Committee reviewed the By-Laws regarding the formation, leadership and responsibilities of this committee. 

**Recommendation:** convene a by-laws committee to work with the Staff Development Committee members to update the by-laws to reflect changes in the Senate, eliminate confusing or outdated language, and refine the role of the committee.

Committee discussed relationship to the Retreat Committee.

**Recommendation:** help support the Retreat Committee by assuming an advisory role to help set the theme for the retreat in conjunction with the professional development activities that the Senate chooses during the Leadership Retreat.

Committee discussed the scope and role in developing professional development for the Classified Senate.

**Recommendations:**
- Fall Quarter: facilitate the development of training activities that meet the Senate’s request.
- Winter Quarter: work with the Retreat Committee to set the theme of the All Classified Retreat.
- Spring Quarter: make recommendations to the District and Campus regarding Opening Day activities for the following September.

Activities to Develop Around 13-14 Topics

**Three Classified Senate Topics Identified for Focus in 2013-2014**

**Communication Across the Campus**
“**I Have a Customer Who . . .**” This workshop will link emotional intelligence to customer service. Committee recommends a 4-hour workshop format on one day instead of two two-hour workshops. Easiest to schedule time off, less burden on the staff person’s office.

**Safety**
Continue discussion, develop a year-long plan? Hire a consultant? Work with police? Advance to another meeting to expand this.

**Career Ladders**
Questions concerning who should be involved (union, senate, HR) and at what level should this committee function?
Agreed to continue discussion and research on all the above topics.

**Committee:**
Mary Kay Englen/Virginia Marquez, co-chairs
Marilyn Booye, Paula Joseph, Marty Kahn, Marge Sainten, Nina Van, Maureen Chenoweth (guest)