



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

GCCCD Classified Senate Planning Retreat
FRIDAY, SEPTEMBER 29, 2006, 12:00-4:30 P.M.
MISSION TRAILS REGIONAL PARK VISITOR CENTER
Retreat Meeting Notes & Minutes - Draft

12noon **Arrivals & Lunch**

12:45 pm **Open Session Convened**

Rocky Rose called the meeting to order at 12:45. He asked everyone to introduce themselves and share something about their position on campus.

All in attendance introduced themselves. **Chancellor Omero Suarez** spoke about how he works with district budget and the state chancellors' office to ensure that our campuses abide by the laws.

Ben Lastimado said he is the Vice Chancellor of Human Resources.

Bob Hertel explained his title at the district as Interim Associate Vice Chancellor of Districtwide Academic, Student, Planning and Research Services.

Pat Murray introduced herself as Past President and EOPS Student Services Specialist at Grossmont. Rocky added that she is also filling the roll as Interim VP for Grossmont. **Diane Christiansen**, Member at Large, Grossmont, and Sr. Health Science Tech: She explained that she cared for all the lab set up for programs related to Health Professions. **Diane Kew**, senator at Cuyamaca, mentioned that she would like to challenge students to come up with a graphic design for the holiday cards. **Jean Wallace** introduced herself as senator, Grossmont, and secretary for the Dean at the Grossmont College library. **Melodee Takasugi** introduced herself as the CSEA representative for the retreat. **Kari Crawford**, Financial Aid assistant at Cuyamaca introduced herself as senate secretary for Cuyamaca. **Pat Bailey** from Cuyamaca Athletics introduced herself as Member at Large, Cuyamaca. In attendance was also **Lisa Oertling**, Sr. Chemistry Technician. She mentioned that all staff and faculty are excited about moving into the new science building. **Anita Carrillo** introduced herself and mentioned she had been secretary for the Vice President at Grossmont for 6 and a half years and most recently is employed in the Sr. Dean's office of Business and Professional Studies, Grossmont. **Cindi Athis** introduced herself as secretary for the Grossmont Council and had been employed at Grossmont for 15 years in the counseling center. **Karen Ostegard** introduced herself next. She mentioned having been in the senate for the last 5 years as secretary, senator and now as treasurer. She also mentioned being a part time pirate! **Alan Ridley** introduced himself as Cuyamaca senator and employee in the Career and Transfer Center. He also mentioned the upcoming transfer fair and international student club. **JaQ Goff** said that she has worked in the Employment Services Office for 13 years and that this was her 3rd year as VP for the district council. **Debi Miller** introduced herself as the secretary to Cuyamaca's Vice President of Instruction and that she was most proud of her work on the Instructional Bulletin and Academic Master Plan. **Paula Tillery** introduced herself as the secretary for the Vice Chancellor of Business Services and the secretary to e-board-district council. She mentioned having worked at the district for 15.5 years, 12 of the 15 years have been with Jim Austin. **Deanna Weeks** introduced herself as the President of the Board of Trustees and described her job (and responsibility of the governing board) to set policies for district operations. She said that it was most important to respond to the public and community. Deanna also mentioned that the Governing Board could ensure that where the 'buck stops' was carefully planned so that needs were aligned with resources.

Cristina Chiriboga, Vice President of Instructional, explained that her job was to go where Debi tells her to go. ☺ She mentioned the great teamwork in her office. **Maggie Gonzales** introduced herself as Vice President for the senate, Cuyamaca, and Cuyamaca Student Services Specialist for the Career Center and Student Recruiter. She mentioned her involvement with Native American Organizations. She commented that she has been an employee for 10 years: 5 at Grossmont and 5 at Cuyamaca. Trustee **Rick Alexander** introduced himself and spoke about his long existence within the district and has been witness to changes and troubles as well as achievements.

Maggie called for moment of silence in respect for the passing of longtime employee Barbara Meese.

Rocky talked about student sponsorship and that the senate assisted students to attend a conference leading the way to developing a pre-med club. Rocky asked that the Classified Senate continue to support those types of activities and today, to brainstorm ways to be more involved with students. He asked "What is the Classified Senate to become?" – He invited the guests to speak about things the senate could do for the colleges

Dr. Suarez: For the last 4 years in a row. Classified Senate has played a very important role in campus leadership. He stated that the initiatives of the senate are ones that he has embraced. The chancellor suggested that the senate continue to represent the employees and continue to have forums that provide training activities such as the "Brown Bag Lunch – Hot Topic" meetings. He encouraged conversation of critical issues and said it was important that staff be aware of what is happening around the district.

Ben Lastimado: Attending his 2nd retreat and realize the value of the Classified Senate. He would like us to consider developing leadership and training programs that move the college forward. He hopes to collaborate with the senate with Leadership Training Programs.

Bob Hertel: Admiring how staff supports the colleges, Bob mentioned that structure is an incredibly important component of a functional campus and relationships/programs are cohesive because of staff. He suggested that we continue to support the faculty and students. He believed also that developing leadership programs are important in taking staff to the next level of supporting the district.

Deanna Weeks: Agreed that staff are the front line for the students and that they are often the infrastructure for the district. She encouraged continued communications. She appreciates the correspondence/e-mails, and openness of staff and hoped that the senate can stay focused on the students. She talked about how many times student are scared to come to college and it is the staff that make them comfortable enough to continue and succeed at college.

Dr. Chiriboga: She is an advocate for communicators. No other group on campus is better networked and beautifully positioned to keep communication open and accurate. She stated it is important that staff be informed of the formal issues and convey employee sentiments at committee meetings. She complimented Maggie and how she is always present at meetings. Her presence is pivotal in terms of morale. She rounds up "free floating" concerns and her informal role is as every important as the formal ones. She encouraged having a connection with the students – when they do connect the staff are the folks that connect them.

Rick Alexander: The first perspective students have and last are from their interactions with staff. He told a story about being nice to people to the very end when he used to bag groceries. Staff are the first and often last line of contact and that role is vital. Rick remembers when the senate didn't exist and believes we make a good contribution.

Rocky commented that during his 17 years at the district, Rick is always there and has been very supportive. Rocky inquired about staff development funds. He heard that some money had been added to the budget-Will there be additional Staff Development programs??

The chancellor responded that he hopes to offer training for staff with the funds and that it is critical staff be provided development opportunities. There will be more development opportunities. Ben stated

that Managers and Administrators have had training and now its time for staff. There was discussion about training. It was suggested that we utilize expertise in the district and that training programs can be put together that are free. Ben Lastimado said "Leadership is for everybody – Let's put our heads together to put programs together". Bob talked about Ben's "Leadership Library" and that it is a resource library for everybody. Bob agreed that all staff need training and there are no limits to the possibilities for staff to be pointed in specific areas- he encouraged the programs that are developed not become too generic. Bob offered to help with contacts in the community as expert presenters for staff leadership workshops.

Ben spoke about the leadership library and that his secretary Kim Widdes is the librarian. She keeps all the books in a cabinet in his office and it is available to all staff for research and self-training.

Chancellor Suarez suggested that the district is in the midst of change and that there are certain areas that mandate training: Sexual harassment issues for example. He also commented that unless staff are trained on the latest issues they cannot be responsive to the community--but with baby steps a lot can be developed for training workshops.

Alan Ridley commented that current staff/faculty development activities are geared (timing-wise) to the schedules of faculty-- the flex week is a busy time for support staff.

Pat commented that the last 'Professional Development Week' at Grossmont would have benefited staff greatly - especially the speaker about "Generation Me" and that the activity should include/involve staff more. The attitude on the campus needs to be changed about staff attending similar activities.

JaQ mentioned that it would be nice to have the "Generation Me" speaker attend the 'Staff Appreciation Day' in April. Debi Miller complimented the brown bag efforts and hopes that they continue. Alan Ridley suggested offering a public lecture series as also a way to bring the community to campus. The recommendation from staff surveys indicate there is a need – and that bringing famous speakers to our campuses would entice more than the staff, but potential students to attend. There was discussion about staff development for classified staff specifically and perhaps the faculty professional coordinator/developer could be invited to a senate meeting. Lastimado commented more about training development. Are our programs effective? Why do we want to be trained? It's all directed by the district vision and mission – The Way Forward. What kind of training is going to support the way forward? Anita added that she would like to see more involvement with board members and staff. She felt that they could be better in touch with classified staff. Deanna Weeks would like to talk with staff and be invited to our training programs.

Rocky called for any further questions. Rick invited staff to e-mail the board if anyone had questions after they leave today.

1:45 pm **Open Session' was adjourned with special thanks to all the guests.**

1:46 pm **Break**

1:55 pm **Classified Senate 2006-07 E-board Group Photo**

2:05 pm **Reconvened - Closed Session**

General Business Meeting for September

1. Approval of August minutes - 1st D. Kew, 2nd C. Athis, no discussion, APPROVED
2. Grossmont, Cuyamaca & District Council Reports

Grossmont - P. Murray:

New Science Bldg and Digital Arts/Sculpture Bldg set to open before Christmas.

ASGC Open Forum for Gov Bd. Candidates Tues, 10/3, 11-2 in the quad.

Planning and Budget Meeting (A. Carrillo)-parking structure not mentioned, mainly discussed budget & augmentation, football field replacement, Student Ctr. Funding issue being tabled.

Candidate interviews for President start Sunday, 10/1.

Interim VP of Student Services is Dr. John Colson

Cuyamaca - M. Gonzales:

Several positions released for hiring.

Beam signing occurred for new buildings.

Resurfacing of track and field resulting in Track Ribbon Cutting Ceremony on 10/5

Brought up issue of classified employees attending classes and expense of books. She suggested a book loan program for classified. (J. Goff) suggested employee discount at the bookstore. (R. Rose) stated that individuals within CSEA are working on a proposal for the Colleges to regain ownership of their bookstores, from Barnes & Noble, through the assistance from their Foundations. It might be necessary for the Foundations to run the bookstores, not sure at this time as the proposals are still in their early stages of development. (D. Miller) volunteered to start a task force to research grants for books for classified staff, will discuss further in Goals for 2006-2007. IPC Meeting-pushed getting minutes to everyone right away.

Construction-Live cam set up to view progress. (R. Rose)-End of next wk, link to website. (D. Kew)-Science and Tech Bldg should be ready for Spring classes. Time capsule was buried in Science and Tech Bldg.

District - J. Goff:

New budget, there is a lot of new hiring taking place. In-house job fair geared towards Administration was very successful and included workshops and recruiting for ALL positions. The A & R position received 63 applications.

3. Treasurer's Report – K. Ostegard-

05-06 Balance = \$2321

Current Balance = \$2571, doesn't reflect \$350 incoming for Pre-Med conference reg. and \$485.62 outgoing expenses. If you have access to IFAS, you can look at Senate Budget/Balance.

4. New Business-Chancellor's Award

At issue – agreement between Chancellor (he wanting members of DEC to review nominees one month prior to Governing Board meetings) and Classified Senate to present quarterly award nominee in Sept. (1 month before award presented at the October District Board meeting) but this was not done. Options-a) use last quarter's #2 nomination and present at 10/9 DEC meeting for Oct. presentation of award or b) present 2 awards next quarter or c) use last quarter's nomination plus emergency request of new nominations by 10/9 DEC meeting.

Discussion - members of nomination review committee spoke regarding appropriate action to be taken, most in favor of using last quarter's nomination since there were 3 close candidates.

Motion - to use nominees from last quarter and present to 10/9 DEC for Oct. award presentation.

1st-K. Ostegard, 2nd M. Gonzales, no discussion, APPROVED.

Decision - voted to use #2 candidates from last quarter.

R. Rose suggested beginning a Chancellor's Award Committee responsible for monitoring timeline, sending emails and collecting nominations. M. Gonzales, J. Wallace, and C. Athis volunteered. Committee will convene next week and a) notify employees by 10/10-11 of future deadlines for presentation at Dec. DEC meeting.

5. 4CS Update-

CCLC-11/16-18-Costa Mesa: State Annual conferences with partnering conferences for trustees, administrators, classified, etc. Cost-approx. \$405. R. Rose will be there representing CSEA. State Classified Senate (4CS) will be having breakout sessions and our P. Murray will be attending as a member of 4CS. Our Senate is not currently a CCLC member. There probably be no problem with obtaining release time and A. Ridley requests presentation if someone attends.

Legislative Conference-1/28/29/07-Sacramento: Political conference to sit down and meet with actual legislative reps. Cost-approx \$500. R. Rose has attended both, both have pros/cons. Will discuss Classified Leadership Institute attendance at another meeting

D. Miller 1st Motion to try to get funds from the district for 1 person to attend each conference. P. Murray-Modify-Use Classified Senate funds even if we don't get additional funds from district. 2nd- D. Kew, NO discussion, APPROVED.

D. Kew 1st Motion for Maggie to attend CCLC, A. Ridley 2nd adding he would like a mini staff development workshop, NO discussion, APPROVED

Renewal of 4CS membership - 1 yr membership, P. Murray sits on board R. Rose 1st alternate, M. Gonzales 2nd alternate, meet 4 times/yr. It was hosted this past March at Grossmont.

Cost - \$100 for individual Senates, or \$250 for each college, or \$500 for the entire college district. Funds go to travel for board members, speakers at conferences, etc. A. Ridley-1st Motion to become a member, 2nd M. Gonzales, NO Discussion, APPROVED.

Discussion - re: what membership level. Last year it was college district and the cost was split equally between the District, Cuyamaca, Grossmont, and Classified Senate. P. Murray proposed to go to VPs and ask for \$ because it looks good for accreditation, etc. K. Crawford-1st Motion to a) split the college district membership between the two colleges or b) split the college district membership (\$500) three ways - District, Cuyamaca, Grossmont or c) pay \$100 for Senate membership. 2nd A. Ridley, NO discussion, APPROVED.

M. Gonzales and P. Murray agreed to work on their respective campuses and J. Goff agreed to work on the district.

6. Discussion regarding who is included in the make-up of our Classified Senate - is it Classified employees or Classified, Supervisor and Confidential employees? In a future meeting

we will discuss and vote on this although membership has always been all three categories, there is some confusion.

7. Dave McDade has expressed interest in the vacant Grossmont VP position. P. Murray stated he will not take a position with CSEA and would not be able to take the position, if approved, until January 2007. Bring ideas for VP nominations to next meeting.
8. Fundraising: A. Ridley presented on the oil filter magnet as a possible fundraiser. New ideas generated - sell local items and promote local and college goals, i.e. sell books of visiting authors. There is currently no chair of the Fundraising Committee, P. Bailey and K. Ostegard to co-chair Fundraising Committee.
9. New Ideas not on the Agenda - P. Bailey asked about a part-time classified award. P. Murray clarified that part-time employees can be eligible for the Chancellor's Award. Also, could student hourly and less than /12 time be included? R. Rose working on a special award and it will be discussed at the Oct and Nov leadership meeting.
10. Welcoming New Classification - D. Miller requested funds for gift.
11. R. Rose. Would like 2 committees to be formed to create procedures for CCS Award and student support and a task force for "Welcoming New Employees". These would be 1 page procedures that would be voted on in Spring/Summer to be included in the C and B's. J. Wallace suggested collaborating with CSEA. R. Rose was in favor of this. K. Ostegard would like to collaborate with the mascot also. Need to partner with ASCC/ASGC re: Student Support Procedure. D. Miller suggested putting ASCC and ASGC on the Classified Senate agenda each month. Maybe a non-voting ASCC/ASGC member could be included in Classified Senate. J. Goff agreed to work on the Welcome Taskforce, K. Crawford and M. Gonzales agreed to work on the Student Support Committee. R. Rose will send an email to everyone requesting participation.

Goals for 2006-2007

1. What's In Your Notebook? P. Murray explained contents of the folders.
2. Staff Appreciation Day – Staff Development - **Pulled & placed on Oct. Agenda**
3. Creating Collegiality & Having Fun, Ideas for Activities – **Pulled & placed on Oct. Agenda**
4. Communications and Governance - **Pulled & placed on Oct. Agenda**
5. Fundraising Calendar - **Pulled & placed on Oct. Agenda**
6. Discussed congratulating degree recipients, no plans made.