1	Katie Parrish has transferred to the Public Safety Training Center
Debra Riedmuller	M: BCL, Business Administration, Computer Studies, Healthcare Workforce, Kinesiology/Athletics/Dance, Foster Kinship Care, Dean BAD, ESL
	Report Highlights
1	Study Abroad group is leaving for Florence in two weeks
2	Recruitment for summer program in Chile is underway
3	Location for Fall 2014 program is Paris
4	East wing section of Academic Affairs will have an ambassador table set up in the lobby of Bailey for the first two day of classes. Popcorn will be given out and questions answered, including Ask Me Campaign information.
Scott Reese	N: Facilities Operations, Warehouse
	Report Highlights - Anna on behalf of Scott
1	Tekle Zerie, Groundskeeper, is Employee of the Month for January and will be honored at the next Board meeting
Jackie De Lap	O: District Police
	Report Highlights
1	New parking ticket machines were installed over the break and District Police staff are receiving operation training
2	3 officers participated in Avoid the 13 Program, a task force set up to address drunk driving during the holidays
3	A new officer has been hired and will be starting shortly
4	A vacancy is upcoming at DP - Technical Services position
David Rau	P: Petaluma Campus
	Report Highlights
1	Petaluma Winter Cookie Exchange went very well
2	There will be two Ask Me Campaign tables set up for the first weeks of classes, one in each Quad

	3	A heating system, serving two buildings on the campus, was damaged during the cold snap
	4	Tammy Meraz has been hired part time at Mahoney. Staffing is still under by 20 hours since Linda Perkins retired in the fall.
Charles Crocker		Q: Bookstore, Community Education, Tutorial
		Report Highlights
	1	The text department is more ready than it has ever been for the start of the semester
	2	The Bookstore is open for students on Saturday (January 11) from 10-4
Kathleen Matthies		S: Public Safety Training Center-Windsor
		Report Highlights
	1	None at this time.