PRESENT: Virginia Marquez (CS, President/Section 17), Mi Chang (CS, Secretary), Melissa Ingalls (CS, Treasurer), Julie Ceballos (Section 1), Veronica Aparicio (Section 2), Margarita Hawthorn (Section 3), Reza Kazempour (Section 4), Berta Pace (Section 5), Sharon Berg (Section 6), Larry Bloom, (Section 8), Norma Johnston (Section 9), Karl Von Ahnen for Tammy Ehle (Section 11), Lesley McCortney (Section 12), Angelica Strongone (Section 14), La Donna Yumori-Kaku (Section 15), Teri Gerard (Section 18)

ABSENT: Mary Jo Lomax (Section 16)

GUESTS: Lois Jenkins, Melodie Cheney, Patty Jobs, Mary Kay Englen

1. Approval of Agenda.
   • Today’s agenda was APPROVED – (M/S/C—Gerard/Aparicio) – without any amendments.

2. Approval of Minutes
   • Minutes from January 6, 2011 was APPROVED – (M/S/C—McCortney/Strongone) – with these amendments.
     i.  Change date from January 7 to January 6.
     ii. Add Norma Johnstone and La Donna Yumori-Kaku to the present list.
     iii. Item #3, third bullet, last sentence – change “theirs” to “their.”

3. Bylaws:
   • President Marquez stated that the bylaws need to be reviewed due to the vacancy of the President-Elect position. The bylaws are unclear whether or not the position can be left empty and/or if the position needs to be filled and for how long the term may be for. She is requesting that along with this that the rest of the bylaws be reviewed. Larry Bloom, Berta Pace and Mi Chang will review the bylaws and report back to the committee with their recommendations.

4. Needs and Confirmations Item – Deferred to 2/3:
   • DARE – The committee is requesting another classified representative. The committee meets every other Wednesday from 3:30 – 5:00 PM.
   • IPBT – Needs a permanent classified representative. Mary Kay Englen has been filling for continuity sake.

5. Communication:
   • President Marquez and Berta Pace are concerned with the lack of communication across campus. An “I don’t care” mentality. Teri Gerard, Berta Pace, Julie Ceballos, Reza Kazempour, Mary Kay Englen, Melissa Ingalls, Patty Jobs and Virginia Marquez will meet
to start discussion on how communication can be improved and possibly start some focus groups and workshops.

5. **EOM Survey:**
   - President Marquez asked the EOM committee to come up with a survey for the entire campus to assess the activity in order to streamline and increase participation. Possible questions would ask: “is the time good?”, “format?”, “theme or no theme?”, “gift?”, “meal or hors d’oeuvres?”, “what do you like?”, “have you nominated or been nominated?”, “length of time?”, and/or “have you seen the website?” Lois Jenkins suggested short answer questions and not a lot of yes/no answers. Mary Kay Englen will help post the survey. EOM will come back with a list of their questions for the survey at the next meeting.

6. **Partners in Learning Conference:**
   - President Marquez passed out a flyer about the Partners in Learning Conference and encouraged everyone to attend and participate.

7. **Classified Retreat-Looking Forward:**
   - Out of time.

8. **Committee Reports:**
   - IPBT – Mary Kay Englen was APPROVED – (M/S/C—Kazempour/Ceballos) as being given voting rights for the upcoming voting needed to rank faculty member positions to be approved for hire for 2011. She will send out a survey tomorrow to get feedback on what faculty positions classified professionals would like to see filled.
   - SSPBT – President Marquez passed out some information on the budget.
   - Facilities – Larry Bloom had no update as they have not met since November 2010.

9. **For the Good of the Order:**
   - President Marquez and Classified Senate presented Lois Jenkins with a gift and flowers to show our appreciation for being the 2009 and fall 2010 President.

10. **Burning Issues/Announcements:**
    - Out of time.

**ADJOURNMENT:**

Respectfully submitted,

Mi Chang
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