 

**D R A F T**

**CLASSIFIED SENATE**

**EXECUTIVE BOARD MEETING**

**June 7, 2011– Meeting Minutes**

**Members Present:** Patricia Bailey, Joe Balestreri, Maria Briney, Wendy Corbin, Lynne Davidson, Angela Johnson, Yvette Macy, Karen McCoy, Debi Miller, Avelina Mitchell, Pat Murray, JacQueline Osborne, Karen Ostegard, Rocky Rose, Paula Tillery,Jean Wallace

**Members Absent:** Scott Howell, Monica Farris

**Members Excused:** Maggie Gonzales

**Guests:** Jennine Boschock, Nicole Boyer, Kari Crawford, Cindy Echaves, Mary Eden, Maria Gearhart, Ken Grimes, Karen Kline, Glenn Macy, Robert Mountain, Patty Sparks, Connie Sterling, Pamela Wright, Melissa Chandler,

**1.** **Welcome and Call to Order**

President Miller called the meeting to order at 12:03 p.m. and welcomed the newly nominated E-Board members in attendance.

**2. Approval of Minutes from**

The April 5, 2011 meeting minutes were approved as submitted. **M/S/A Rose/Mitchell**

The May 3, 2011 meeting minutes were approved as amended. **M/S/A Rose/Murray**

**3. Continuing Business**

1. Ratify 2011-2013 E-Board Officers –President Miller distributed electronically the 2011-2013 Classified Senate E-Board election results and read into the record:

President: Wendy Corbin

Treasurer: Maria Briney

Secretary: Debi Miller

Past President: Rocky Rose

**Cuyamaca College:** Vice President: Avelina Mitchell; Member-at-Large:  Patricia Bailey;

Senators: Ken Grimes, Connie Sterling, Kari Crawford, Melissa Chandler; Proxy Voter: Maria Gearhart

**District:** Vice President: Yvette Macy; Member-at-Large: Angela Johnson; Senators: Jennine Boschock, Nicole Boyer, Robert Mountain Pamela Wright; Proxy Voters: Karen Kline, JacQueline Osborne

**Grossmont:** Vice President: Joe Balestreri; Member-at-Large: Jean Wallace; Senators:  Pat Murray, Mary Eden, Glen Macy, Patty Sparks; Proxy Voter: Cindy Echaves

The 2011-2013 Classified Senate E-Board was ratified. **M/S/A Murray/Rose**

1. Classified Staffing Task Force (2nd/Final Read of Template/Rubric). President Miller reported Pat Murray served on the joint taskforce of CS and CSEA members to create a template and rubric for use by the sites as a foundation document reference when determining staffing priorities and will be a resource to managers.

The Staffing Prioritization Request and Hiring Prioritization Matrix templates was approved for dissemination. **M/S/A Rose/Mitchell**

**4. Communication**

**President’s Report:**

Approve 2011-2012 Meeting Calendar. President Miller distributed the 2011-2012 Classified Senate E-Board Meeting Calendar. The blank dates would be decided at the retreat. A few edits were brought forward and the recorder will make those changes and present at next meeting.

The 2011-2012 Classified Senate E-Board Meeting Schedule was approved. **M/S/A Rose/Mitchell**

Draft CCSA 3rd/4th Quarter Timeline. Pat Murray explained how this timeline and its approval sets in motion and tasks to be accomplished for the Chancellor’s Classified Senate Award.

The Chancellor’s Classified Senate Award 3rd/4th Quarter Timeline was approved. **M/S/A Rose/Mitchell.**

Draft Officers Handbook (2nd Read). Tabled.

Training. President Miller reported she will schedule one hour training meetings for the new officers. This is to explain responsibilities of each Board member. There will be one training session for the Vice Presidents, Treasurer, and Secretary; and another for the Members-at-Large and Senators. She asked members for the best time to meet during the 4/10 summer work schedule. The members discussed possibly scheduling during lunch time. There was agreement not to wait until the retreat. Robert Mountain volunteered to set up synced laptops so we could use the teleconference facilities to conduct the joint site training. President Miller agreed to do the training after July 4, in the second or third week in July. She will invite past the current Vice Presidents to attend and will send check availability by email.

**VP Reports**

**District**: Wendy Corbin reported:

DOCterate Program. She reported working with Pat Murray and President Miller on workshops for Classified training.

District-wide Executive Council (DEC). The Chancellor will be moving forward for Governing Board approval on the reorganization of the College Foundation into one District Foundation support by the Auxiliary. District Services is looking at department level strategic plans.

District Services Leadership Council, formerly known as “PB&J”, has been formally adopted. The committee did not address the council charge and composition and will look to colleges for guidance, and web enhancement will be completed by Brian Nath by the end of June.

District Services Reorganization information was presented, along with the accompany fiscal impact worksheet, by the Chancellor at 3 site forums.

Benefits Committee sent out information on a District request/goal to save $500,000 in benefit costs. They are discussing a benefit opt out option for employees. The committee was given a letter addressed to Direct Health Plan participants to review and give their feedback on the new claims process.

Awards & Recognition. District Services is looking to create a recognition STAR award, which will be rolled out on Fun Thursday-June 30. They are in the process of finalizing the District Services website to receive nominations.

District Safety Committee is working on the status of the current AED machines. The district hired a consultant broker, Ann McCown, as the district risk manager to work on State compliance issues. The new configuration of risk management is for a risk management committee to be formed that would report to DEC. Ann McCown and Tim Corcoran are working on the committee composition. Concerns were brought forward to the risk management broker from the academic area on licensing and improper chemical venting and storage temperatures.

District-wide Education Master Plan (EMP). Lynne Davidson stated that Phyllis Sensenig is the consultant hired to facilitate long term planning. There are scan teams in place at both colleges reviewing the documents received, which were posted to the Research, Planning and Institutional Effectiveness website. The scan teams are looking for education trends and will compile the information and send it to Phyllis Sensenig, who will write the draft report and distributed in the fall for feedback during staff development.

**Grossmont**: Pat Murray thanked everyone for help in graduation and stated she would like to continue having the Classified Senate representative on the platform. She encourages any classified employee with any type of degree to walk with the faculty and administrators.

Instructional Division Reorganization. There are changes to the Deanery to add a fifth Dean. The reorganization changes Nursing. They are having an issue finding a qualified person. The interim position will finish in the fall.

New entry gates were installed at both sites. People will need to park off site Friday through Sunday when the gates are locked. Police will be on campus. Cuyamaca will have some activities on Fridays and the gates will be open.

College Oversight Committee. She is working on the looking to bring together committees, take away flex week release time and CATL. They will combine committees and hire a person. This is going through Academic Senate.

Construction Update.There is much construction happening with sidewalks being removed, new roofs, and room remodels that will be completed by fall. The Student Center will be complete by the end of December.

Accreditation. The accreditation teams will attend orientation during flex week. Correspondence is going out to ask for classified participation. Anyone can do this and would be welcome. It is a lot of work, but some is done through email.

Miscellaneous. She asked people to go to Sign-on San Diego to vote for the best college. Pat Murray reported on Grossmont College’s 50th anniversary. There is a special book for sale documenting the history from 1961. She thanked all the new people for their involvement in Classified Senate.

**Cuyamaca**: President Miller reported the Cuyamaca revised planning committee structure was approved by the appropriate shared governance committees. It will be a more transparent process for planning, hiring and resources. The revised integrated planning model will take effect in the fall. The Classified Senate Vice President will be a Vice Chair with faculty and administration. CSEA rep will be a member.

**Treasurer Report:** Lynne Davidson reported for Paula Tillery the available balance in the trust fund is $2,487.87.

**5. Fundraising Activities:** There was no report this month.

**6. Governance**: Classified Professional Dev. Committee Upcoming Workshop (TBN).

**7. New Business**

1. Mother Goose Parade Planning-Wendy Corbin reported a committee is needed for the Mother Goose Parade. She would like this to be a student government driven event rather than Classified Senate driven. The filing documents are due in October.
2. Profits-10% to student activity -Yvette Macy reminded the group that the Classified Senate had approved the distribution of ten percent of the CS fundraiser funds to go to students. President Miller agreed to calculate amount and will present a motion. Pat Murray explained what was given to EOPS and the Mother Goose Parade would fit into this. Yvette Macy agreed to check if the EOPS funds were passed as a separate item and to clarify next month for further discussion.

**8. Other**

Joe Balestreri thanked Glenn Macy for coming to the CS Meeting on his own time outside of his work schedule.

Pat Murray thanked President Miller for her great work as CS President the past two years. Everyone agreed she did a great job.

President Miller reported the new executive board will officially begin July 12.

The meeting adjourned at 12:55 p.m.

The next meeting is July 12, 2011

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