I. **Call to Order** – The meeting was called to order at 2:41 pm.

II. **Approval of Minutes** – The October 3 meeting minutes were approved, with suggested changes.

III. **Treasurer’s Finance Report** – As of October 17, there were no changes since the last meeting.

IV. **New Items**

   A. **Professional Development Workshops** - The Classified Senate President and Vice President were approached about a potential workshop that can be offered to classified staff. The cost of the Workshop series is $120 per person for the workshop. If 20 people participate, the cost will be $99 per person. An optional CD with the workshop materials will cost an additional $200. It was suggested to the Senate to work with the Academic Senate or the Title V Professional Development Committee to present professional development workshops.

   B. **Employee Cultural Climate Survey** – The Diversity Committee was asked for assistance in vetting the instrument (which includes the questions) that will be used for the spring 2014 employee Cultural Climate Survey. The committee needs 2 or 3 faculty representatives to work on a vetting committee along with staff and diversity committee members. Results will be available online. The 60-question survey is located on the district’s research page. The changes to the instrument, as well as the decision about what groups the instrument needs to be vetted to, will be discussed by the Diversity Committee. This issue will be discussed at the open meeting on October 29.

   C. **Classified Scholarship Applications** – The Classified Scholarship applications were discussed. They are due at the end of the year. Changing the title of the scholarship was considered since it may seem misleading to some that Classified can qualify (applicant must be taking six units during spring/fall semesters at City).

V. **Old/Ongoing Items**

   A. **Adopt-a-Family** – Reviewed the annual Adopt-a-Family letter that will be sent out on the City College DL. The Vice President plans to post this tomorrow. The application deadline will be Monday, December 2.
B. Fundraising – Discussed different fundraisers to support Adopt-a-Family were discussed. Board members present agreed to start the Partylite candle fundraiser, which will officially start on November 4, but will be announced at the open meeting. A flyer will be sent out on the DL and placed in mailboxes.

C. Finalize Classified Survey – Board members present reviewed and approved the final versions of the survey. The Vice President will talk to a researcher about distributing the survey.

VI. Round Table
A. MPAROC – An overview of the last MPAROC meeting was presented with a focus on questions asked about Classified hiring prioritization criteria. The secretary will compose a summary of some of the questions and answers covered in the meeting.

VII. Items to be Tabled
A. Centennial Event
B. Employee Cultural Climate Survey
C. Adopt-a-Family Fundraiser

VIII. Adjournment – The meeting was adjourned at 3:30pm.