

GCCCD

Classified Senate Annual Planning Retreat

Friday, September 21, 2007 — 12:00-4:30 p.m.
Mission Trails Regional Park Visitor Center

Attending: N. Asbury, S. Ball, L. Davidson, D. McDade, J. Osborne, A. Ridley, R. Rose, J. Soto, P. Tillery

Absent: Y. Board, D. Miller, K. Ostegard, J. Wallace

Guests: Chancellor Omero Suarez, Trustee Bill Garrett, Trustee Rick Alexander, Dr. Gerri Perri, President, Cuyamaca College
Dr. Sunita Cooke, President, Grossmont College
Dr. Cristina Chiriboga, Vice President-Instruction, Cuyamaca College
Dr. Ben Lastimado, Vice Chancellor-Human Resources & Admin Services
Dana Quittner, Associate Vice Chancellor-Intergovernmental Relations, Economic Development & Public Information
Bob Hertel, Interim Associate Vice Chancellor-Districtwide Academic, Student, Planning & Research Services
Shawna Russell, San Diego Association of Governments (SANDAG)

12:00 p.m. Arrivals and Lunch

12:45 p.m. **Open Session Convened**

The open session was called to order at 12:45 p.m. by **Classified Senate President R. Rose**. He called upon Executive Board members and guests to introduce themselves.

R. Rose briefly discussed Senate accomplishments during the past year and future goals. One notable accomplishment was the Senate sponsorship of three Cuyamaca students to attend a pre-med conference in Sacramento.

Rose also discussed the Night at the Padres fundraiser held in June. He reported that the fundraiser was a big success and that 71 tickets were sold with a net profit of \$416. He said that additional Padres nights are planned next year and that by beginning earlier in the year, e.g., January, that it is anticipated that the fundraiser will be an even greater success.

Rose briefly discussed the future goal of establishing a Senate textbook scholarship fund to offset the high cost of textbooks for students.

President Perri commented that at a recent Cuyamaca College leadership retreat, the challenge of keeping staff informed was discussed. Perri suggested that a future goal of college leadership could be to partner with the Classified Senate to keep Classified informed and connected.

Rose commented that release time to attend Senate and shared governance meetings continues to be a problem. He said that there are some supervisors who do not allow release time for Classified staff to attend meetings.

Vice Chancellor Lastimado said that he would be meeting with Rose and other leaders next week to discuss opportunities for staff training and development.

Chancellor Suarez said that both he and the Governing Board have always been and continue to be supportive of staff development and training. He said that he would like to see training normalized throughout the District. He called upon Vice Chancellor Lastimado to establish a committee of Classified leaders to determine what type of training is necessary and how to implement that training. The Chancellor added that he would like to see a well organized committee to develop staff training, and that funds would be set aside for training purposes. He said that there would be similar training initiatives for managers and faculty.

Associate Vice Chancellor Dana Quittner inquired about what mechanism works best for Classified staff notifications. **Rose** responded that generally e-mail is best; however, for some Classified staff who do not work at a desk, e.g., custodians, maintenance, and grounds workers, e-mail is not always a good choice. Likewise, interoffice mail is not always effective either. Various suggestions were discussed, such as sending information to supervisors for distribution to staff, posting information on the Senate web page, and a combination of e-mail, interoffice mail, or simply word of mouth.

Chancellor Suarez observed that it is the responsibility of Classified Senate leadership to get information out to Classified staff, and that the Senate needs to develop several avenues for disseminating information.

Vice Chancellor Lastimado commented that the Classified Senate should consider development of a vision and mission that would enhance the areas of focus of *The Way Forward*, i.e., unity, standardization, alignment, funding, facilities. **Rose** requested that the Vice Chancellor send him a recap of his comments via e-mail.

Julio Soto briefly discussed a Grossmont Student Services committee that assists Classified staff with goals, etc. He volunteered to assist with the formation of a similar subcommittee for the Senate.

Chancellor Suarez reiterated his commitment to continue to work with and assist Classified Staff in the areas of staff development and training, and to give them the tools needed to do their jobs.

Vice Chancellor Lastimado suggested that it would be helpful for the Senate to clarify to their members what the areas of focus are for the Senate compared to CSEA.

Rose reported that the GCCCD Classified Senate had been named the number one model senate in the state. **Trustee Garrett** inquired what criteria the State Senate had used in naming the GCCCD Classified Senate number one. He said that he would like to recognize the Senate's achievement at a Board meeting. **Rose** responded that the Senate had been recognized for several reasons: the involvement of the current and past president at the state level; the Senate's good relationship with the GCCCD administration, faculty, students, and

bargaining units. He added that the Senate had received 97 points out of a possible 100 when reviewed by the State Senate.

Associate Vice Chancellor Dana Quittner requested that **Rose** send information to her concerning the Senate's recognition by the State Senate so that an announcement could be prepared by her office.

1:30 p.m. Accreditation – Guest Speaker

Guest speaker, **Dr. Cristina Chiriboga**, Vice President-Instruction, Cuyamaca College, and Accreditation Co-Chair, distributed two handouts concerning the upcoming accreditation site visit in October: *Roles and Responsibilities – College Leadership*, and *Accreditation Self-Study Abstract*. Dr. Chiriboga discussed the role of classified staff in the accreditation process, and complimented classified staff for their many contributions.

Dr. Chiriboga informed the E-Board members that approximately two weeks prior to the accreditation team visit in October that a letter would be sent to all staff regarding the schedule of the visiting team. Cuyamaca and Grossmont will send letters to their respective staffs.

2:00 p.m. Carpooling/Ridesharing – Guest Speaker

Shawna Russell of the San Diego Association of Governments (SANDAG) presented information concerning the SANDAG carpooling/ridesharing programs. The information was presented in preparation for the loss of parking spaces at Grossmont College that will occur due to the parking structure project, and the need to park at off-site locations.

E-Board members discussed at length the problems associated with off-site parking: the issue of staff members traveling between campuses; the need to leave campus unexpectedly for personal matters; security at park & ride locations, and other off-site locations; the coordination of carpools and vanpools; flexibility of staff schedules to accommodate additional time for parking off-site and commuting to campus.

3:00 p.m. General E-Board Meeting for September

N. Asbury gave a report on the progress of the Hiring Technology Committee. The District is working on streamlining the hiring process by introducing technology at various points in the process such as submitting applications and transcripts online, etc. This would allow the District to take advantage of job fairs, increase hiring pools, utilize their advertising budget better and bring new employees on board quicker.

Treasurers Report

The ending balance is \$2,994.00 plus \$13.00 for the 07/08 year which yields a balance of \$3,007.00. A few of the items The Senate money is used for items such as sending people to conferences and holiday donations, etc.

New Business-Chancellor's Award

- a) New Submissions-Since we had 28 submissions from the last round, we will not request additional submissions for the October Chancellor's Award. Rocky will send the submissions to the Senate for review and request responses within two weeks so the award can be placed on the October docket.
- b) Staying on Agreed Upon Schedule-The remaining submissions will remain in the mix for a period of a year plus we will request new submissions. The award is given once a quarter (March, June, Sept and Dec) but is presented one month later at the next board meeting.

4CS update:

CCLC (Nov. 15-17), Legislative Conference (January 27-28), CLI (June). **Rose** will notify everyone when scholarships are available for CLI.

Staff Appreciation Day

Staff Appreciation Day will be held on March 17th at Grossmont College. **Rose** will notify the Senate members via email when we will have our first meeting which will probably be in October. **Gonzales** has agreed to help with this event.

Need Member-at-Large at Grossmont and Cuyamaca

We need a member-at-large from both Grossmont and Cuyamaca. The member-at-large is a senator that steps into the role of Vice President if the current Vice President vacates their position before their term is up. **Rose** discussed creating a task force that could get the Senate involved more with student activities in addition to other Senate task forces that currently exist (Chancellor's Award, Student Involvement and Staff Appreciation Day).

4CS-Continued Membership, Support & Contributing Role

Our dues are paid through 07/08 for 4CS. **Rose** discussed whether or not we want to continue to be a member. Dues are \$500 per year which is divided four ways. We won a couple of prestigious awards (1st place for model Senate and 2nd place for website) which we wouldn't be eligible for if we weren't a member. We will discuss this further at the October meeting.

Communications and Governance

- a) Future Brown Bag-D. **McDade** discussed a couple of upcoming meetings that will be held at Grossmont to discuss the parking situation and how it will affect staff when the parking structure is built at Grossmont. Tim Flood will do a PowerPoint presentation at two meetings in October.
- b) Foundations-D. **McDade** discussed the Senate getting more involved with both Foundations by sponsoring a table at the Galas. This may be difficult to do this year with our current budget and may require additional fundraising.

- c) Committee Assignments & Procedures (see attachment)

- d) Fundraising Events & Calendar- **Rose** discussed the need to get started on the holiday candy sale fundraisers. The Padre Game fundraiser was very successful although we need to get an earlier start next time and possibly schedule three Padre Games. **D. McDade** suggested checking into phone announcements for classified staff events, etc. **A. Ridley** discussed speaking with the public transit system about coming to our campuses and discounting the rates for students in need. **A. Ridley** would like us to consider paying for a portion of the passes for those students. **A. Ridley** also mentioned the need to have more bike racks.

Next Meeting: October 9, 2007. The October agenda will be a wrap up of this meeting.

4:45 p.m Meeting was Ajourned