

EXECUTIVE BOARD RETREAT Meeting Notes

Friday, September 21, 2012

Location: Grossmont College Griffin Gate

Attendees: Executive Board, Special Guests for Lunch

Attendance: Avelina Mitchell, Melissa, Ken Grimes, Connie Sterling, Kasi Althaus, Yvette Macy, Rocky Rose, JaQ Osbourne, Mary Eden, Wendy Corbin, Pat Murray (recorder), Karen Kline, Pam Wright, Maria Briney, Jennine Boschock, Angela Johnson, Joe Balestreri, Linda Daley.

Guests: Samantha Elliot, Sue Rearic, Victoria Simmons, Sunny Cooke, Edward Heil, MaryKay Rosinski

Meeting Called to Order: 11:30

Meeting Adjourned: 4:40

PRESENTATION

Yvette Macy, Joe Balestreri and Avelina thanked each site team for their efforts during the year on behalf of classified leaders. After the presentations the group divided into 3 random teams to brainstorm goals. Yvette Macy contributed a clever ice-breaker to get the brainstorming going. Here are the lists that came forward from each team:

Team A: Cookbook fundraiser (to fund CLI attendance); more fundraising in general – especially for students and vets. Create a formal mentorship program and succession plan. Get more 'face time' with administration.

Team B: (Need a motto) Would like districtwide gathering; need 'release time' to participate in activities; fundraising; general participation from members and membership; changing attitudes: voices matter; empowerment; better communication – site specific goals include: solidify interviewing committee placement process; meet more often. Dept goals include: Evaluating supervisors by staff; classified professional development; management training (about staff/senate organization)

Team C: More unity between sites; recycling programs- communication about programs and more bins around campus; job shadowing or interoffice awareness or department open houses; unity breaks or groups activities at break – more staff development. Release time or more management support to attend training – adopt a student – student checklist/FAQ/resources.

Site Goals: Recycling programs; group breaks; workshops wanted: stress management or meditation; how to handle working with fewer staff and smaller budgets. Department goals:

Cross-training- being able to guide students or answer questions; supervisor or managers (undercover boss)

COLLABORATION

Wendy discussed the vision mission and purpose – she wanted to tie the goals to the items that were written on the white board to the senate mission more directly.

Brainstorming Session:

Team A: Fundraising was important – Want cookbook. Want to develop classified leaders by send them to CLI. Want a sub-group to develop ideas. More Mentorship; change C & Bs to include an 'elect' position for each executive office.

Team B: Motto for senate; get-togethers for senate district wide; time away for senate. Participation from staff in the senate. Better communications. Solidify hiring committee and shared governance solidify; Management training. All three sites agree that management needs training about classified value – help classified feel they matter. Evaluation supervisors.

Team C: More unity between sites. Setting goals together. (Like unity breaks) Maybe meet and greet. Staff development. Released time from managers. Adopt a student. Group breaks – stress management. Cross training.

Wendy starred these items

- Fundraising – build team for fundraising (in most cases the fundraising should include a target for the funds to aid in the project success.)
- Senate-Staff Development/Mentorship

LUNCH WITH SPECIAL GUESTS & OFFICIAL PHOTO

Wendy asked administrators to talk about the dos and don'ts of prop V. It was stated that it is not okay to wear the button at work. Wendy spoke about accreditation. She implored everyone to be aware of what accreditation is all about. Rocky mentioned a webinar for accreditation this Wednesday the 26th. Dr. Cooke gave an overview of the status of accreditation at Grossmont College. She mentioned that the site visitors will meet with classified leaders at each site. She also encouraged everyone to read the draft accreditation self-study. Edwin Heil agreed that learning about accreditation is a huge benefit to all staff.

Wendy invited Samantha Elliot to share her thoughts about how the classified senate can help students. Samantha explained the frustration of administrative hours not being consistent. MaryKay mentioned the budget cuts are the reason that the staffing is out of whack and office hours are not as they would be normally. Melissa suggested that student look online for hours of operation. Melissa talked about basic skills workshops that are offered to students. Pam also mentioned that the website info should be optimized for mobile devices. Avelina talked about using the space at the bottom of the cashiers receipt to communicate important info – such as deadlines; email update reminders; and department phone numbers. Kasi agreed to utilize unused resources to help communications. Facilitating relationships: Victoria Simmons asked individually; what promotes effective communication? Everyone is different – multi-generation. The question today is "Text; face or phone"? "What do I need and what do they need and how can you check in with that?" Victoria talked about facilitating trust and respect – by find out what it means to each other. Yvette talked about how workshops would be helpful. Edwin and Angela both want Victoria to speak about effective communication or give a workshop. There is a huge benefit in the diversity of our employees. She used an example to illustrate perspectives by talking about about people that arrived 'on time' and those that arrived late. Don't assume anything until you 'check in'.

The group took a break to take a photo and when returning to Griffin Gate; Wendy asked if anyone wanted to see if anyone had thoughts after returning to the room. (There were frames placed at each officer's spot at the table to hold a photo memento.)

ACTION ITEMS

Classified Senate Operational Budget

Wendy presented the a draft budget. There was discussion about whether or not this budget was for this year or for next year. Wendy explained the budget and how she developed it – the Classified Senate Trust fund contains the senate 'fund-raised' monies and is discretionary. The other funding source is (general fund) for staff development/CSAD. Wendy wanted to proposed one event to be professional development, maybe 'True Colors'? Wendy proposed to ear-mark funds for the upcoming e-board elections. (Possibly to be spent on securing a 4CS guest speaker; duplicating; cookies; or anything for an informational campaign.)

There was discussion about the time frame for the budget—is it for this year or next year? The funds for the retreat (for food) would possibly be too little if we did not have the support from the VCHR's funds. Pat Murray asked why the Senate Trust fund was paying for the trophy's that had been in the past paid from the VC office. Wendy and Maria said they would research the funding history back a few years. After some other discussion about where the guitar (fundraiser) money was deposited and procurement cards, Wendy asked the group to delay in approving it until she could re-write based on the questions brought forward.

COLLABORATION

Site focused Senate versus Districtwide--The concept of district wide verses site specific. GCCCD is unique in that it spreads across the campuses. Are we stronger as an organization if we separate? We have no one to turn to? Melissa commented that the district operates in the district minded way; and therefore should be mirrored to reflect the example set by our district leaders.

Wendy wanted everyone to that they are valued and looked to as leaders at each site. Wendy shared that it is difficult to find solutions looking at other Classified Senate models because our senate is a district-wide senate. She did not find any other senate with the same structure. Wendy asked the group for their feelings about if the current model is working. The group generally agreed that no change in structure was desired. Rocky says that the CSEA is a good example of why the district-wide structure works to the advantage of staff. Conceptually – Wendy wants to make sure that the sites are effective. Rocky suggested that there be more site 'Meet and Greets'; and to let go (Wendy); and let others go to the board meetings and go to DEC. Wendy has not done this because it was so new to her and she needed to understand the tasks before she could delegate them--so now that she has more command of all the groups she would be happy to empower any officer to attend DEC or any shared governance meeting is open to anyone.

"Meet and Greets" Yvette will be sending out info district-wide for her site "Meet and Greet". Rocky suggested that we advertise big time and suggested that the district/college leaders also be invited. (Because they should feel that they are important part of the organization.)

CSAD 2013 "Theme– Classified; You Rock". Wendy read through the chair descriptions and identified vacancies. Connie Sterling volunteered for the workshops. Jeanine asked that information about how the 'work-day hours' possibly being shifted for those that work outside of the CSAD hours be well explained and published. Discussion followed about the 'present to win' caveat for purchased raffle tickets.

Wendy asked that sub-committee chairs, to actively meet and generate reports for the senate meetings. She also asked that the tasks of sub-committees more directly reflect and align with senate vision/mission and purpose statements.

Joe asked if the group could talk about how senate represents supervisors. He brought the website up and asked what the status was. A 10 minute discussion followed about the MOU. Kasi (CSEA liaison) explained the MOU would not enable classified Senate to name a supervisor to a hiring committee. Wendy explained that supervisors are represented for professional development and for Staff Appreciation Day. Pat Murray mentioned history of seating a confidential on a hiring committee. Yvette asked when is it appropriate to give the classified staff seat to a supervisor? JaQ mentioned an upcoming meeting with the VCHR to answer questions about classified committee placements. Wendy agreed that seating committees and the MOU needed to be clarified.