

GCCCD Classified Senate Planning Retreat
Mission Trails Regional Park Visitor Center
Friday, September 23rd, 2005

Meeting Minutes

PRESENT: Cindi Athis, Shari Ball, Yvonne Board, Kurt Brauer, Jacqueline Goff, Diane Kew, Diane Leong, Karen McCoy, Pat Murray, Jan Recktenwald, Rocky Rose, Jeffery Scott, Paula Tillery, Jean Wallace

ABSENT: Patricia Bailey, Maggie Gonzales, Karen Ostegard

Guests: Rick Alexander, Wendell Cutting, Mary Herman, Ben Lastimado, Dave McDade, Geraldine Perri, Omero Suarez, Deanna Weeks, Peter White (for Dr. Ted Martinez, Jr.)

Recorder: Tasa Campos

LUNCHEON & GUESTS

Lunch, welcomes, and introductions were conducted. Pat Murray thanked everyone for attending and requested the group go around the table and introduce themselves. Pat stated the Classified Senate would like to receive, in an informal manner, feed back, goals and suggestions from the guests regarding the Classified Senate's role.

Geri Perri thanked the Senate for having her there. She stated Cuyamaca College has been very busy the last month. Cuyamaca's biggest concern right now is the students. She spoke about the construction that is currently occurring on the campus and the safety and comfort of the students. The goal is to make students feel welcome and supported so they will continue to come back. She suggested the Classified Senate could assist with student enrollment and retainment. The Cuyamaca Academic Senate and the Associated Students of Cuyamaca College have been giving support in these areas as well. Dr. Perri shared that Cuyamaca held a "First 15 Hours" event on the first day of fall semester. They also participated in a "No Show Campaign" by calling every student who did not show up for the first day of class.

Rick Alexander commented on how classified employees are the first contact with student's and the glue that holds everything together on the campuses. By staying happy and positive helps keeps student and increases retainment.

Wendell Cutting stated the Classified Senate in this district go above and beyond their duties and are the foundation of what goes occurs. Since he has arrived here he has had a wonderful relationship with classified staff employees. The Classified Senate has handled the last year's negative situation well.

Chancellor Suarez thanked the group for the invite. He appreciates the positions and work that is done by classified employees. Classified staff is the keys to production on

both campuses. One way the Classified Senate can assist the organization by embarking on better communications of information that gets distributed to classified members. A variety of different information is flying back and forth and that everyone should look at both sides of the situation before making decisions. A development of communication from the Classified Senate like publications, emails or a group to work on information would be helpful. The Chancellor also stated the classified staff commitment to their jobs, college, and district is great. Chancellor Suarez briefly reviewed the following systems/procedures for communication:

- Shared Governance.
- District Level Councils.
- Meetings with leaders with all groups on a monthly basis.
- Certain information needs to go to the direct source.
- Finding out facts.
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Jan Recktenwald explained the difficulties of keeping committee information up to date because the two campuses had different committee groups.

Wendell Cutting stated not finding facts first can destroy credibility. Everyone needs to be positive.

Dave Mc Dade stated better communication would have helped with the SC/CSEA situation.

Rick Alexander asked if there is anything, in general, the Board can do to make the Classified Senate's job easier.

Kurt Brauer thanked them for there kind words regarding the Classified Senate. Kurt brought forward the following issues:

- Work to Contract issue.
- Committee attendance.
- Recent fire situation.
- Faculty issues.
- Communication.

Wendell Cutting responded about the email situation that has been occurring and the Brown Act regarding the communication between the Trustees.

Jeff Scott shared a situation he had recently experienced regarding a course he was trying to register for and a prerequisite block. He expressed his concern regarding the disconnection between the two campuses in getting assistance to take care of the problem. He stated he experiences issues of disconnection while performing his job in Benefits as well.

Wendell Cutting stated his concern pertaining to the disconnection between the two colleges. He brought forward the issues of students being sent to other colleges and wait lists.

The group discussed the district directory.

Cindi Athis shared she works in the Grossmont College Counseling Department and stated the two Counseling Departments regularly work together daily in assisting students with the prerequisite block situation that Jeff Scott had referred to. The Grossmont Counseling Department does refer students to Cuyamaca if a class is closed and/or cancelled at Grossmont. The response to assisting students with both these situation is immediate.

Wendell Cutting stated that he has heard from the public that there is difficulty and that the students are not being referred. At least, as he understands, there is a perception in the community that there is a problem.

Peter White expressed his concern about the situation Wendell referred to. He requested that student information always be forwarded to him whenever there may be a problem. Peter insisted that he would personally tend to the issue himself. He commented that in all the years he has worked at Grossmont he has never actually been given a name or reference number of a parent or a student saying they had experienced a referral problem.

Rick Alexander thanked everyone for all the work they do.

Pat referenced Jan's work with identifying classified committee members and the issue of insufficient released time to complete the necessary tasks to improve communication and effectively distribution information.

The trustees stated that they were committed to the support of improved communication and Classified Senate directed projects that would assist the sharing of information.

Rick Alexander stated he will be sure to follow up.

Pat Murray thanked the guests for attending.

BREAK

After the guests left the Classified Senate group converged outside to have a group photo taken.

RECOVENE TO CLOSED SESSION

Upon returning to the meeting room, the group played an ice breaker game to get to know everyone better. The game was enjoyed.

The group discussed the earlier session with the guests. The issues of communication and release time were discussed.

Pat Murray reviewed the hand book that had been distributed to the senate group. The book contained a variety of information to assist.

GENERAL BUSINESS MEETING for SEPTEMBER

Approval of July Meeting Minutes –

A motion was made to accept the July 2005 meeting minutes.

M/S/U Kew/Athis

Grossmont Council Report –

Grossmont College is currently taking a look at options for parking structures. A traffic light will be placed at the Highwood entrance.

Cuyamaca Council Report –

Rocky Rose reported a lot of construction of buildings is occurring. He discussed the new Communication and Arts Building that is being constructed.

District Council Report –

Jacqueline Goff shared currently there are many position openings due to some departures and retirements. She briefly reviewed some of the positions.

TREASURER'S REPORT

Kurt Brauer gave a report on a tentative new process for tracking Classified Senate funds. The proposed policy is as follows:

1. If you need to be reimbursed for out of pocket money you will have two options.
 - a) Petty cash on hand.
 - b) Filling out a Quick \$ Request form.
 - c) All money requests will need to be sent to the treasure and then signed by the treasure as well as the President or Vice President.
2. If the E-Board has approved funds for a purchase and the purchaser does not want to use cash a gift card may be requested. As the gift card is used, all receipts must be submitted to the treasure in order to keep accurate records of all expenses.
3. All donations of funds need to be sent to the treasure so a deposit can be made. If the funds have been designated for a specific event or purpose a note will be made. An example of such a donation would be from the ASGC.
4. All cash and check donations will be submitted to the District on a Cash Transmittal Notice form.
5. A monthly activity budget report will be distributed and reviewed at each meeting.

A motion was made to accept the process.

M/S/U Scott/Board

The motion passed.

Pat Murray also shared that each site has promised \$500 of supportive funds to the 4CS region representative for travel expenses. The group concluded that these funds

would be exhausted first- before the Classified Senate Trust, because they could not be rolled over into the next year or transferred into the trust account.

NEW BUSINESS – CHANCELLOR’S AWARD

Pat Murray shared with the group it has been requested the process of the Chancellor’s Award be changed to make it more valuable. She stated that instead of monthly awards, there would be a total of four awards per year. There would be three quarter and one annual award. Rocky and Pat (Rocky twice) have met with r. Lastimado to discuss the possibility recipients would receive cash awards. Dr. Lastimado said he would advocate for a cash award each quarter amounting between \$300 - \$500 and the annual award \$600 - \$1,000. The budget where the funds will come from is still unclear. The suggestion will be presented at Chancellor’s Cabinet. The group discussed the process in more detail.

A motion was made to approve suspending the current nomination and award process in order to evaluate and redesign a better award in collaboration with the chancellor.

M/S/U Kew/Board

The motion was passed.

Due to lack of time, the remainder of the agenda was unable to be discussed. The items not completed included: CCLC, Legislative Conference, 4CS in March, Classified Leadership Institute in June, Staff Appreciation Day – Staff Development; Creating Collegiality and Having Fun – Ideas for Activities, Classified Employee of the Year, Senate GB Presentation, Department Photographs/Showcase Presentation, Communications and Governance, Fundraising Calendar.

The meeting adjourned at 4:07 p.m.

PM/tmc