

Chancellor's Cabinet  
March 30, 2006  
11:00 am – 4:30 pm

Yesterday's meeting was devoted to two items: Ground rules for our meetings and proposals for budget allocation models.

- Action Item: Dr. Capet and Shelley Crabtree to rewrite and add additional points to the proposed ground rules for Chancellor Cabinet meetings. Main thrust is honesty between cabinet members, our constituents and accurate reporting.
- Proposed Budget Allocation Models for 2006-2007
  - Retiree Savings Captured and allocated District Wide
  - Retire Savings Retained at individual colleges
  - Incentives for improving projected shortfalls
  - Use of Faculty Transfer between colleges
  - Four day work week
  - One time use of reserves over the required 5% minimum for use by colleges for ~~program~~ enrollment growth strategies, not operating expenses
  - Allocations to be spread across the board, including District Office

We meet again on April 5<sup>th</sup> to go over several allocation models now being generated by Tom Burke to include the above listed scenarios. We must submit our allocation model to the BOT by June 8<sup>th</sup>.

### **Other short conversations:**

A question was raised about where to keep the Summer generated FTES: this year or carry over to next? According to Sean James, the best use of this summer's FTES would be to keep them all in the 2005-06 reporting period. Moving FTES generated after June 30<sup>th</sup> to the 2006-2007 1<sup>st</sup> period report would not gain us any more allocation for that year, but would help us now. Period 2 figures are due out on April 30<sup>th</sup> but we don't expect a huge change from the P2 projections done last month.

There is a possibility (this has not yet occurred so don't start getting excited or start emails flying please), that there will be a potential HB savings of \$0-\$600K. **The savings is a result of not paying the increase health benefit costs. The SISC health benefit fund reserve would be used to cover the increase.** This figure has not yet been determined, but if there are savings, those savings will be distributed to relieve this year's budget crunch. This is not part of the scenarios because 1) it has not yet happened and 2) we don't know how much will be involved.

Please note that there are Restricted Reserves and Unrestricted Reserves. Our last allocation model that showed 5.94% reserves is ~~that~~ **the** Unrestricted portion.

We are in the process of setting up a Budget Task Force. Volunteers are needed. A volunteer should be comfortable dealing with numbers and know that the group may meet weekly starting in August and continuing through December. Meetings could also be as little as monthly. Meetings will rotate between colleges but need to be face-to-face so travel time would be involved. Please contact me if you wish to volunteer for this very important task force. **The college business managers, Tom Burke and Sean James, will convene in June to initiate the process and forward results to the Task Force in August/September.**

# Agenda

**February 8, 2006**

**I. Call to Order**

**II. Approval of Agenda**

**III. Approval of Minutes**

**IV. Treasurer's Report**

**V. Committee Reports**

***Chancellor's Cabinet*** (Shelley Crabtree)

***College Council & Budget Task Force*** (Cori Ratliff)

***Board of Trustees*** (Mike Barrett)

***President's Liaison*** (Robert Jordan)

***CSEA*** (Mike Barrett)

***CS Recognition Committee*** (Cori Ratliff)

***CS Special Events Committee*** (Margaret Hunter)

***Other Committees Not Listed***

**VI. Old Business**

- Recycling Bins Update (Lia Bement)
- Hark! Hark! The Park!

**VII. New Business**

- FTES discussion
- Should be disband the senate? Revisited

**VIII. Announcements & Open Discussion**

- Employee updates
- Board of Trustee, Stu Witt, visit

**IX. Next Meeting Date**

March 8, 2006 2:00 – 3:00 p.m., Administrative Conference Room/Video Conference

**X. Adjournment**

# *Report to the Classified Senate*

**February 8, 2006**

By Cori Ratliff

## *Board of Trustees*

The Board of Trustees has adopted the following goals for the 2005-2006 term:

1. Continue to work on overcoming the geographic distance factor and feelings of isolation across the District.
2. Continuously examine and improve District and College operational processes to achieve efficiency and effectiveness.
3. Take steps to manage and monitor enrollment growth, ensuring that growth targets are met and FTES is maximized.
4. Maintain a balanced budget and make progress toward achieving a District reserve of at least 5 percent.
5. Continue to monitor staffing patterns and maintain a staffing plan that is appropriate for our operation while maintaining District-wide total compensation below 80 percent of the general fund, unrestricted, annual budget.
6. Collaboratively facilitate seamless educational opportunities across the District for students at each of the three colleges.
7. Coordinate work with all levels of education in our service area and beyond to ensure academic preparation and seamless educational opportunities for current and prospective students.
8. Continue Board member participation at the State and National levels.
9. Continuously monitor key indicators of institutional effectiveness and student success.

Adopted by the Board of Trustees, December 8, 2005

From the October 6, 2005 meeting the following were of interest:

- Numerous classified staff, along with Ms. Kate Pluta, CCA President, commented regarding placement of a cap on health benefits. Ms. Pluta indicated that the faculty and classified were united in their desire to not have a cap. Many classified comments centered around the amount of work that classified perform, and our dedication to the college(s). Comments were made regarding the fact that it seems that it is always the lowest paid group that gets target first and the opinion was expressed that caps should go from the top down, where those most fiscally able to cope with caps would be hit first. Comments also addressed the fact that Classified wanted to see equality in application of a cap, not just targeting

one group. It was mentioned that the administration and faculty both have contracts with fully benefits currently. Comments also addressed the fact that we have an underutilized Fringe Benefits Committee that has not been put to use to address the rising costs of health care and the desire was expressed to see that committee put into action. The Board of Trustees indicated that they declined to respond outside of the bargaining process, but that they understood that it was a very sensitive issue.

- Mr. Burke reported that with the lack of growth across the district, that the district had only the COLA funds to pay for cost increases and that that amount (\$3.3 million) was not adequate to cover costs.
- Ms. Serrano reported that Bakersfield accounts for approximately 64% of FTES, Cerro Coso about 18%, and Porterville about 17%. She also indicated that in looking at FTES decline, it is mostly occurring at Cerro Coso. She also indicated that the opportunities for growth tend to be at Cerro Coso, although if you look at the FTES generated last year and as of this semester (Fall 2005), both Porterville and Cerro Coso are relatively flat. She indicated that there is a challenge at Cerro Coso which means there is a challenge for the District.
- Mr. Sean James, who assisted our district in correcting our FTES accounting, reported that 487 FTES were recovered for our District from the 02-03 and 03-04 academic years. He indicated that there are strategies that can be employed to create additional FTES with the same number of students simply by modifying our calendar. [This is why we have semesters starting on Saturdays, even though classes may not convene until a Monday]. Mr. James commented that with the cooperation of faculty, administrators, and staff, that he believes the District can implement processes that will help in the struggle with FTES.

Board of Trustees meeting minutes can be found online at:

<http://www.kccd.edu/Board%20of%20Trustees/Meeting%20Minutes/Default.aspx>

## *College Council*

The following are the items of note that came from the College Council meeting on January 19, 2006:

**FTES Shortfall:** We are faced with a significant challenge in regards to FTES. We are currently down about 15%. We plan to implement late start classes to help, and to build as robust a summer term as possible. A task force will be formed to take a careful look at FTES/Enrollment issues and to provide recommendations and information to the College Council regarding how we can increase our FTES. Faculty and Classified were asked to provide two members to sit on this committee. The committee will report their findings as soon as possible.

**Harley, Ellis, & Deveraux Presentation:** The architectural firm that will be working on many of our construction projects (excluding the science classrooms) presented what projects are planned and requested input regarding priorities and clarification of certain items. Among some of the known projects are:

- Art building
- Nursing
- Performing Arts Center
- Lecture Center renovation
- One Stop Shop (Student Services)
- Student Union (part of one stop shop)
- Administration suite
- Multimedia Center (Media Arts, Mac lab, Midi Lab, GIS, Auto CAD)

Classroom space was discussed and it was indicated that we will not be getting more classrooms but we will be getting bigger classrooms which will be capable of sitting more students. With fewer classrooms we will need to be careful about how we schedule rooms and in enrollment planning. The completion of the administration suite and the 3 large classrooms on the third floor is scheduled for early 2007. Concern was expressed about the Student Union and if it would meet the needs and expectations of the students. The plans have changed significantly from what the students originally agreed to and there was concern that the planned union space would not be friendly or adequate for students.

**Replacement Position Justification:** Valerie Karnes presented justification for the replacement of the Network Administrator position vacated by Curtis Allen. In her proposal she is recommending and requesting that we replace the position with a full-time Network Technician and a part-time Help Desk Technician, which combined including benefits, will give the college a savings of approximately \$550 a year. The justification indicates that the IT department has reviewed college needs and wants to realign duties to better meet the needs of the college, in the most efficient and cost-saving manner as possible. College Council recommended that the Network Technician and Help Desk Technician positions be moved forward to the Chancellor and the Chancellor has since approved the positions.

# Meeting Minutes

February 8, 2006

## I. Call to Order

Cori Ratliff called the meeting to order at 2:10pm

Present: Liz Allen, Mike Barrett (Bishop), Margie Cox, Tammy Eberhardt, Cori Ratliff, Pam Coward, Margaret Hunter, Lia Bement, Robert Jordan, Sue Parker

## II. Approval of Agenda

Agenda approved as given

## III. Approval of Minutes

Minutes were approved

## IV. Treasurer's Report

Balance in the treasury is \$662.82

\$100.10 in Cash Box, \$66.59 in Savings Account, \$496.11 in Checking Account

## V. Committee Reports

### **Chancellor's Cabinet**

Strategic Planning is finalizing structure of group

### **College Council**

See attached report

### **Board of Trustees**

See attached report

### **President's Liaison**

No report

### **CSEA**

Next meeting is 2/10/06 at 12:15pm. Mike will send out agenda today

### **CS Recognition Committee**

No report

### **CS Special Events Committee**

-Academic Senate has written a check of \$114 for their part of the Christmas event expenses

-Ideas are being generated for next year's event

### **Other Committees not listed**

Enrollment Research Committee – Tammy Eberhardt reported that this committee has met for the first time today. They are asking for ideas to help generate FTES

## VI. Old Business

- Recycling bins Update – Lia Bement reported that the first week generated \$4, the second week generated \$3, and the third week generated \$24. She will write a check for the total to be deposited into our account

## VII. New Business

- FTES discussion – can we offer alternatives to students when classes are cancelled? We need to continue to share ideas. Improve our customer service throughout the college; Classified, Faculty, Administration. Connect with the high schools.
- Should we disband the Senate? We are the only college that has a Classified Senate. Other colleges disbanded due to lack of attendance and they felt they could perform all the functions as one classified body. If not disband, maybe go inactive for one year. If we do disband, we would join the CSEA to carry on business. Cori would like to discuss this with Dr. Dyer for her input. Cori will send out email requesting feedback on this issue.

## VIII. Announcements

- Employee updates – McKay Lauritzen is the Book Store Assistant I

## IX. Next Meeting Date

**March 8, 2006 2:00 – 3:00 p.m.**, Administrative Conference Room/Video Conference

## X. Adjournment

Meeting was adjourned at **3:10pm**

# Agenda

**March 8, 2006**

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**I. Call to Order**

**II. Approval of Agenda**

**III. Approval of Minutes**

**IV. Treasurer's Report**

**V. Committee Reports**

***Chancellor's Cabinet*** (Shelley Crabtree)

***College Council & Budget Task Force*** (Cori Ratliff)

***Board of Trustees*** (Mike Barrett)

***President's Liaison*** (Robert Jordan)

***CSEA*** (Mike Barrett)

***CS Recognition Committee*** (Cori Ratliff)

***CS Special Events Committee*** (Margaret Hunter)

***Other Committees Not Listed***

**VI. Old Business**

- FTES Discussion
- Senate sabbatical discussion

**VII. New Business**

- Graduation
- Rumors

**VIII. Announcements & Open Discussion**

- Employee updates

**IX. Next Meeting Date**

TBA

**X. Adjournment**



# Meeting Minutes

**March 8, 2006**

## I. Call to Order

Cori Ratliff called the meeting to order at 2:08pm

Present: Liz Allen, Cori Ratliff, Tammy Eberhardt, Mike Barrett, Kristi Lowe, Becky Stanley, Inge Olsen, Lia Bement, sue Parker, Terri White, Robert A. Jordan, Anna Sue Eldridge, Paula Caudill, Tim Gerarden, McKay Lauritzen

## II. Approval of Agenda

Agenda approved as given

## III. Approval of Minutes

Minutes were approved

## IV. Treasurer's Report

Balance in the treasury is **\$848.10**

**\$100.10** in Cash Box, **\$66.59** in Savings Account, **\$681.41** in Checking Account

## V. Committee Reports

### ***Chancellor's Cabinet***

- Shelley Crabtree sent report via email to Cori stating that the Cabinet met yesterday.
- They mainly worked on developing a strategic plan with emphasis on integrity, honesty, open communication and respect for each other regardless of classification.
- The next meeting will be March 30 to finish the draft and break into committees to develop each initiative.
- They also went over an allocation model for use in developing the budget.

### ***College Council & Budget Task Force***

- College Council is currently under confidentiality agreement.
- Meeting tomorrow to continue budget process
- They presented 3 budget proposals to the Chancellor

### ***Board of Trustees***

- There was one March 15<sup>th</sup> notice given to an administrator
- Dr. Dyer stated there were no faculty layoffs
- Stu Witt gave a statement to the newspaper stating that we have to look at all options to help with the budget situation and listed some of his ideas such as; realigning with Antelope Valley, looking to the space industry, etc. for other alternatives
- BOT approved tentative agreement with retroactive 2% pay increase from July 2005.

### ***President's Liaison***

Dr. Dyer hopes that the Classified Senate doesn't go on sabbatical. Cerro Coso is the only college that still has the Classified Senate

## **CSEA**

Next meeting is March 31, 2006. There should be information regarding layoffs and reductions at other sites and summer plans

### **CS Recognition Committee**

No report

### **CS Special Events Committee**

We need to organize Classified Staff of the Year to be presented at the Awards Ceremony May 4th

## **VI. Old Business**

- FTES discussion
- Senate sabbatical discussion

## **VII. New Business**

- Graduation – May 12<sup>th</sup> they will need ushers for this event. KRV and ESCC will have their own graduation ceremony
- Rumors – please contact e-board members if rumors are going around

## **VIII. Announcements**

- Employee updates – none
- Classified staff can write letters to legislators addressing college initiative and Senate Bill 361. Cori would like to see a writing campaign sponsored by Classified Senate
- Battle of the Bands is this Saturday, March 11<sup>th</sup> in the gym

## **IX. Next Meeting Date**

**April 12, 2006 2:00 – 3:00 p.m.**, Administrative Conference Room/Video Conference

## **X. Adjournment**

Meeting was adjourned at **3:00**

# Agenda

**April 20, 2006**

**I. Call to Order**

**II. Approval of Agenda**

**III. Approval of Minutes**

**IV. Treasurer's Report**

**V. Committee Reports**

- **Chancellor's Cabinet** (Shelley Crabtree)
- **College Council & Budget Task Force** (Cori Ratliff)
- **Board of Trustees** (Mike Barrett)
- **President's Liaison** (Robert Jordan)
- **CSEA** (Mike Barrett)
- **CS Recognition Committee** (Cori Ratliff)
- **CS Special Events Committee** (Margaret Hunter)
- **Other Committees Not Listed**

**VI. Old Business**

- Senate sabbatical discussion

**VII. New Business**

- Retirements
  - Jose Redondo (14 years of service)
  - Ellen Finney (5 years of service)
- Changes to Guidelines for Classified Staff of the Year
- President recognition
- Construction Update
- Committee Membership
- Committee Reports – change in process
- Nomination Committee formation
- Classified Newsletter (resurrection)

**VIII. Announcements & Open Discussion**

- Employee updates
  - Rachel Godfrey (permanent Assessment Assistant)
  - Collette Pierce (new Child Care Food Coordinator/Cook-Baker)
  - Janice Schramm (new Laboratory Technician I)
  - Kim Kost (resigned 3/31/06)
  - Glenn Brownlee (resigned 3/15/2006)
  - Angela Sellers – It's a Boy! Dominic John Sellers
  - Dawn Dunn – Now Dawn Fidel!
- Constitution revision

**IX. Next Meeting Date**

TBA

**x. Adjournment**

# President's Notes

## **President Recognition**

Dr. Capet would like to see Academic Senate and Classified Senate come together to present Dr. Dyer with a plaque in recognition for her years of service to Cerro Coso. He will cover the cost, but he would like to see us present it.

## **Construction Update**

Give brief overview of plans presented and inform about Chris Addington's new relationship to the district.

## **Committee Membership**

Need to update list, verify what committees we need new representation on.

## **Classified Newsletter**

Looking for volunteer to collect information, or perhaps 1-2 people to create.

## **Employee Updates**

Please remember to notify your e-board of special events (marriage, baby) or circumstances that we should send cards for (death, serious illness)

## **Angela Sellers**

Eric and Angela Sellers became the proud parents of an 8lb 11 oz baby boy yesterday (4-3-06) at 10:50 am. Baby boy Sellers is 21" long. Dominic John Sellers

## **Dawn Fidel**

Married Charles Fidel on Friday, February 24, 2006.

## **Constitution Revision**

Based on suggested changes to the running of Classified Senate I plan to make recommendations for changes to the constitution.

# Committee Reports for Classified Senate

April 17, 2006

Reported by: Cori Ratliff

## **TRT:**

The TRT committee will be conducting a survey of employee technology to see what the needs are of the employees. We also hope to do an inventory of all offices/personnel systems to determine what needs to be replaced/upgraded, etc. The committee will also be looking at issues such as Website Terms of Use and Site Policies, Student Email, Faculty Stipends, and continuing reviewing the Moodle CMS.

## **Classified Staff Recognition Committee:**

A committee was formed for the Classified Staff of the Year award. Nominations were received for Candy Caine, Mike Barrett, Deems Morrione, and Laurie Rice. Voting is currently ongoing.

## **Board of Trustees:**

Feb 2:

- The Non-Resident tuition fee was increased to \$175 per unit, in addition to the enrollment fee of \$26 per unit.
- The Board of Trustees had Mr. Sean James, Internal Auditor, investigate the accusations made in The Bakersfield Californian ad produced by CSEA. It appears that several items were interpreted in a variety of ways. If you would like to review this information, visit <http://www.kccd.edu/Board%20of%20Trustees/Meeting%20Minutes/2006/02-02-06.pdf> page 19, under Reports.

March 2:

- Notice was given that a district administrator would not be re-employed at the end of their current contract. The minutes noted an employee number, which enabled some people to identify the employee and information was shared after the meeting before the employee whose contract is affected had even been notified. Chancellor Serrano followed up with an email addressing the need for confidentiality and respecting personnel rights and privacy.
- Cerro Coso reported on our Enrollment Task Force and ongoing enrollment efforts.
- Paul Meyers reported that Anne Benvenuti has been selected as a delegate to the United Nations Commission on the Status of Women, which is the 50<sup>th</sup> anniversary. She is not only a delegate, but also a speaker. This is a prestigious honor for Dr. Benvenuti and for Cerro Coso.

The next Board of Trustees meeting will be at Cerro Coso IWV Campus, May 4<sup>th</sup>.

## **College Council:**

Due to confidentiality agreements by College Council members due to the nature of our secondary role as Budget Task Force, we cannot provide a full report of council happenings. We are continuing work on addressing the budget shortfall. Proposals will be presented in the near future to the Chancellor, and it is our understanding that at that point the Chancellor will decide how our district will address the shortfall based on the input and plans from the colleges.

At our last meeting (in an open portion) we met via video conference with Chris Addington, who now works for the District as an employee, to discuss construction. We were asked to respond to a choice between two financial plans, however after discussing the issue after meeting with Mr. Addington, it was determined that we need to meet with him in person and have all of our plans and timelines presented clearly. There appears to be changes to plans that we were not made aware of, nor approved, therefore the council would not agree to either plan until we resolve certain issues and concerns. We meet with Chris Addington on Wednesday, April 19<sup>th</sup>, from 1:30-3:00.

The next College Council meeting is Thursday, April 27<sup>th</sup>, from 1:30-3:30.

**From:** owner-cc\_classified@cc.cc.ca.us on behalf of Michael Barrett

**Sent:** Monday, May 08, 2006 10:24 AM

**To:** cc\_classified

**Subject:** [cc\_classified] Notes on College Council meeting from 4-27-06

Hi all,

These are my notes from College Council for 4-27-06. Per discussion @ our last chapter meeting, we agreed that all members making reports would submit them to cc\_classified prior to our next chapter meeting. Our other classified representatives on the College Council are Cori Ratliff and Kathy Salisbury. Please bring a copy of this with you for our next chapter meeting.

Our next chapter meeting is on Tuesday, May 16<sup>th</sup> from 12 noon until 1pm.

Reported by: Mike Barrett

## **College Council Agenda April 27, 2006 1:30 PM Administrative Conference Room**

<b>AGENDA</b>	<b>DISCUSSION CONTENT</b>	<b>FOLLOW UP</b>
<b>1. Call to Order</b>		
<b>2. Agenda Items</b> <ul style="list-style-type: none"><li>• <b>Strategic Planning</b></li></ul>	We looked at the revised version And it was recommended (with	

<p><b>Document</b></p>	<p>revisions) by a Majority vote – I voted yes</p>	
<ul style="list-style-type: none"> <li>• <b>New(N)/Replacement (R) Positions for Classified Staff</b></li> </ul>	<p>DA Assistant @ KRV added –Cat funds FYI</p> <p>I asked about the Financial Aid position @.ESCC – a justification has not been completed yet.</p>	
<ul style="list-style-type: none"> <li>• <b>Participatory Governance Document</b></li> </ul>	<p>We went over the document and discussed a new version that Paul will submit</p>	
<p><b>3. Other</b></p>	<ol style="list-style-type: none"> <li>1. I asked about minimum staffing levels. This topic has not come up again @ the district level.</li> <li>2. I asked about the new allocation model and how College Council will provide input. Paul said that each constituent group will select representation for building a new allocation mode. Sharon said they will start with SB361 as a model and that should benefit CC.</li> <li>3. We are still 80k out as a college</li> <li>4. Per P2 we gained</li> </ol>	

	back 220 FTES – we are still short	
<b>4. Next Meeting</b>	Thursday, May 11, 2006	

Ever striving to provide you with quality and excellent service,

Mike Barrett

Network Administrator, Cerro Coso Community College  
 Chapter 617 President, California School Employees Association  
 Mammoth Campus - 760.924.1612 Tu/Thur from 0830-1900 HRS  
 Bishop Campus - 760.872.5306 M/W from 0830-1900 HRS  
 ITV Support - 760.920.2059 M-Thur from 0830-1900 HRS

**From:** owner-cc\_classified@cc.cc.ca.us on behalf of Michael Barrett  
**Sent:** Tuesday, May 09, 2006 5:26 PM  
**To:** cc\_classified  
**Subject:** [cc\_classified] Report for Chancellor's Cabinet

Hi all,

Here's the report for Chancellor's Cabinet. Please bring it with you for discussion at our next chapter meeting in May 16<sup>th</sup> @ noon – C U then.

***May 9, 2006 meeting – attended by video-conference***

Meeting started @ 1300 and ended @ 1615

Our chapter needs to select a classified member to represent us on the allocation task force that is being formed to look at how we distribute \$\$ to our colleges/DO. This looks to be a very labor-intensive task force. This is where we will fight for minimum staffing levels and additional compensation for overhead based on 5 sites. We need to present a name at the next Chancellor's Cabinet Meeting which is scheduled for June 20<sup>th</sup>.

We jumped straight into a budget description of KCCD we are currently planning on Scenario 5 which would have Cerro Coso with a reduction in allocation of (208,198). This is why we are currently proposing, as a college, to involuntarily transfer faculty to BC – thus reducing our overhead and FTES requirements. BC is in the hole (961,936) and PC is in the hole (273,223) based on this scenario and have, in theory, found ways to get to a zero balance.



There is some strong evidence that the May revised will be kinder to KCCD do to a planned partial implementation of SB 361. Tom Burke created a Scenario 6 based on the following additional income predictions:

COLA	=	5.92%
Expected Growth	=	0
Equalization increase	=	1.3 million

Under this scenario CC would be in the black by 28,911 and BC would only be in the hole (170,073) and PC down (50,402). Although they were not verify specific in regards to how SB 361 effected this scenario, I'm guessing from the outcome that CC came off a little better due to ESCC & SK.

Also presented was the document below which looks at duplicated headcount. Note it shows CC 1,368 "heads" short of where we were in the Spring of 2005. This was used to present the argument that fewer people are attending college within our district. Also note there is no way to really forecast the Fall Semester yet. The headcount numbers for Summer look pretty good for CC but it was pointed out that many of these are students taking a limited number of units during the summer.

There will be meetings of the marketing development group to look at options to increase students by attempting to assess the needs of the communities we serve as well as look at how we can best leverage funds for promotion/advertising. FTES is a standard topic on the agenda for Chancellor's cabinet. Sandra mentioned that there are other colleges using banner that have a much better method for tracking all sorts of information regarding students, class offerings and planning, and FTES projections.

Also presented was a wish-list should we see better funding to provide better services district-wide in Nursing, Child Development, Business Services, Human Resources, IT, and Public Relations.

We also briefly discussed proposed revisions to the purpose of Chancellor's Cabinet and operational procedures. This will come back at the next meeting in June. We also briefly looked at some Academic Calendar thoughts – more like brain-storming then anything else. The Academic Calendar is designed by the Academic Senate – I guess it's a law. I think this discussion was just to broach some ideas on options available for scheduling an academic year. We also went through a document on District-Wide Staff Development/Collaboration Grants. The general FYI is that the district would like to set aside 5k for staff development/collaboration to be used as needed to set up activities.

Again, every indicator points to a decline in student enrollment district-wide – no rosy picture. We will have to bring in students. It looks to me like we really need to find out what the people in our communities need and find a way to meet those needs, we need to advertise our offerings more effectively, and we need to provide the best of service and professionalism as we help our students meet their educational goals.

At this time the chancellor stated she was unable to discuss the management structure @ Cerro Coso. I know there are a lot of questions about this. I would recommend we

practice a little acceptance of the situation with the knowledge that more will be revealed – hopefully before our faculty is gone for the summer.

I actually forgot how much paper-work this committee generates – whew! Anyway, this is my report and I'm sticking to it... <GRIN>

Ever striving to provide you with quality and excellent service,

Mike Barrett

Network Administrator, Cerro Coso Community College  
Chapter 617 President, California School Employees Association  
Mammoth Campus - 760.924.1612 Tu/Thur from 0830-1900 HRS  
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ITV Support - 760.920.2059 M-Thur from 0830-1900 HRS

**From:** owner-cc\_classified@cc.cc.ca.us on behalf of Michael Barrett  
**Sent:** Monday, May 08, 2006 11:28 AM  
**To:** cc\_classified; Jennifer Marden; Michelle Hart  
**Subject:** [cc\_classified] BOT Report for May 2006  
Hi all,

Here is the BOT report for May 2006. Please bring a copy of this with you for discussion at our next chapter meeting.

Our next chapter meeting is on Tuesday, May 16<sup>th</sup> from 12 noon until 1pm.

The meeting was dominated by discussion regarding the involuntary transfer of 5 faculty members from Cerro Coso to Bakersfield. Students, faculty, and our chapter representative discussed the problems these reductions would cause to Cerro Coso. Although the BOT kept saying nothing was set in stone yet regarding these transfers, we eventually got them to admit that unless there was a miracle, these transfers would be official in 2 weeks...

The City Council made a pitch on behalf of Ridgecrest for Sharon Dyer, noting the good communications that have been embraced between the city and the Ridgecrest campus. The board acknowledged the presentation from Ridgecrest City Council but remained non-committal in regards to their management plans for Cerro Coso.

The BOT proclaimed the Week of May 21<sup>st</sup> the Week of Classified Appreciation and thanked the classified for all of the wonderful work we do for our district, our colleges, and the wonderful support we provide our students, faculty, and management. Gee, I was overcome with emotion by the proclamation.

I had questions regarding an informational item brought before the BOT regarding proposed changes to our Board Policy that seemed to effect classified and management personnel @ KCCD. From reading the proposed Policy revision, it looked to me like there are plans to move classified and management to a different type of compensation package. Sandra Serrano assured me my interpretations were in error and after the BOT meeting she asked me to point out the sections of the proposed policy revision that had caught our eye.

The BOT also rescheduled the June meeting to be held at Bakersfield instead of at ESCC. Apparently the Mammoth Foundation has asked that the BOT modify their meeting schedule so they could attend the ground breaking ceremony at Mammoth for the new dorm building that will be going in to provide for student housing.

Chris Addington made a presentation to the BOT regarding Measure G funds and the projects we have underway/planned @ KCCD. He presented plans to leverage our current Measure G funds to get more bang for the buck and help our district meet its vision and the needs of the communities we serve. It was actually a very good presentation.

The Area map for KCCD has been modified as two new school districts have been added into the coverage area for Porterville College.

Sandra Serrano seems to feel that SB 361 stands a very good chance of passing the senate. SB 361 is a funding modification that would provide additional funding for College Centers such as Delano, KRV, and ESCC. The district is keeping a close eye on this. I would say that as a college, Cerro Coso should keep a close eye on this as well. Additional funding could help us with staffing issues for classified, faculty, and management.

During my presentation to the BOT I made a spiel for a minimum staffing formula. I noted that we have too few classified to provide the level of service our communities need, we have too few management personnel to effectively guide our college and make the connections with our community that are needed to provide educational opportunities for the communities we serve, and that we have too few full-time faculty to address the needs of our college.

I also met with Vic Collins during the meeting to discuss the proposed layoffs that were approved at the November 2005 BOT meeting. He assured me that we still needed to get together to discuss this and several other items and that we needed to get together "soon."

Ever striving to provide you with quality and excellent service,

Mike Barrett

Network Administrator, Cerro Coso Community College  
Chapter 617 President, California School Employees Association  
Mammoth Campus - 760.924.1612 Tu/Thur from 0830-1900 HRS  
Bishop Campus - 760.872.5306 M/W from 0830-1900 HRS  
ITV Support - 760.920.2059 M-Thur from 0830-1900 HRS

Reported by: Shelley Crabtree

**From:** owner-cc\_classified@cc.cc.ca.us on behalf of Shelley Crabtree

**Sent:** Monday, May 08, 2006 10:58 AM

**To:** cc\_classified

**Subject:** [cc\_classified] **April 18 Chancellor's Cabinet**

Very little to report. We spent close to four hours reviewing the strategic plan, defining terms and moving similar areas together. Our next meeting is on May 9<sup>th</sup>. Michael Barrett will be filling in for me at this meeting.

### **Chancellor's Cabinet**

**March 30, 2006**

11:00 am – 4:30 pm

Yesterday's meeting was devoted to two items: Ground rules for our meetings and proposals for budget allocation models.

⌚ Action Item: Dr. Capet and Shelley Crabtree to rewrite and add additional points to the proposed ground rules for Chancellor Cabinet meetings. Main thrust is honesty between cabinet members, our constituents and accurate reporting.

⌚ Proposed Budget Allocation Models for 2006-2007

- Retiree Savings Captured and allocated District Wide
- Retire Savings Retained at individual colleges
- Incentives for improving projected shortfalls
- Use of Faculty Transfer between colleges
- Four day work week
- One time use of reserves over the required 5% minimum for use by colleges for ~~program~~ enrollment growth strategies, not operating expenses
- Allocations to be spread across the board, including District Office

We meet again on April 5<sup>th</sup> to go over several allocation models now being generated by Tom Burke to include the above listed scenarios. We must submit our allocation model to the BOT by June 8<sup>th</sup>.

**Other short conversations:**

A question was raised about where to keep the Summer generated FTES: this year or carry over to next? According to Sean James, the best use of this summer's FTES would be to keep them all in the 2005-06 reporting period. Moving FTES generated after June 30<sup>th</sup> to the 2006-2007 1<sup>st</sup> period report would not gain us any more allocation for that year, but would help us now. Period 2 figures are due out on April 30<sup>th</sup> but we don't expect a huge change from the P2 projections done last month.

There is a possibility (this has not yet occurred so don't start getting excited or start emails flying please), that there will be a potential HB savings of \$0-\$600K. **The savings is a result of not paying the increase health benefit costs. The SISC health benefit fund reserve would be used to cover the increase.** This figure has not yet been determined, but if there are savings, those savings will be distributed to relieve this year's budget crunch. This is not part of the scenarios because 1) it has not yet happened and 2) we don't know how much will be involved.

Please note that there are Restricted Reserves and Unrestricted Reserves. Our last allocation model that showed 5.94% reserves is ~~that~~ **the** Unrestricted portion.

We are in the process of setting up a Budget Task Force. Volunteers are needed. A volunteer should be comfortable dealing with numbers and know that the group may meet weekly starting in August and continuing through December. Meetings could also be as little as monthly. Meetings will rotate between colleges but need to be face-to-face so travel time would be involved. Please contact me if you wish to volunteer for this very important task force. **The college business managers, Tom Burke and Sean James, will convene in June to initiate the process and forward results to the Task Force in August/September.**

# Agenda

**September 13, 2006**

## I. Call to Order

## II. Approval of Agenda

## III. Approval of Minutes

## IV. Treasurer's Report

## V. Committee Reports

- **Chancellor's Cabinet** (Shelley Crabtree)
- **College Council & Budget Task Force** (Cori Ratliff)
- **Board of Trustees** (Mike Barrett)
- **President's Liaison** (Robert Jordan)
- **CSEA** (Mike Barrett)
- **CS Recognition Committee** (Cori Ratliff)
- **CS Special Events Committee** (Margaret Hunter)
- **Other Committees Not Listed**

## VI. Old Business

- Committee Membership
- Changes to Guidelines for Classified Staff of the Year
- Classified Newsletter (resurrection)
- Constitution revision

## VII. New Business

- Seating of New Officers
- Halloween Planning Committee
- Christmas Party Planning Committee
- 2007 Meeting Dates
- Budget updates (Cori Ratliff)
- Enrollment update (Tammy Eberhardt)

## VIII. Announcements & Open Discussion

- Employee updates
  - Ellen Finney (passed away July 28, 2006)
  - Alejandro Feliciano (passed away August 8, 2006)
  - New – Robert Kinnan, Grounds Equipment Mechanic & Automotive Technician, May 2006
  - New – Emelito Vista, Custodian (LRC), June 2006
  - New – Anne Lamoreaux, June 2006
  - New – Dennis Wilson, Computer Lab Assistant/Network Technician Sept 2006
  - New – Paul Monk, Educational Advisor (KRV) Sept 2006
  - Change – Melissa Pearson, Dept. Assist I
  - Change – Candy Cornett, Financial Aid Technician
  - New/Left – Warner Fellows, Help Desk Technician
  - Left – Andrew Whitehouse
  - Left – McKay Lauritzen
  - Left – Catherine Perfect, June 2006
  - Left – Kathleen Palen, June 2006

- Postcard mailer/Register & Win drawing
- SB 361 updates (Cori Ratliff)
- Administration changes
  - Interim President: Dr. Mary Retterer
  - Interim VP of Student Learning: Dr. Jane Harmon
  - Interim Dean of Occupational Education and Workforce Development: Valerie Karnes
  - Interim Faculty Director of IT: Corey Marvin
  - Joann Spiller: Director of Financial Aid & Scholarships
  - Dave Cornell: Director of Admissions & Records and Veterans' Affairs

**IX. Next Meeting Date**

TBD

**x. Adjournment**

# Committee Reports

Cori Ratliff

9-7-2006

## **TRT**

The TRT committee does not meet during the summer, therefore no meetings have occurred. Corey Marvin has indicated that he will be calling a meeting for the committee in the near future, which will hopefully occur in September.

## **CPGSC**

This committee has not been very active as there have not been many changeovers in committee membership for participatory governance committees. New members for the CPGSC need to be selected as all of the existing members are past their service term.

## **Classified Recognition**

This committee has not been active. Cori Ratliff and Liz Allen have requested replacements for their seats on the committee. As Classified Senate President, I would like to see members step up to volunteer to serve on this committee so that we can take a more active role in recognizing our classified. If the members of the senate do not feel that this committee is of value, or feels that we should modify the direction of this committee, we need to discuss this in the senate meeting.

## **Classified Senate and the Brown Act**

It was recently asked if the senate is a participatory governance committee and falls under the Brown Act. If there are any of you who have been here a while and have background information on the beginnings of the senate, and whether or not it is considered a participatory governance committee, please let me know.



# Meeting Minutes

September 13, 2006

## I. Call to Order

Cori Ratliff called the meeting to order at 2:12 p.m.

Present: Cori Ratliff, Charlene Miller, Shelly Crabtree, Robert Jordan, Sue Parker, Margie Cox, Collette Pierce, Tammy Eberhardt, Margaret Hunter, Laurie Rice, Anna Sue Eldridge, Angela Sellers, Liz Allen - KRV: Inge Olsen, Paul Monk and Monique Malamma

## II. Approval of Agenda

Moved by Shelly and seconded by Charlene to approve the agenda as presented.

## III. Approval of Minutes

Moved by Shelly and seconded by Anna Sue to approve the minutes of April20 with one word correction (are/our).

## IV. Treasurer's Report

\$66.80 in Savings Account and \$ 520.46 in Checking Account. Two receipts (\$26.62 and \$18.50) were presented for payment.

## V. Committee Reports & Discussion

Committee reports will be presented to Classified Senate in advance but there will be no discussion unless someone has questions.

## VI. Old Business

- Committee Membership – Many committees need membership, Cori will question what each committee needs.
- Changes to Guidelines for Classified Staff of the Year: there were no objections to changes – award is \$50, a certificate and the employee's name added to the perpetual plaque.
- Classified Newsletter (resurrection): Shelly questioned whether or not the 'Coyote Howler' could serve this function... questions were raised about how often a newsletter would be published, quarterly or monthly. Cori explained it could be a PDF Word document.
- Constitution revision: Unsure whether or not the Classified Senate meetings fall under the Brown Act.

## VII. New Business

- Seating of New Officers: Shelly Crabtree as Treasurer and Charlene Miller as Secretary.
- Halloween Planning Committee: Halloween is on a Tuesday, do we want to come in costume then, the previous Friday, or both?
- Christmas Party Planning Committee: Shelly Crabtree has researched availability and says the Knights of Columbus hall is available for Friday, December 8. Any party off campus needs presidential approval. Food will be potluck again because it was very successful last year. The committee will recruit help for setting up, cleaning, etc..
- 2007 Meeting Dates: The Senate needs to meet four times per year, 2:00 p.m. on the second Wednesday of the month. We will meet again in November, and probably February and April.
- Budget Updates: None
- Enrollment Update: Enrollment up everywhere except FTES.

## VIII. Announcements

- Employee updates
  - \* Ellen Finney (passed away July 28, 2006)
  - \* Alejandro Feliciano (passed away August 8, 2006)
  - \* New - Robert Kinnan, Grounds Equipment Mechanic & Automotive Technician, May 2006
  - \* New - Warner Fellows, Help Desk Technician, May 2006 (already left)
  - \* New - Emelito Vista, Custodian (LRC), June 2006
  - \* Left - Andrew Whitehouse
  - \* Left - McKay Lauritzen
  - \* Left - Catherine Perfect, June 2006
  - \* Left - Kathleen Palen, June 2006
- Postcard Mailer/Register & Win Drawings
- Cori Ratliff gave update on SB 361
- Everyone is aware of administrative changes / interim officers.

## IX. Next Meeting Date

**November 8, 2006** 2:00 – 3:00 p.m., Administrative Conference Room/Video Conference.

Angela Sellers' name was drawn and she was presented with a pretty water pitcher.

## X. Adjournment

Meeting was adjourned at **2:56 p.m**

# President's Notes

9-13-2006

## **Classified Staff of the Year Award**

Should we do a framed certificate instead of a plaque? This would be easier to obtain and can be done on short notice, and will likely cost less, but in my opinion look better.

Approve changes.

## **Committee Membership**

We need new members for the following committees:

- Special Events
- Classified Recognition
- CPGSC
- Senate Elections

## **Halloween Party Planning**

We need to form committee, select date, contact President to arrange.

## **Christmas Party Planning**

We need to work with Academic Senate to plan party. Recommended that we do a potluck like last year. May be able to get Knights of Columbus Hall for free (Bart, Felix, & Rudy looking into this)

## **Budget Updates**

We have a much better budget than expected, however we have not been informed of what this means exactly for Cerro Coso. We expect to get more information at the College Council meeting on Sept. 14<sup>th</sup>.

## **SB 361**

Passed Assembly and Senate, waiting for Governor's signature

# Agenda

**November 8, 2006**

**I. Call to Order**

**II. Approval of Agenda**

**III. Approval of Minutes**

**IV. Treasurer's Report**

(\$450.34 Checking)

**V. Committee Reports**

*Reports submitted to classified prior to meeting via email; also attached.*

**VI. Old Business**

- Halloween Event
- Committee Membership
- Classified Newsletter
- Constitution Revision

**VII. New Business**

- Christmas Party

**VIII. Announcements & Open Discussion**

- Employee Updates
  - Resignation - Darrin Wilson, Network Administrator, Oct. 2006
  - New Hire - Kevin Leffler, Groundswoker I, Oct. 2006
  - New Hire - Dolores Bowers, Special Services Assistant, Oct. 2006
  - Position Change - Paula Caudill, Assessment Assistant, Sept. 2006
  - Position Change – Robert Kinnan, Maintenance Worker, Sept. 2006

**IX. Next Meeting Date**

**February 14, 2007** 2:00 – 3:00 p.m., Administrative Conference Room/Video Conference

**X. Adjournment**

# Committee Reports

11-8-2006

## ***Chancellor's Cabinet***

[Mike Barrett]

No report at this time.

## ***College Council***

[Cori Ratliff, Mike Barrett, Kathy Salisbury]

We've been discussing the participatory governance structure and the makeup of College Council. We are forming sub-committees to better handle the varied roles of the council, with the council having final approvals or recommending status.

At the Oct. 24<sup>th</sup> meeting several accreditation members were present and observed the group and then asked questions regarding communication and how our planning documents tie together. Mike asked for an FTES report and it was reported that we're up 1.82% over last year. We are projected to have a small amount of growth. A more detailed report will be available soon. We are looking at more course offerings at ESCC, in particular with institutes. The Chancellor announced the colleges will not be receiving any funds from SB 361 this year, but that the Budget Allocation Task Force is coming up with an allocation model to be applied next fiscal year. We hope to have that model in December.

At the Oct. 12<sup>th</sup> meeting we discussed whether or not to continue longevity pins. The general consensus was that we wanted to. It was also decided that we should have a potluck lunch to present the pins the Friday before graduation. This way we can do the presentations in a fun setting and invite adjunct. A committee will be formed to organize the recognition event. The Classified Screening Process was discussed and the committee was increased to include at least 4 people, with two classified reps, a chair, and an EEO rep. There will be a 2<sup>nd</sup> level interview process (when appropriate) to further evaluate candidates. There will also be reference checks. Due to the need to move quickly with opening positions, instead of presenting positions at College Council as informational items, they will be sent to council members via email. A one-time funds form has been developed to request funding for one-time purchases. Please get requests in asap. Student Activities has purchased a license for online voting to hopefully increase participation. We now have a College-Wide Calendar for internal meetings. To have items added to the list, please contact Cori Ratliff.

<http://intranet.cerocosos.edu/general/calendar/Lists/Events/calendar.htm>

## ***Budget Development***

[Kathy Salisbury]

Has not met yet and it is not known when they are planning to meet.

## ***Facilities***

[Mark Lathrop, James Kenney]

Has not met yet. Jim will contact John Daly to find out when they will be meeting.

## ***Professional Development***

[vacant]

We need to fill the three classified representative positions on this committee.

## ***Master Planning***

[vacant]

We need to fill the two classified representative positions on this committee.

## ***Technology Resource Team***

[Cori Ratliff]

10-10-2006 Meeting

**Server Crash** – Corey Marvin gave us an update on the recent server crash. 60% of the data was recovered, but some of the recovered data is corrupted. For Faculty & Staff we have restored the March 2006 backup and then included a folder within their U drive labeled “recovered” and all of the files that were recovered will be placed there.

Everyone is asked to go through that folder and throw away the corrupted files. We currently have a back up system (temp) in place and over the next 4-6 weeks we will be working on a more permanent system.

**IT Assessment** – There will be a third party assessment of the district IT structure and process that will begin in November.

**IT Reorganization** – Due to the recent resignation of Darrin Wilson it was determined that we will move forward with refilling his position asap. The college is currently also considering hiring a full-time permanent Director of IT.

**Moodle/Etudes** – The district is evaluating which course management system to adopt for our online courses. Cerro Coso wants Moodle and this is what we will be migrating to with our online classes in the near future (we already have many classes using Moodle). We will be preparing some more official recommendations to send forward to the district in support of Moodle.

## ***CPGSC***

[Cori Ratliff]

This committee has not been called upon to fill positions. I would like to recommend that this committee be utilized to fill the vacant positions on the College Council subcommittees. New committee members are needed for this committee.

## ***Classified Recognition***

[Cori Ratliff]

The committee met recently to discuss some ideas for classified recognition. The classified body was solicited via email for ideas for how we could recognize our classified. I am hoping to start the newsletter again and had hoped to do so for November but due to projects I was delayed. I still hope to get something out this month. Candy Caine and Sue Parker volunteered to help with the newsletter. These are the ideas the committee came up with so far:

- Newsletter (in the works, this will have areas to spotlight existing and new employees, as well as announce birthdays)
- Fred Certificates – awarded to those Fred's among us; requires you to tell us who the Fred's are
- Random certificates or some sort of recognition for a job well done (these would be based on a variety of topics and would not require any particular structure or routine)
- Welcome kits (mug, pen, candy, etc.) for new permanent employees

## ***Special Events Committee***

[Margaret Hunter]

The Spookfest was held on Oct 31, 2006. We had less participation this year due in part with the Accreditation Team being here the week prior and others just not having the time or being interested this year.

We had 7 offices participate and a wonderful potluck. It was great to see a couple of Administrators dress up: Jane and David.

Next year marks the 10th anniversary of this event and I hope it is a special time on campus.

## ***Board of Trustees***

[Mike Barrett]

No report at this time.

## ***CSEA***

[Mike Barrett]

No report at this time.

## ***President's Liaison***

[Robert Jordan]

Report will be given at meeting.

# Meeting Minutes

**November 8, 2006**

## I. Call to Order

Cori Ratliff called the meeting to order at 2:06 p.m.

Present: Charlene Miller, Margie Cox, Collette Pierce, Liz Allen, Robert Jordan, Felix Flores, Sue Parker, Cheryl Fitzsimmons, Margaret Hunter, Anna Sue Eldridge, Shelley Crabtree, and Cori Ratliff in Ridgecrest; Mike Barrett @ KRV

## II. Approval of Agenda

Moved by Charlene and seconded by Margaret to approve the agenda as presented.

## III. Approval of Minutes

Moved by Margie and seconded by Margaret to approve the minutes of September 13 after spelling correction.

## IV. Treasurer's Report

Shelley reported \$ 450.34 in Checking Account, after \$25 for Halloween expenses deducted.

## V. Committee Reports & Discussion

- Reports submitted to classified prior to meeting via email were attached
- Cori Ratliff still working on ways to recruit volunteers; Mike Barrett believes recruiting committee members outside the CSEA may violate by-laws; Cori said she believes MOU addressed that issue. Mike and Cori will look into this further.
- Shelley mentioned 'Fred' certificates were good idea and Cori is soliciting other ideas to recognize good work by classified staff.
- President's Liaison: Robert Jordan stated that President Retterer would like to attend a Classified Senate meeting and the general consensus was to invite her to February's meeting.

## VI. Old Business

- **Halloween Event:** Margaret Hunter was a little disappointed with the turnout and the reasons thereof were discussed.
- **Committee Membership:** Cori will send out formal requests for volunteers...membership terms should be coordinated with fiscal year.
- **Classified Newsletter:** Reaction to November Newsletter was favorable and assistance is requested.
- **Constitution Revision:** Cori asking for assistance; copies of the current constitution were made available

## VII. New Business

- **Christmas Party:** The Christmas Party will be held December 8, 2006 at 6:00 p.m. at the Knights of Columbus (KofC) Hall on Ridgecrest Boulevard. Potluck dinner at 7:00, there will be an open bar – Shelley stressed that KofC management will not allow any liquor brought from the outside, so if anyone has requests for special potent potables, KofC should be made aware so they can stock it for the party. There will be music, a DJ for dancing and a 50/50 drawing (proceeds to offset cost of party).

## VIII. Announcements

- Employee Updates
  - Resignation – Darrin Wilson, Network Administrator, October, 2006.
  - New Hire – Kevin Leffler, Groundworker 1, October, 2006



- New Hire – Dolores bowers, Special Services Assistant, October, 2006
- Position Change – Paula Caudill, Assessment Assistant, September, 2006
- Position Change – Robert Kinnan, Maintenance worker, September, 2006
  
- It was discussed that there should be a way general classified could identify temporary employees, what department and their position.
  
- Anna Sue reminded us 'Men of Worth' will be performing Friday, November 17 at 7:00 p.m.
  
- Friday, November 10, is a holiday – it will be 'Coyote Pride Day' and people will assemble to paint and clean up around the campus.
  
- Cori mentioned that the CCCC Band Concert is Thursday, November 9<sup>th</sup> at 7:30.
  
- Shelley promises us another great drawing for the February meeting and there will be *chocolate*.

## **IX. Next Meeting Date**

**February 14, 2007** 2:00 – 3:00 p.m., Administrative Conference Room/Video Conference

## **X. Adjournment**

Meeting was adjourned at **2:45 p.m.**

# President's Notes

11-8-2006

## Halloween Event

- Did the day affect attendance? We didn't have as many people at the event this year.
- Should we try Friday again next year?
- Office Winners:
  - Best Decorating – Business Office with their Pumpkin Patch
  - Spookiest – Financial Aid with the villainesses (is that a word) [must have been, it was in spell check] of Disney
  - Most Original – Special Services and all those flower children
  - Funniest – Counseling and their painted VW van
  - Strangest was Curriculum Center and their teddy bears and a Beary scary Halloween.
- Costume Winners:
  - Cutest = Dawn Fidel a butterfly
  - Funniest = Rudy Solidarios the old grey haired flower child
  - Scariest = Mellissa Pearson = as Ursula the sea witch from Little Mermaid
  - Most Original = Sharen Kerlin a pirate
  - Best = Candy Caine who is a blooming idiot.
- Thanks

## Committee Membership

We need new members for the following committees:

- Special Events
- Classified Recognition
- CPGSC
- Senate Elections

## Classified Newsletter

We could use one more person to help with this. It is really easy, not a big time commitment at all.

## Constitution Revision

Any volunteers to take a look at the constitution and see if it needs revising to help me?  
(Bring two printed copies)

# Agenda

**February 14, 2007**

**I. Call to Order**

**II. Approval of Agenda**

**III. Approval of Minutes**

**IV. Special Guests: Mary Retterer, Jane Harmon and Jill Board**

**V. Treasurer's Report**

**VI. Committee Reports**

*Reports submitted to classified prior to meeting via email.*

**VII. Old Business**

- Christmas Party

**VIII. New Business**

- President & Staff Liaison position
- Senate Elections Committee
- Staff of the Year Committee
- Budget Allocation Model
- Accreditation Report
- MWR donations/collection
- Committee Turnovers (looking ahead)
- Constitution revision update
- Leadership Conference
- TRT discussion

**IX. Announcements & Open Discussion**

- Enrollment Update
- Employee Updates
  - Position Change - Carin Graham, Dept. Assistant I, IWV Financial Aide
  - New – Mary Van Buskirk, IWV Evening Receptionist, Feb 07
  - New – Shelly Stoffel, Dept. Assistant II, IWV Counseling, Jan 07
  - Resigned – Charlene Miller, IWV Receptionist, Nov 06
  - Resigned – Anne LaMoureaux, Cal City Food Service Assistant, Dec 06
  - Resigned – Melissa Pearson, IWV Department Assistant I, Dec 06

**X. Next Meeting Date**

May 9, 2007 2:00 – 3:00 p.m., Administrative Conference Room/Video Conference

**XI. Adjournment**

# Committee Reports

2-14-2007

## **Chancellor's Cabinet**

[vacant]

No report

## **College Council**

[Cori Ratliff, Mike Barrett, Kathy Salisbury]

*November 30, 2006:*

- A sub-group has been formed to review the charge/mission/composition of the TRT committee.
- The district will receive \$79,000 in professional development funds. One-time only, must be used. Need to form committee to decide what to do with our portion.
- Jill Board presented on what would happen if we reinstated two athletic teams. In her presentation she identified that the programs would pay for themselves and not cost additional money to the college, but would boost FTES.
- A task force was formed to work with Dr. Retterer on revising Cerro Coso's Mission, Vision, and Value statements.

*December 14, 2006:*

- A review of One-Time Fund Requests and decisions were made as to what items would be purchased. Please see minutes on intranet for details.
- We need to align our strategic planning documents with the district.
- College Council decided to continue with Service Pins. An annual event will be held to distribute to all recipients. Details will be released when plans have been made. Please note that there is a cut-off date for ordering and identifying service pins for the fiscal year which is why some pins are not given out immediately. If your anniversary falls just after this date, it may take a year to receive your service pin, for example.

*February 8, 2007:*

- Accreditation report: Cerro Coso received a warning as did the district. We have until October 2007 to demonstrate progress towards addressing the warnings. Many of the warnings are the result of not addressing recommendations from the previous accreditation in 2000, and many of them are already currently being worked on.
- Professional Development: This committee needs to get moving because we only have this year to use these funds. Each college, and the D.O. received \$10,000 for college use, and there is \$39,000 for district-wide use. The funds should be used to meet the needs of as wide a base as possible.
- Budget Allocation Model: Faculty and Administrator, as well as College-Wide presentations have been made. Classified presentation scheduled. Input is needed to representatives to make sure that concerns are addressed or considered before the group votes on the model.
- IT Hiring Proposal: It was recommended that we hire an IT Director, or a Dean of IT and Distance Learning. We have unmet needs in IT and due to the heavy commitment to technology at Cerro Coso it would be to our benefit to have someone over IT.

There has been a lot of change-over in IT supervision and the current faculty director is only in the position until June. It was recommended that we need to evaluate this position from a college-wide perspective and as it relates to educational planning. It was mentioned that we were recommended in the accreditation report to have someone over IT. It was also suggested that perhaps we could hire an interim IT Director until we could evaluate the situation properly, which would allow us to still have some direction and progress in the meantime. Also discussed was the need to hire iTV assistants to assist with instruction.

- Mission/Vision/Values: a draft of the new mission/vision/values was presented and well received. Minor changes were recommended. A revised draft will be presented at the next meeting.

College Council minutes can be viewed at:

<http://intranet.cerrocoso.edu/general/comm-senates/college-council/minutes.htm>

### ***Budget Development***

[Kathy Salisbury]

Committee has not met yet.

### ***Facilities***

[Mark Lathrop, James Kenney]

No report.

### ***Professional Development***

[Janet Wilson, Margaret Hunter]

Committee has not met yet.

### ***Master Planning***

[*vacant*]

No report.

### ***Technology Resource Team***

[Cori Ratliff]

The committee currently has a sub-group looking at the mission/charge/composition of the TRT committee. We have been asked by College Council to do so as College Council is in the process of establishing standing committees in a more formal manner. Input will be collected from each constituent group as part of the process.

We have identified that Cerro Coso needs to make a decision about whether or not it is going to commit to iTV. If so, then TRT will make recommendations about changes and process to make iTV successful. If not, the technology needs to be discontinued.

The committee has also formed a sub-group to come up with an Upgrade/Replacement policy that will address the needs and budgetary impact and commitment for an upgrade/replacement process. TRT has identified that this is an area that needs to be addressed and is a priority.

The committee came up with recommendations and selection criteria that were sent forth to College Council to provide guidance in the selection of IT purchases made with the One-Time funding. College Council approved the purchase of a backup system, new servers, computers for the LAC and the website content management system.

The first round of Network Administrator applicants did not return any successful candidates so the position went back out to the public and closed Feb. 2<sup>nd</sup>. We hope to have a Network Administrator in place by March 1<sup>st</sup>. The Help Desk Technician position is currently open to the public and we hope to have that position filled by Mid-March.

Open lab procedures have changed. Please see the January 30<sup>th</sup> minutes for details.

Trt minutes can be viewed at:

<http://intranet.cerocosso.edu/general/comm-senates/trt/minutes.htm>

## **CPGSC**

[Cori Ratliff]

It appears that this committee will likely be disbanded as there has been new discussions relating to classified representation selection. It appears that our MOU between CSEA and Classified Senate is invalid and that having the MOU may be a violation of the CSEA constitution. Mike is looking into this along with Cori. In the meantime classified representation is being done through CSEA until the question of our selection process is resolved.

## ***Classified Recognition***

[Cori Ratliff]

We need to form a selection committee for the Classified Staff of the Year award as that process needs to begin very soon. If you are interested in helping or chairing that group, please inform Cori Ratliff.

## ***Special Events Committee***

[Margaret Hunter]

The Holiday party was held on Dec 8th at the Knights of Columbus. It was a huge success. There was plenty of food for all, great company, and even some past staff members showed up. We danced until 11ish. Most of the people were gone by then so we started cleaning up. I think the DJ could have been better but for the cost it wasn't

bad. Someone brought in 2-liters of Pepsi which I set in the kitchen and did not use due to the fact we had stated no outside drinks were allowed. We had 3 empty presents get opened and we did not discover until the end of the evening as to why. The manager of the Knights had his wife place 3 empty boxes under the tree just prior to us arriving. There were no presents under the tree when we decorated the night before. Two of the empty boxes were replaced by other items during the evening so everyone was happy.

The committee worked very well together, each member did a part and all went smoothly.

The final 50/50 drawing and the cost to each senate will have to be told by Shelley. JoAnn Spiller was the lucky winner of the 50/50 drawing.

### ***Board of Trustees***

[Mike Barrett (Cori Ratliff – notes of interest from Board packet)]

*Feb. 1, 2007*

It looks like the district will be raising the Non-Resident tuition fee to \$190. This is based on the actual costs to the district during the 05-06 academic year. The cost increase will be effective Summer 2007.

The District is looking at purchasing a class scheduling application called Jigsaw that integrates with Banner and which should hopefully provide a better interface for building and optimizing class schedules.

Student salaries have increased to \$7.50 per hour as of Jan. 1, 2007. It will increase to \$8.00 an hour effective Jan 1, 2008.

The adjunct faculty pay rate has been increased to \$55 an hour. This is an increase from \$45 an hour from Summer 06 with an interim increase of \$50 an hour in Fall 06.

### ***CSEA***

[Mike Barrett]

No report.

### ***President's Liaison***

[Robert Jordan]

Nothing to report.

# Minutes

February 14, 2007

## I. Call to Order

President Ratliff called the meeting to order at 2:03 p.m.

Present: Robert Jordan, Linda Lacher, Margie Cox, Jim Kenney, Kathy Salisbury, Tammy Eberhardt, Bob Kinnan, Becky Stanley, Shelley Crabtree, Collette Peirce, Liz Allen, Mary Retterer, Cori Ratliff, Jill Board, Sue Parker, Candy Caine, Cori Ratliff, and Anna Sue Eldridge.

## II. Approval of Agenda - Motion to approve agenda by Robert Jordan and seconded by Tammy Eberhardt.

## III. Approval of Minutes – Motion to approve the minutes as submitted by Kathy Salisbury and seconded by Liz Allen.

## IV. Special Guest: Dr. Mary Retterer, Dr. Jane Harmon, and Jill Board

Cori Ratliff welcomed the Administration to the meeting and thanked them for their support.

Dr. Retterer stated that we are one big system! No position is expendable and any vacancy affects students. The college received a “warning” from the Accreditation Office. Cerro Coso Community College did not receive a suspension. We are still fully accredited. There are 12 recommendations and 6 of them are district related. The recommendations are not major items but things we need to work on; adjunct faculty evaluation process uniform across the district, program review is a big push from Department of Education, and student learning outcomes. The Federal Department of Education would like to take over the accreditation process. Student Learning Outcomes (SLO) is also a major component to the process. October 15, 2007 will be the follow-up visit by a team of 2 from the commission. The district is working on 6 recommendations and Greg Chamberlain is the chair. Enrollment is up and the budget looks good.

Dr. Harmon reported that the schedule is out early; she has been working with the faculty chairs, and the accreditation process. The Educational Master Plan will be updated and include Unit Plans by department. Jane is chairing the KCCD Strategic Initiative B – Serving under prepared students and will be soliciting volunteers to serve on the committee. We will begin addressing the accreditation issues and she is confident that we will impress the committee in October.

Jill Board shared that the unit plans were sent out to faculty directors in student services. Strategic Issues – encourage all to get involved. We will be soliciting from all colleges and the district. Cerro Coso will re-align our strategic plan with the district strategic plan. There have been many positive comments about the direction Cerro Coso is headed thanks to the current administration.

Cori thanked all three for taking time to share with the Classified Senate.

## V. Treasurer's Report

Currently we have \$450.34 in checking, \$67.15 in savings, and there are some outstanding reimbursements to be made. Classified Senate owes the Academic Senate \$41.50 and the Academic Senate owes Classified Senate \$87.50.

## VI. Committee Reports

- Reports submitted to classified prior to meeting via email.
- Jig Saw Program – not currently compatible with Banner. Group is working to see if that can be changed.



## VII. Old Business

- **Christmas Party** – Thank you Margaret Hunter for all your hard work. If you have any feedback please send it to Margaret via email.

## VIII. New Business

- **President & Staff Liaison position** – we need to re-evaluate this position the president feels as though she is left out of the loop. Not sure this position is necessary. Motion was made by Robert Jordan and seconded by Sue Parker that we make the President & Staff Liaison optional.
- **Senate Elections Committee** – Elections will take place in May. Cori R. will send email.
- **Staff of the Year Committee** – Luncheon is scheduled for May 10<sup>th</sup>, Cori will send email.
- **MWR donations/collection** - Cori will send out an email reminder to sign up. We will conduct raffles and Shelley will make the baskets to be raffled.
- **Budget Allocation Model** – Lack of participation by the classified staff was disappointing. If we don't participate we have no reason to complain. The new model is good for Cerro Coso based on SB361 stabilization for small colleges. Cerro Coso will receive an additional 1 million dollars.
- **Committee Turnovers (looking ahead)** – Currently there is some confusion as to who is on what committee. The new positions will take over in July.
- **Constitution revision update** – Still working on some recommended revisions. Until we know how the participatory governance aspect will be affected it is difficult to complete this process.
- **Leadership Conference** – Tammy Eberhardt has submitted her name for a scholarship to attend the conference. No all expenses are paid by the scholarship. Kathy Salisbury moved to have the classified senate pay up-to \$250.00 of the expenses for the conference. Motion was approved.
- **TRT discussion** – tabled

## IX. Announcements & Open Discussion

- Enrollment Update – enrollment is up
- Employee Updates - Welcome to the new employees and congratulations to those who have made changes.
  - Position Change - Carin Graham, Dept. Assistant I, IWV Financial Aide
  - New – Mary Van Buskirk, IWV Evening Receptionist, Feb 07
  - New – Shelly Stoffel, Dept. Assistant II, IWV Counseling, Jan 07
  - Resigned – Charlene Miller, IWV Receptionist, Nov 06
  - Resigned – Anne LaMoureaux, Cal City Food Service Assistant, Dec 06
  - Resigned – Melissa Pearson, IWV Department Assistant I, Dec 06
- Please save your gallon milk jugs and give them to Cheryl Fitzsimmons.
- Kathy Salisbury won the raffle prize - \$40.00 Sizzler gift cards

## X. Next Meeting Date

May 9, 2007 2:00 – 3:00 p.m., Administrative Conference Room/Video Conference

**xi. Adjournment**

Meeting was adjourned at 3:05 p.m.

# President's Notes

2-14-2007

## **Christmas Party**

- Discuss venue briefly, get status from Shelley regarding funding

## **President & Staff Liaison**

I would like to reconsider this position and eliminate this role. I think the duties can and should be performed by the President & Vice President of the Senate. Give reasoning behind this.

## **Senate Elections Committee**

We need to form a Senate elections committee to elect or accept volunteers for all positions. Need 3 volunteers.

## **Staff of the Year Award Committee**

We need to form a committee to oversee the solicitation and voting for staff of the year award. Need 3 volunteers.

## **Budget Allocation Model**

Give your impression of the new model, what you don't like, and ask for general feedback of what classified think. Indicate that the time for feedback has passed, but that I wanted to give general feedback to the group.

## **MWR Donations/Collection**

We forgot to do the MWR collection in November and it's time again for that. If you would like to make a donation to Classified Senate, feel free to do so. If you have already committed, through the MWR form to do so, we will be contacting you to remind you over the next month. Checks should be made out to ?????? and be given to Shelley Crabtree.

## **Committee Turnovers**

Between now and the next meeting we need to have new representation selected/volunteers for all committees to begin serving July 1. This includes:

- Special Events
- MWR
- Classified Recognition

I will need to review with Mike what's happening in regards to participatory governance committees.

## **Constitution Revision**

MOU with CSEA not valid. Our ability to select representation is in question. Letting C.S. participate in selection may be a violation of CSEA constitution so I'm waiting to hear back from Mike about this.

## **Leadership Conference**

Tammy Eberhardt has expressed interest in attending the state-wide classified senate Leadership Conference. She is applying for the scholarship to have the costs paid by the state, but if she does not receive the scholarship I would like to recommend that Classified Senate contributes towards Tammy attending this conference.

# Committee Reports

CS MEETING DATE

## CLASSIFIED SENATE COMMITTEES

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### ***Classified Recognition***

[Cori Ratliff]

Text

### ***Special Events Committee***

[Margaret Hunter]

Text

### ***President's Liaison***

[Mike Barrett]

Text

## CSEA REPORT

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### ***CSEA***

[Mike Barrett]

Text

### ***CPGSC***

[Cori Ratliff]

Text

## PARTICIPATORY GOVERNANCE COMMITTEES

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### ***College Council***

[Cori Ratliff, Mike Barrett, Kathy Salisbury]

*February 22, 2007*

- Maintenance & Operations Items
  1. Security Project is on hold. TelTek won the bid but there is a protest on them winning the bid by a competitor. This is held up until the protest is resolved.
  2. Elevator Project is in process
  3. Roof/Theatre projects will be underway shortly

4. Art Kilns are being looked at.
  5. Water Management Project w/local water district is a go. Local water district will kick out 27k to help us install a water management system which should help us save big bucks.
  6. Making additional savings thru the solar field was on hold as we could only use one meter. This has been resolved and we should begin to realize full savings from the solar field soon.
  7. There are two projects lists. John will merge the two with safety items going to the top of the list. He reminded us that we see additional \$\$ for small projects in the new fiscal year that starts July 1.
- We discussed accreditation issues. All departments will be doing Unit plans which are similar to documenting goals and objectives.
  - We need to come up with a staffing plan. Mary will check with our sister colleges to see if they have one we can steal. A staffing plan would address issues like – if counseling headcount  $\geq$  X we need to hire an additional staff member for that department.
  - We talked about the budget subcommittee. Kathy Salisbury will represent classified on this committee. We have two additional seats on the committee as classified. If someone is interested in serving please contact Mike Barrett or Cori Ratliff. Remember that you need to report back to chapter meetings for feedback and that we would really appreciate it if you can also report back at Classified Senate meetings.
  - We discussed our Mission Statement. We have been charged with soliciting feedback from classified on changes to language. Cori Ratliff has already sent this document out to the classified, so please be sure to respond with your thoughts.
  - There is still a lot of stuff going thru the Budget Allocation Team. We lost our representative when Lia Bement left on leave. If you are interested in serving on this committee please contact Mike Barrett or Cori Ratliff. Remember that you need to report back to chapter meetings for feedback and that we would really appreciate it if you can also report back at Classified Senate meetings.

## ***Board of Trustees***

[Mike Barrett]

Text

## ***Chancellor's Cabinet***

[vacant]

Text

## ***Budget Development***

[Kathy Salisbury]

Text

## ***Facilities Planning***

[Mark Lathrop, James Kenney]

Text

## ***Professional Development***

[Janet Wilson, Margaret Hunter]

Text

## ***Master Planning***

[*vacant*]

Text

## ***Technology Resource Team***

[Cori Ratliff]

Text

# Agenda

**May 9, 2007**

**I. Call to Order**

**II. Approval of Agenda**

**III. Approval of Minutes**

**IV. Treasurer's Report**

**V. Committee Reports**

*Reports submitted to classified prior to meeting via email.*

**VI. Old Business**

- Staff of the Year
- MWR donations/collections
- Constitution revision update

**VII. New Business**

- Committee Turnovers
- Senate Elections

**VIII. Announcements & Open Discussion**

- Employee Updates
  - Position Change – Daniel Johnson, Network Technician, IWV, April 07
  - New – Tiffany Robertson, Teacher, Cal City CDC, February 07
  - New – Randy Jacobson, Grounds Equipment Mech./Auto. Tech., IWV, March 07
  - New – Christine Befano-Bowker, Child Day Care Center Assistant, Cal City CDC, April 07
  - New – Kelley Rivers, Child Day Care Center Assistant, Cal City CDC, April 07
  - New – Theresa Guerrero, Associate Teacher, Cal City CDC, April 07
  - Resigned – Shellie Collins, Associate Teacher
  - Resigned – Chris Harper, Network Technician (working 19 hr temp through June)
  - Resigned – Novia Rufus-Orozco, A&R Assistant
  - Resigned – Dennis Wilson, Network Technician

**IX. Next Meeting Date**

September 12, 2007 2:00 – 3:00 p.m., Administrative Conference Room/Video Conference

**X. Adjournment**

# Committee Reports

05-09-2007

## CLASSIFIED SENATE COMMITTEES

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### ***Classified Recognition***

[Cori Ratliff]

The Staff of the Year ad-hoc committee has completed the process of nominations and voting and the winner has been identified and will be announced at the Spring Awards luncheon on May 10<sup>th</sup>. We would like to congratulate all the classified who were nominated through the process: Candy Caine, Paula Caudill, Natalie Dorrell, Collette Pierce, Laurie Rice, Cori Ratliff. The final four nominees that have been invited to the Awards luncheon were Candy Caine, Natalie Dorrell, Collette Pierce and Laurie Rice. Thanks also go out to the ad-hoc committee members who took the time to organize this award; Elizabeth Allen, Marjorie Cox and Kathy Paradise-Clark.

### ***Special Events Committee***

[Margaret Hunter]

No report at time of sending.

### ***President's Liaison***

[Robert Jordan]

No report at time of sending.

## CSEA REPORT

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### ***CSEA***

[Mike Barrett]

Please see the CSEA minutes recently sent out by Candy Caine.

## PARTICIPATORY GOVERNANCE COMMITTEES

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### ***College Council***

[Cori Ratliff, Mike Barrett, Kathy Salisbury]

College Council has been reviewing accreditation concerns and Strategic Planning. The Strategic Planning document was sent out to the classified for review and feedback. Only one classified member responded. College Council was also presented with a staff hiring priorities document, however that document did not include faculty hiring priorities. Cerro Coso will be getting a full-time Psychology instructor and a temporary full-time, 1 semester Counselor and a temporary full-time 1 semester Math instructor. Vocational



faculty have been given back department chair positions after reviewing the situation and identifying the need for chairs amongst the vocational faculty along with the Dean of Career Technical Education. A sub-committee of College Council will also be reviewing the Participatory Governance document and revising that document to make it current and align it more with how we do things now and how things should work.

(Submitted by Cori Ratliff)

### ***Board of Trustees***

[Mike Barrett]

Please attend the Board of Trustees meeting tomorrow, May 10<sup>th</sup> at 2:30pm in the Lecture Center at the IWV campus, or via video conference if at all possible. Show your support for CSEA by wearing your union shirts or colors or pins.

### ***Chancellor's Cabinet***

[vacant]

No report.

### ***Budget Development***

[Kathy Salisbury, Tammy Eberhardt, Cori Ratliff]

This committee has met a few times and has completed the initial budget planning phase. We will be presenting our proposed budget to College Council at a meeting within the next couple of weeks. Initial appearances are positive and things look good for this budget year and for the new process, though we still need to be thrifty with our funds as we are unsure of the impact of contract negotiations on budget, which we are responsible for budgeting for at the college level.

(Submitted by Cori Ratliff)

### ***Facilities Planning***

[Mark Lathrop]

No report.

### ***Professional Development***

[Janet Wilson, Margaret Hunter]

The Committee consists of 2-Classified, 3-Faculty, and 2-Administrators. Margaret Hunter is the committee chairperson. Lisa Couch volunteered to track the budget.

The committee has met twice and are in the process of making changes to the old Staff

Development Form to better serve our current needs. The 10,000 they have to work with is not to be used for individual attendance of conferences it is to serve overall majority type functions.

They sent out a needs assessment form for staff to list topics of interest and training needs. They are creating a year long calendar for events and trainings that will allow staff to better plan for attendance.

Two major events in the planning are Dr. John Roueche will speak at the Flex Day Activity on Aug 24<sup>th</sup>. Jim Martini from LA City College on Oct 5<sup>th</sup>.

The committee is checking into training topics such as Word, Excel, Outlook and Moodle. They will try and utilize our own staff for these trainings. They will meet again May 7th

(Submitted by Margaret Hunter)

### ***Master Planning***

[vacant]

No report.

### ***Technology Resource Team***

[Cori Ratliff]

TRT was charged with developing an upgrade/replacement plan and has been working hard to establish one. A tentative plan has been created and is now in the final stages of review by the committee. If approved, the plan will be enacted upon as early as this next fiscal year provided funding is approved. The committee is also looking at Moodle themes for our online classes and is revisiting and finalizing the moodle support resolution to take that through College Council.

It looks like we may be *possibly* moving to Office 2007 in Spring 2008 for faculty/staff computers, but training will also need to take place, and plans will need to be made. This is what they are looking at for a timeline at PC, so we are also considering the same timeline here.

We are continuing to look into student email and plan to move forward with that, but now the question is what methods we will use to provide the service. That is the next step in the process.

We will be hiring two more Network Technicians at the IWV campus (one of which will work 20 hours at the KRV campus as well). One of these positions will be replacing the Help Desk Technician position that was under consideration for being modified to a Network Technician position before being vacated by Dan Johnson. The Network Administrator position closes May 11<sup>th</sup> and we hope to have that position hired asap.

(Submitted by Cori Ratliff)

# Minutes

May 9, 2007

## I. Call to Order

President Ratliff called the meeting to order at 2:17 p.m.

Present: Cori Ratliff, Liz Allen, Sue Parker, Tammy Eberhardt, Mike Barrett, and Robert Jordan.

## II. Approval of Agenda

Motion to approve the agenda as submitted by Liz Allen and seconded by Sue Parker.

## III. Approval of Minutes

Motion to approve the minutes as submitted by Liz Allen and seconded by Sue Parker.

## IV. Treasurer's Report – no report

## V. Committee Reports

### *Reports submitted to classified prior to meeting via email.*

Margaret Hunter requested financial support for the May 22<sup>nd</sup> staff development day for breakfast. If the bill is \$600 or less the Classified Senate will donate \$150.00; if the bill is over \$600 Classified Senate will donate \$200. Motion to approve by Tammy Eberhardt and seconded by Liz Allen.

## VI. Old Business

- Staff of the Year – A new plaque was made as the previous one is now full. Thursday is the awards ceremony.
- MWR donations/collections – Cori reported that some donations have been received. The basket raffle raised \$85 the cost of the basket was \$25. Special thanks to Shelley Crabtree for the wonderful baskets, time and energy.
- Constitution revision update – A copy of the constitution is available for review. Cori reported on the proposed changes. Please review and send recommendations to Cori.

## VII. New Business

- Committee Turnovers – We have not had much response to this. Laurie Rice will serve on the Classified Recognition Committee.
- Senate Elections – Shelley Crabtree – Treasurer; Sue Parker – Secretary. We still need to fill the President and Vice President positions.

## VIII. Announcements & Open Discussion

- Employee Updates
  - Position Change – Daniel Johnson, Network Technician, IWV, April 07
  - New – Tiffany Robertson, Teacher, Cal City CDC, February 07
  - New – Randy Jacobson, Grounds Equipment Mech./Auto. Tech., IWV, March 07
  - New – Christine Befano-Bowker, Child Day Care Center Assistant, Cal City CDC, April 07
  - New – Kelley Rivers, Child Day Care Center Assistant, Cal City CDC, April 07
  - New – Theresa Guerrero, Associate Teacher, Cal City CDC, April 07
  - Resigned – Shellie Collins, Associate Teacher
  - Resigned – Chris Harper, Network Technician (working 19 hr temp through June)
  - Resigned – Novia Rufus-Orozco, A&R Assistant
  - Resigned – Dennis Wilson, Network Technician
  - Approval to hire two additional network techs has been received

**IX. Next Meeting Date**

September 12, 2007 2:00 – 3:00 p.m., Administrative Conference Room/Video Conference – we may need a special meeting in June for a vote.

**x. Adjournment**

President Ratliff adjourned the meeting to order at 3:10 p.m.

# President's Notes

5-09-2007

## **Staff of the Year**

Thanks to committee for doing the work and arranging for the new perpetual plaque.

- Elizabeth Allen
- Marjorie Cox
- Kathy Paradise-Clark

## **MWR Donations/Collections**

Shelley isn't here to give report, but I know there were some donations. The basket was a success and approximately \$85 was raised, minus the \$25 cost towards the basket. Thanks to Shelley Crabtree for making the baskets. Shelley contributed much more than \$25.

## **Constitution Revision/Update**

Review – Feedback – Vote?

## **Committee Turnovers**

We need volunteers. Only 1 person has stepped up to volunteer.

## **Senate Elections**

We need volunteers or nominations for the VP and President. Shelley Crabtree has volunteered to continue as Treasurer and Sue Parker has volunteered to serve as Secretary.

## **Employee Updates**

I had a typo on my worksheet so Kristin Honeywell is not a new employee and has actually worked here for a couple years but is apparently out on maternity leave. Apologies to Kristin.

# Meeting Minutes

September 19, 2007

## I. Call to Order

President Ratliff called the meeting to order at 3:33 p.m.

Present: Cori Ratliff, Sue Parker, Clint Karnos, Anna Sue Eldridge, Liz Allen, Laurie Rice, Margaret Hunter, and Candy Caine.

## II. Approval of Agenda

Motion to approve the agenda as submitted by Margaret Hunter, seconded by Liz Allen.

## III. Approval of Minutes

Motion to approve the minutes as submitted by Anna Sue Eldridge, seconded by Sue Parker.

## IV. Treasurer's Report

Shelley submitted her report by email, balanced as of 9/19/07

Draft: \$191.93, Share: \$67.43,

Christmas Club fund: Draft: \$593.83 with one check outstanding for \$100 (for room deposit) leaving \$493.83, Share: \$25.00

## V. Committee Reports & Discussion

### **BOT**

BOT approved the KCCD budget, and Strategic Plans were submitted from CC and PC.

### **CSEA**

CSEA board discussed rotating representation to BOT meetings among the officers to cut down the cost of sending Mike Barrett from Bishop to Bakersfield or Porterville 8 times a year. Mike's report included the establishing of a dress code at Cerro Coso which sparked a discussion on what level of dress, why certain departments must comply, and would this code apply to student workers also. Cori's statement of wanting specific guidelines of what is NOT acceptable was agreed on by attendees as a question to bring up at the next College Council meeting.

### **TRT**

TRT (Technical Resource Team) rewrote their Mission statement and changed the composition of the team. They have gone from 16-18 members, mostly faculty, to a 4 staff, 4 faculty, 1 administrator and 1 student team for better representation.

## VI. Old Business

- **Committee Turnovers:** Cori sent out a list of committees and members last spring, asking for volunteers. Laurie Rice was the only responder. The list will be sent out again. Candy Caine and Sue Parker volunteered to remain on the **Newsletter** committee. There is no one on **Special Events** although Margaret is on the **Christmas** Committee. It was moved by Anna Sue Eldridge and seconded by Candy Caine to drop the **MWR** donor program due to minimal participation and return to other types of fundraisers such as basket raffles when needed.
- **Senate Elections:** Shelley Crabtree volunteered to remain Treasurer, and Sue Parker volunteered to be Secretary as of last spring. Cori asked to remain as President for the current year. Her request was enthusiastically accepted! Anna Sue Eldridge volunteered to be Vice President. Anna Sue Eldridge moved to accept the standing slate of officers, seconded by Liz Allen. All were in favor.

## VII. New Business

- **Halloween:** Potluck, office decoration and costume contest will be held on October 31<sup>st</sup> with President Retterer's approval. If Shelley agrees to make up a Halloween basket for raffle, \$25 is approved to spend on items for it (and any other baskets in the future).
- **Christmas:** Margaret Hunter is heading the committee. It will be at Knights of Columbus again on December 7, 2007 from 7 pm until 12 midnight. Classified is paying the cleaning deposit, while the Academic Senate and Administrators are each paying half toward the hall rental. Anna Sue Eldridge moved that Classified spend at least \$125, but not more than \$250 on door prizes. Liz Allen seconded.
- **Professional Development:** October 5<sup>th</sup> from 10-1. There will be a speaker in the Lecture Center at 10, immediately followed by luncheon and Service Award presentations on the Library lawn.

## VIII. Announcements

- **Astronomical BBQ & Star Party:** October 19, starting at 5:30, on the Library lawn. Tickets are \$10 each, \$35 for a family of 4.
- **Relay for Life:** Margie Cox is selling special bracelets for \$10, \$5 of which will be donated to the Cancer Society. Walkers still needed.
- **IT:** now has a full staff. 4 Teaching Assistant positions are just closing, 1 Career Development position is open. Equipment requests: who do you call? TRT is going to address this issue. TV/VCR/DVDs are at the library, for microphones & speakers, contact M&O.

## IX. Next Meeting Date

**November 17, 2007 2:00 – 3:00 p.m.,** Administrative Conference Room/Video Conference

## X. Adjournment

Meeting was adjourned at **4:34pm**



# Agenda

**September 19, 2007**

**I. Call to Order**

**II. Approval of Agenda**

**III. Approval of Minutes**

**IV. Treasurer's Report**

**V. Committee Reports**

*Reports submitted to classified prior to meeting via email.*

**VI. Old Business**

- Committee Turnovers
- Senate Elections

**VII. New Business**

- Halloween Event
- Christmas Party
- Other Events

**VIII. Announcements & Open Discussion**

- Employee Updates
  - New – Tina Whisman, Receiving Clerk, IWV, May 2007
  - New – Stephanie Arzamendi, Associate Teacher, Cal City CDC, July 2007
  - New – Sandra Smith, A&R Technician, IWV, July 2007
  - New – Kristopher James, Network Technician, IWV, July 2007
  - New – Kimberly Blackwell, Educational Advisor, IWV, July 2007
  - New – Debroah Ernst, DSPS Coordinator/Special Services Counselor, IWV, July 2007
  - New – Clinton Karnos, Network Administrator, IWV, July 2007
  - New – William Planchon, Site Operations Coordinator I, ESCC July 2007
  - New – Juanita Dennis, Child Day Care Center Assistant, Cal City CDC, August 2007
  - New – Devona Surne, Associate Teacher, Cal City CDC, August 2007
  - New – Ann Kennedy, Educational Advisor, IWV, August 2007
  - New – Jeremy Horton, Network Technician, IWV/KRV, August 2007
  - Resigned – Betty Mintz-Jones, Educational Advisor
  - Resigned – Cheri Lloyd, Associate Teacher
  - Resigned – Suzanne Bachman, Associate Teacher
  - Resigned – Jill Nemeth, Custodian
  - Resigned – Pat Duran, Educational Advisor
  - Resigned – Dotti Mott, Learning Assistant (still working as Adjunct Faculty)
  - Resigned – Randy Jacobson
  - Resigned – Chris Harper, Network Technician

**IX. Next Meeting Date**

**November 17, 2007** 2:00 – 3:00 p.m., Administrative Conference Room/Video Conference

**X. Adjournment**

# Agenda

**November 14, 2007**

**I. Call to Order**

**II. Approval of Agenda**

**III. Approval of Minutes**

**IV. Treasurer's Report**

**V. Committee Reports**

*Reports submitted to classified prior to meeting via email.*

**VI. Old Business**

- Halloween Event
- Christmas Party
- Astronomical BBQ & Star Party
- Committee

**VII. New Business**

- Fundraising Ideas
- Event Ideas
- Office 2007
- Meeting Days/Times

**VIII. Announcements & Open Discussion**

- Employee Updates
- Margie Cox : I appreciate each and every one of you and I will miss you. It has been an honor to be associated with such a great group of people. CERRO COSO'S CLASSIFIED STAFF ROCKS!!!

**IX. Next Meeting Date**

**February 13, 2008** 2:00 – 3:00 p.m., Administrative Conference Room/Video Conference

**X. Adjournment**

# Committee Reports

November 14, 2007

## CLASSIFIED SENATE COMMITTEES

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### ***Classified Recognition***

[Cori Ratliff]

Text

### ***Special Events Committee***

[Margaret Hunter]

Text

### ***President's Liaison***

[Robert Jordan]

Text

### AD-HOC

The Holiday Party Planning Committee: At our last meeting we exchanged more ideas and found out answers on possible entertainment. The Drama, SIT, Robotics and Media Arts clubs all turned us down. The comic and hypnotist were not available. We are making more plans for entertainment. Santa may make an appearance pending busy schedule of the season time will tell. To date we have Amy Adams singing for us and then Bart and Rudy performing a song or two. We are still kicking around a DJ/band and a dance lesson or not. We will be getting out a flyer and sign up sheet soon.

## CSEA REPORT

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### ***CSEA***

[Mike Barrett]

Text

## PARTICIPATORY GOVERNANCE COMMITTEES

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### ***College Council***

[Cori Ratliff, Mike Barrett, Kathy Salisbury]

Text

## ***Board of Trustees***

[Mike Barrett]

Text

## ***Chancellor's Cabinet***

[Tammy Eberhardt]

Text

## ***Budget Development***

[Kathy Salisbury, Tammy Eberhardt, Clint Karnos]

Text

## ***Facilities Planning***

[Mark Lathrop]

Text

## ***Professional Development***

[Janet Wilson, Margaret Hunter]

The Professional Development Committee met on Nov 5th we reviewed the comments about our speaker. We looked over a funding request and had a few more questions before we make a determination. We are waiting the reply and will all receive the answers via email and then set another date to meet. We are also looking at the possibility of learning word, excel, access and outlook. We will be inviting Valerie Karnes to the next meeting to help see if this is possible.

## ***Technology Resource Team***

[Cori Ratliff]

We will be having our first meeting on November 29th. There are some pressing items that need earlier discussion so we will begin some communications via email. The 29th was the first time we could get everyone together.

## ***Other Committee Reports***

**Initiative E** [Cori Ratliff]

This committee has met numerous times over the past year and has been working on several items. We've developed a communication flowchart and I'm going to be developing a communication diagram in the near future as well. We've discussed the various channels of communication and we've talked about workshops, pamphlets, and how to improve communication at our district. We were a little slow starting because there was a lot of information passed around, but now that we've got a lot pulled together

I'm hoping we will begin to get it all organized and we'll start pulling some plans together.

**Participatory Governance Model** [Cori Ratliff]

I'm working with Lisa Fuller, Jill Board, and Jane Harmon to completely update and redo our Part.Gov. Model document. It has been several years since this document has been revised and it is in serious need of updating. We've taken our previous version and we're incorporating several aspects of the Los Angeles City College's document which was identified as a good example to pattern. We're in the final stages of this process and hope to be done very soon.

# Meeting Minutes

**November 14, 2007**

## I. Call to Order

President Ratliff called the meeting to order at 2:05 pm

Present: Cori Ratliff, Shelley Crabtree, Sue Parker, Kathy Paradise-Clark, Anna Sue Eldridge

## II. Approval of Agenda

Motion to approve the agenda with an addition to New Business about the Christmas Club checking account was made by Sue Parker, and seconded by Kathy PC.

## III. Approval of Minutes

Motion to approve the minutes as submitted moved by Shelley, seconded by Sue.

## IV. Treasurer's Report

Balance in the treasury is **\$272.62**  
**\$67.57** in Savings Account, **\$205.05** in Checking Account

Balance in Christmas Club fund is **\$582.45**  
**\$25** in Savings Account, **\$557.45** in Checking Account

## V. Committee Reports & Discussion

### *Professional Development Committee*

Met November 5<sup>th</sup> to review comments on the speaker. They looked over a funding request & will set a date to meet when several questions are answered. They are looking into the possibility of Word, Excel, Access, & Outlook training.

### *Holiday Party Planning Committee*

Possible entertainment ideas were exchanged. Drama, SIT, Robotics & Media Arts clubs that were asked turned them down; the comic & hypnotist were not available. The committee is still looking at the possibility of a DJ/band & dance lesson. To date, Amy Adams will sing, and Bart & Rudy will perform a song or two. Santa may make an appearance pending his busy schedule of the season. A flyer & sign up sheet will be put out soon.

### *Technology Resource Team*

First meeting will be November 29<sup>th</sup>. There are some pressing items that need earlier discussion, so communication will begin via email.

### *Initiative E*

The committee has met numerous times over the past year. It has developed a communication flowchart & Cori will develop a communication diagram in the near future as well. Discussion has covered various channels of communication including workshops, pamphlets, & how to improve communication at the district. Organization has been slow due to the volume of information passed around, but all should be pulling together soon.

### *Participatory Governance Model*

Cori is working with Lisa Fuller, Jill Board, & Jane Harmon to completely update & revamp the Participatory Governance Model document. It has been several years since the document was revised & is in serious need of updating. Several aspects of the Los Angeles City College's

document were identified as a good example to pattern, and are being incorporated into the Cerro Coso version. This process is in the final stages.

## VI. Old Business

- **Halloween Event:** Everyone agreed the event went well. Anna Sue said the ASCC judges complained that it was very difficult to pick the winners, and suggested more categories. This has been discussed in the past, with the decision to stay with the current number.
- **Christmas Party:** December 7<sup>th</sup>, Potluck, at Knights of Columbus. Shelley asked who was purchasing the door prizes and how were the checks to be issued. The committee will be contacted so that checks are issued from the proper fund account.
- **Astronomical BBQ & Star Party:** Over \$3,000 was raised.
- **Special Events Committee:** No one has yet volunteered for this committee.

## VII. New Business

- **Fundraising Ideas:** There was a profit of \$39 on the October basket. There is currently a November basket at the switchboard. A Valentine basket will be put out in February. During the 2 weeks in January when there is no snack bar service, a plan was suggested for holding fund raiser lunches. The first week – a Soup & Salad lunch, the next, a Chili cook-off. Lunch would cost \$5 and be served between 11:30-1:30. Food to be donated; the Senate providing iced tea & lemonade. Volunteers will be needed for set-up & serving food in ½ hour shifts. Shelley mentioned that plates, napkins, etc. supplies are depleted and need to be restocked.
- **Office 2007:** Begins with the Spring semester. There will be training available in classroom settings and in-office.
- **Meeting Days/Times:** The question due to lack of attendance at meetings: *Is the second Wednesday from 2-3 pm the best time for Classified Senate meetings?* Those in attendance agreed it was, those *NOT* attending need to be asked.
- **Christmas Club Account:** Shelley asked about the need for this account any more. To avoid confusion with reimbursement requests she suggested closing the account and putting it into the Classified account. Cori clarified that the account was there specifically for the Christmas Party and that all groups, administration, faculty, classified, use it as needed. Shelley then brought up the need for a third signature on this account as well as the Classified account. Louise or Tammy will be asked to add their signatures for the Christmas account, Anna Sue will be added to the Classified.

## VIII. Announcements

- **Employee Updates:** See October's Classified Newsletter.
- Cori mentioned she has yet to meet with the President. She is scheduled to see her on the 19<sup>th</sup>. She hopes to discuss the budget and if it might entail hiring freezes or layoffs, professional development ideas, and ask for clarification on the dress code.

## IX. Next Meeting Date

**February 13, 2008** 2:00 – 3:00 p.m., Administrative Conference Room/Video Conference.  
Refreshments provided.

## X. Adjournment

Meeting was adjourned at **2:58 pm**

# Agenda

**February 13, 2008**

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**I. Call to Order**

**II. Approval of Agenda**

**III. Approval of Minutes**

**IV. Treasurer's Report**

**V. Committee Reports**

*Reports submitted to classified prior to meeting via email.*

**VI. Old Business**

- Constitution – Voting on Revisions
- Fundraising Ideas
- Event Ideas

**VII. New Business**

- Participatory Governance Model
- Staff of the Year Committee
- Staff of the Year – Discussion regarding notification of status

**VIII. Announcements & Open Discussion**

- Employee updates

**IX. Next Meeting Date**

**May 14, 2008** 2:00 – 3:00 p.m., Location TBA

**X. Adjournment**



# Committee Reports

February 13, 2008

**Staff Development Committee:** Nothing new. We are still waiting further information for one request.

Margaret Hunter

## **FACILITIES PLANNING UPDATE January/February 2008**

### **CAPITAL CONSTRUCTION PROJECTS:**

**SCIENCE MODERNIZATION PROJECT:** The College/KCCD submitted the Working Drawings to the Department of State Architects (DSA) at the end of November 2007. We anticipate working drawings will be at DSA until March 2008. The Addington Partnership architects will provide a swing space phasing plan. Construction is slated for February/March 2009.

**FINE ARTS MODERNIZATION** – Architect Bob Varner from Ordiz Melby Architects presented a revised schematic design drawing to the Fine Arts Modernization Committee in January. The Fine Arts Modernization Committee will continue providing their input and review at the next scheduled meeting on February 14, 2008. A wood shop, metal shop, resource room, four offices, restrooms, and student lockers will be included, adding approximately 3,000 s.f. to the project. The three main labs are 3-D, Ceramics, and the 2-D lab. The project will remove earthen berms and add outdoor art court yards and disabled parking. Construction is slated for mid-year 2009.

**MAIN BUILDING MODERNIZATION**– Final Project Proposal was submitted to the State Chancellor’s office in July 2007. Project will proceed if statewide bond is passed in fall 2008. Construction would begin in 2010. The Main Building Modernization Committee is continuing to meet to define the floor plan and design for the One-Stop concept. Next meeting scheduled for February 14.

**STUDENT CENTER PROJECT** – This \$1.5 million dollar locally funded project with architects from the Addington Partnership is proceeding in the concept phase.

### **SCHEDULED MAINTENANCE PROJECTS – IN PROCESS**

**HVAC CAMPUS WIDE** – The District has allocated \$50,000 for HVAC repairs out of the Scheduled Maintenance monies for this fiscal year. East Wing and main building HVAC repairs are in the planning process. Approximately 50% of the monies have been spent on repairs to date.

**BISHOP FIRE SURPRESSION PUMP** – Cerro Coso is facilitating the needed repairs and replacement components with Control Fire Protection, Inc. who will install the pump once received.

**BISHOP WATER WELL** - A letter was generated to the County of Inyo, Department of Environmental Health Services indicating our “Notice of Intent to Comply.” We are receiving proposals from Environmental Engineers regarding treatment options. The District will also be exploring funding opportunities through the California Department of Public Health.

**PHOTOVOLTAIC BREAKER REPLACEMENT** – Breaker is on site, waiting to receive DC voltage meter in order to facilitate installation.

### **SMALL PROJECT REPAIRS – IN PROCESS**

Small Project Repairs Scheduled Maintenance projects have received prioritization by the Facilities Committee. The Facilities Committee is hopeful that all the projects submitted will be addressed with the funding received this year for \$52,500. Many nuisance projects will be completed with these monies.

**Kitchen Refurbishment** – The kitchen and cabinets will be receiving a fresh coat of paint and new light fixtures within the next 2-3 weeks.

**Ceiling Tile Replacement** – Tiles have been purchased and several offices including the Office of Academic Affairs/Student Services have been done.

The project is in process.

**Admission & Records Rehab** – An existing door to the outside needs to be converted into the building. This will require interior and exterior patching, insulation, interior and exterior painting and exterior stucco. A re-lamping will also be part of the rehab project to be completed by C-Martin Company.

### **Mammoth projects funded by Mammoth Bond**

**Attic Leaks** – Snow has blown into the attic around the gables and vents causing leaking. The Addington Partnership architects, engineer, and College staff will access the situation and a solution will be forthcoming.

Prepared by Joann Handeland  
February 7, 2008

# Meeting Minutes

February 13, 2008

## I. Call to Order

Treasurer **Shelley Crabtree** filling in for Cori Ratliff the first half hour, called the meeting to order at 2:03 p.m.

Present: Sue Parker, Becky Stanley, Margaret Hunter, Kris James, Paula Caudill, Cheryl Fitzsimmons, Shelly Stoffel, Shelley Crabtree, Robert Jordan, Anna Sue Eldridge, Cori Ratliff

## II. Approval of Agenda

Agenda unanimously approved as given

## III. Approval of Minutes

Minutes unanimously approved as read

## IV. Treasurer's Report

Balance in the treasury is **\$440.11**  
**\$67.71** in Savings Account, **\$ 372.40** in Checking Account

Christmas Club Balance: **\$609.62**  
**\$25.00** in Savings Account, **\$584.62** in Checking Account

## V. Committee Reports & Discussion

### **Professional Development Committee**

Margaret Hunter stated that there was nothing new to report. They are waiting for further information on one request.

### **Facilities Planning Committee**

Natalie Dorrell reported on capital construction projects including the Science, Fine Arts & Main Building modernizations & the Student Center project. Scheduled maintenance projects in process include HVAC repairs, the Bishop fire suppression pump & water well, & the photovoltaic breaker replacement. The small project repairs requests have been prioritized & include Kitchen refurbishment, ceiling tile replacement, and Admissions & Records rehab. Mammoth projects funded by the Mammoth bond include solutions to attic leaks from snow accumulation.

## VI. Old Business

- **Constitution:** a motion to approve the Constitution as revised was made by Shelley Crabtree and seconded by Sue Parker with none opposed.
- **Fund Raising:** The lunches planned for the first weeks in January, and the Valentine basket did not happen for various reasons. Possibilities suggested this time included a Friday breakfast before or after Spring Break, a St. Patrick's Day lunch on the 14<sup>th</sup> or 17<sup>th</sup> of March, a dinner at a restaurant that would include a silent auction for artwork/items donated, or a "no garage" sale of donated items with proceeds going to the Classified treasury. It was mentioned that to have a banquet room for free at a restaurant would mean a certain guaranteed number of participants.
- **Event Ideas:** Cori Ratliff presented the idea of having smaller, more social events. Examples included a BBQ, a game night at someone's house, or a night of bowling, that would be announced & anyone might show up at the appointed hour & place.

Present members expressed interest in a combination event/fund raiser: a BBQ with a “no garage” sale in the patio area.

## VII. New Business

- **Participatory Governance Model:** This was sent to everyone by email for review. It provides an overview of the interaction that brings various representative groups and committees together to develop college-wide policy recommendations. It also lists the procedures & responsibilities of the College Council. Recommendations & feedback are needed by March 20.
- **Staff of the Year Committee:** The need for at least 3 volunteers to solicit nominations was expressed. Shelley Crabtree offered. An email asking for 2 more volunteers will be sent out. A “how-to” with deadlines and guidelines for this committee is already established and available.
- **Staff of the Year–Status Notification:** The question of notifying the winner of the award before the Awards Luncheon was presented and discussed. 4 nominees are given tickets to the luncheon, some invite family, or give up other obligations to attend & do not win. If the winner is notified, the other nominees can decide to attend & be recognized, or not. The winner will not be disclosed to anyone else until the luncheon. Anna Sue Eldridge made a motion to tell the winner ahead of time, which was seconded by Shelley Crabtree. Everyone approved. The winner will be notified, and the change to the guidelines made.

## VIII. Announcements

- **Employee Updates:** Since the time in between meetings is extensive, employee recognitions will be updated & included in the monthly newsletter.
- **BBQ with “no garage” sale:** Friday March 14<sup>th</sup> at 12 noon. Hamburgers/hotdogs for grilling will be provided by the Senate. Bring a potluck dish and an item (or several) to donate toward the sale. This will be a combined Classified Senate, CSEA event. Proceeds from the sale will be split between the two. A sign-up sheet will be placed at the Switchboard. More details to follow.
- **Raffle:** Becky Stanley won the raffle. The prize was a \$20 gift certificate to the Ridgecrest Cinemas.

## IX. Next Meeting Date

**May 14**, 2008 2:00 – 3:00 p.m., EW Room 207

## X. Adjournment

Meeting was adjourned at **2:59 p.m.**

# Agenda

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**May 14, 2008**

**I. Call to Order**

**II. Approval of Agenda**

**III. Approval of Minutes**

**IV. Treasurer's Report**

**V. Committee Reports**

*Reports submitted to classified prior to meeting via email.*

**VI. Old Business**

- Staff of the Year recap
- Participatory Governance Model – Final Look
- BBQ & “No Garage” Garage Sale

**VII. New Business**

- Staff of the Year Guidelines Doc – changes discussion
- Classified Highlights – photos?
- Summer activities & fundraisers

**VIII. Announcements & Open Discussion**

- Classified Recognition Week
- Open

**IX. Next Meeting Date**

**September 10, 2008** 2:00 – 3:00 p.m., Admin Conference Room/Video Conference

**X. Adjournment**

# Committee Reports

**March-May 2008**

## Professional Development Committee

Voted to fund \$300.00 for the Classified Appreciation Week activities. Lisa Couch is no longer on this committee. Clint Dougherty has taken her place.

## Fring Benefits Committee

The committee met twice this month. SISC experts recommended a 5.6% increase to premiums. After looking at the reserves for healthcare and a trend of our reserve increasing by about 1 million each year for the last 5 years, the committee recommended to the BOT in May that we REDUCE premiums by 2%. No future meetings are scheduled until faculty return in the fall.

## Participatory Governance Model

Cori sent out an email of the final draft to be submitted to the College Council Thursday May 15<sup>th</sup> for final approval. She requested everyone review it and send any comments by Thursday morning.

## Job Steward Report

**Notice of Termination or Disciplinary Action** – **NEVER, NEVER, NEVER** go into a meeting with management that you feel may result in disciplinary action or termination without representation. You must be notified **in writing** of any charges against you and the notification should include “cause” for which the action is taken, and.. “in ordinary and concise language, the specific acts or omissions upon which the disciplinary action is based...” *Ed Code Section 45116 (88016)* **You have a right to be represented at all investigative meetings that could reasonably lead to discipline and any meeting to challenge the discipline.** *California Government Code Section 3543.1(a)*

**Breaks** – There have been a few questions regarding breaks. Let me clarify what our contract states: 9G2C Each supervisor shall required all employees to take rest periods, which insofar as practicable shall be in the **middle** of each work period. The authorized rest period time shall be **based on the total hours worked daily** at the rate of fifteen (15) minutes rest time per four (4) hours or major fraction therefore. Authorized rest period time shall be counted as hours worked for which there shall be no deduction from wages. **Breaks are based on the total hours worked daily.** There were some supervisors who believed that if they only had an employee work a 3 hour shift in the morning break for lunch, and then another three hours in afternoon they could deny any and all breaks. **THIS IS WRONG!!** It is based on **total number of hours worked daily.** **Probationary Period** – For new classified service employees the first twelve (12 months) from the date of employment is the probationary period. **All probationary employees should receive a performance evaluation report by the immediate supervisor by the end of the third (3<sup>rd</sup>), sixty (6<sup>th</sup>), and eleventh (11<sup>th</sup>) month of continuous employment.** This is not happening for some probationary employees and this is a **violation of our contract.** If you are a probationary employee or know of a probationary employee who has not received appropriate feedback through performance evaluations please contact me right away. For other rights of probationary employees please read section 9M2 of our contract.

**Vacation vs. Sick Leave** - **Sick-leave is sick-leave.** There are some classified members who believe they can use vacation as sick leave. But they are two different leaves. We earn 12 days of sick leave a year. Credit for sick **leave need not be accrued prior to taking** such leave and such leave may be taken at any time during the year. (This means you can not go in the hole more than 12 days or 96 hours. Not advisable anyways.) When sick leave use is **excessive or unusual**, the District may require support by a licensed physician’s/practitioner’s statement verifying absences or shorter duration. 9M10E states “One (1) or more of the following causes or similar ones not enumerated shall be grounds for **dismissal or suspension** of any person employed in the classified service:

- 9M10E12 Repeated and unexcused absence or tardiness or the documented abuse of sick leave privileges.

**Vacation leave must have prior approval and is subject to denial.** It is possible that a supervisor could deny vacation use for sick leave or doctors appointments.

I have lots more I could share but I don't want to overwhelm you all. These are just a few issues I have dealt with since our last meeting. Please let me know if you need any clarification. And NEVER, NEVER, NEVER hesitate to contact me if you have a question. Always check your sources and verify information that is given to you. Supervisors are not trained in our contract - all the more reason you need to be. READ, READ, READ!

## Facilities Planning

### SCHEDULED MAINTENANCE PROJECTS 2007/2008

#### PROJECTS IN PROGRESS:

1. HVAC - \$50,000 (*used \$35,000 of this already @ IWV*)
2. Fire Suppression Pump (Bishop) - \$35,00- \$50,000 (*SMPP approved, project proceeding, getting a new new quote*)
3. Kitchen Painting (small project money) (*SMPP approved project proceeding, painting is complete. Need new light fixtures*)
4. Ceiling Tile Replacement (small project money) (*Project 85% complete*)
5. A & R Re-hab, patch, repair and paint walls (*Project 85% complete*)

#### PROJECTS TO BE APPROVED FOR FUNDING:

1. **KRV – Security System**, (small project money) (*SMPP approved*) *Locks are complete waiting for alarm system PO*
2. **IWV East & West Bridges** repair and replace concrete) (*Need SMPP*)
3. **KRV Relamp** – for energy efficiency, LED exit lights, T8, electronic ballast (*Need SMPP*)
4. **Install Stairwell Grilles** north side of main building for bird flu prevention. (*AP revising plans, cost & schedule*)(*SMPP approval pending*)
5. **IWV One Meter** installation by SCE, late May 2008 (*April Bd Mtg*) (*SMPP in process*)
6. **IWV East Wing Bathroom Rehab** – replace flooring, fiber reinforced plastic walls,(*Need SMPP*)
7. **Gym bleachers.** Rebuild & replace broken (*waiting on quotes*) Resurface gym, aerobics, cardio, & racquetball wood floors. (*quotes in process*)
8. **Child Development** - Retrofit doors, hinges & door closures at the (*Received \$4,000 CDC funding,,need SMPP*)
9. **East Elevator repairs** - Main Building (*Received one quote from ThyssenKrupp for \$97,000*) included in main building modernization
10. **Main Building parking lot & access roads**, resurface (*to be completed in three phases from \$30,00-\$130,000, using OMA*) (*Need SMPP*)
11. **IWV exterior doors main building**, Replace & retrofit doors, hinges & closures at the Gym (*Need SMPP*)
12. **Bishop –parking lot**, reclamite coat, fire lane, stripe and paint curbs. (*Need SMPP*)
13. **Phase I - HVAC Gym, replace boilers & units** as needed, also HVAC controls & non-operational vales & actuators in East Wing & Occupational Lab buildings (*Partial funding with main building modernization*) (*Need SMPP*)
14. **IWV, resurface tennis courts.** Paint curbs and loading zones, replace signage, paint exterior campus wide (*Need SMPP*)



15. **IWV, Re-lamp** & retrofit walkway & street lighting using directional/shields, metal haloid lights campus wide (*Need SMPP*)
16. **Resurface running track.** (*Need SMPP & Alafatic top coating*)
17. **Gym Floor resurface**, adding new logo (*Need SMPP*) *two quotes received*
18. **IWV Surplus Disposition**, environmental clean up. (*Need SMPP*)(*2006-07 SM*)*in progress*
19. **KRV, Add AC unit**, in server unit. (*Need SMPP*) *one quote received*

**MAMMOTH PROJECTS ARE FUNDED WITH THE MAMMOTH BOND:**

1. Mammoth – Resurface parking lot, stripe and paint curbs – (Mammoth Bond funded) (*Need SMPP*)
2. Enhance Security System, add video cameras parking lot, Mammoth Campuses – (Mammoth Bond for Mammoth Campus) (*Need SMPP*)
3. Install 8 ft snow removal curb. (*College needs SMPP, project bidding*)
4. Mammoth – Refixture lights in parking lot – (Mammoth Bond funded)

Submitted by: Sue Parker

# Meeting Minutes

May 14, 2008

## I. Call to Order

President Ratliff called the meeting to order at 2:05 pm

Present: Cori Ratliff, Shelley Crabtree, Sue Parker, Anna Sue Eldridge, Rudy Solidarios, Margaret Hunter, Mike Barrett, Liz Allen.

## II. Approval of Agenda

Motion to approve the agenda as written was made by Margaret Hunter, and seconded by Rudy Solidarios; unanimously approved.

## III. Approval of Minutes

Motion to approve the minutes as submitted moved by Anna Sue Eldridge, seconded by Sue Parker; unanimously approved.

## IV. Treasurer's Report

Balance in the treasury is **\$317.15**  
**\$67.83** in Savings Account, **\$249.32** in Checking Account

There is one outstanding check for the new Classified Staff of the Year plaque and name plate for this year's recipient.

## V. Committee Reports & Discussion

See addendum to the minutes.

## VI. Old Business

- **Staff of the Year:** Candy Caine not only won recognition from the Classified Senate, but from the Academic Senate as well. Congratulations Candy! Cori felt that the participation in the nomination & voting process was very good. The new enhanced recognition article with photo was sent to the local newspapers & to the CA Community Colleges Classified Senate. There will be a display board of recipients at their conference this June, and winners will also be posted on the 4C's website. This is a truly special recognition *by* classified honoring **one of our own**.
- **Participatory Governance Model 2007-2012:** Cori sent out an email of the final draft to be submitted to the College Council Thursday May 15<sup>th</sup> for final approval. She requested everyone to review it and send any comments by Thursday morning.
- **BBQ & "No Garage" Garage Sale:** This was lightly attended, but \$159.80 was collected from the sale. Expenses for the food and condiments came to \$74.86. The remaining proceeds of \$84.94 were split between CSEA and the Classified Senate: \$42.47 for each. Comments on this event included holding it on another day or time. Friday was chosen so that we didn't encroach on or compete with the Coyote Kitchen. It was also noted that students strolled by hoping for a helping of food. A discussion followed deciding if there is extra food next time, then a plate could be sold to students. Suggestions included letting the ASCC clubs sell food as a

fundraiser when the Classified Senate holds a “garage” sale, to open it up to a larger number of people.

## VII. New Business

- **Staff of the Year Guidelines:** Cori reviewed the current guidelines and made additions and changes that clarify the process. Anna Sue moved that the new guidelines be accepted as written. Shelley seconded and it was unanimously approved. It will be added to the constitution. Liz Allen reported that Modern Trophy has found another plaque closely matching the current one. They have had the current plaque for almost a year. It will soon be returned and the new one will follow with Candy’s name plate mounted. Cori will follow-up with John Daly on the search for the Academic’s Classified Staff of the Year plaque which is still missing. In further discussion of the award, it was brought up that the Academic Senate only invites their winner to the luncheon. The ASCC pays for the tickets to the nominees and winners as well as the Trustees, President, VPs, presenters, and more. In consideration of the ASCC, should the Classified Senate do the same? All nominees could still be mentioned by the presenter. Cori asked that everyone ask others in their offices and let her know. The question will be addressed in September.
- **Summer Activities:** A **Bowling Night** was mentioned, reserving several lanes one night for classified to come and enjoy a social evening out. It was decided to try for a night in June. The bowling alley will be contacted for availability. Cori wants to hold a **Game Night** at her home, with people bringing their favorite board games if they wish, a snack to share, & hang out for the evening playing games of all sorts.
- **Summer Fundraisers:** A series of **Ice Cream Socials** will be planned for late June and July. First there will be a “Build Your Own Sundae”, second, several kinds of Ice Cream Floats, and then an Ice Cream Sandwich sale. Donations of ice cream and condiments will be solicited to offset the cost. Also, the Classified Senate will join with CSEA in possibly offering a **Salad Bar Lunch**, and a **Potato Bake**. There will be more information on these events forthcoming.

## VIII. Announcements

- **Classified Recognition Week:** Emails and flyers have already been sent describing events. Participate and enjoy the week!
- **Employee Updates:** See Classified Newsletter.
- **Participation Drawing:** After eight blank slips, Anna Sue drew Sue Parker’s name as winner of a gorgeous set of 4 water goblets painted with colorful hummingbirds.

## IX. Next Meeting Date

**September 10, 2008** 2:00 – 3:00 p.m., Administrative Conference Room/Video Conference.

## X. Adjournment

Meeting was adjourned at **3:00 pm**

# Agenda

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**October 1, 2008**

**I. Call to Order**

**II. Approval of Agenda**

**III. Approval of Minutes**

**IV. Treasurer's Report**

**V. Committee Reports**

*Reports submitted to classified prior to meeting via email.*

**VI. Old Business**

- Staff of the Year Guidelines
- Ice Cream Socials

**VII. New Business**

- Halloween
- Christmas Party
- Innovator of the Year
- Luminis Portal
- Newsletter

**VIII. Announcements & Open Discussion**

- Supporting Your Union
- Relay for Life
- Men of Worth

**IX. Next Meeting Date**

**November 12, 2008** 2:00 – 3:00 p.m., Administrative Conference Room/Video Conference

**X. Adjournment**

# Committee Reports

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**October 1, 2008**

## **Institutional Learning Outcomes-Assessments Report**

After the last report regarding the progress of this committee, Suzie Ama was able to contact KC Greaney, the Director of Institutional Research at Santa Rosa Junior College to inquire how they have their Institutional Learning Outcomes – Assessments defined. Santa Rosa Junior College as mentioned in the last report was the model the committee decided to follow.

Susie will be attending the Strengthening Student Success conference in Anaheim at the beginning October, where Santa Rosa and other community colleges will be demonstrating and presenting information about their institutional learning outcomes.

We are leaning towards following Santa Rosa's lead by implementing a survey in which students self-assess their mastery over all outcomes, with some direct assessment of reading, writing, and mathematics.

Submitted by: Magi Mauldin

# Meeting Minutes

October 1, 2008

## I. Call to Order

President Ratliff calling in from home, called the meeting to order at 2:05 pm

Present: Cori Ratliff, Shelley Crabtree, Sue Parker, Anna Sue Eldridge, Rudy Solidarios, Margaret Hunter, Mike Barrett.

## II. Approval of Agenda

Motion to approve the agenda as written was made by Anna Sue Eldridge, and seconded by Shelley Crabtree; unanimously approved.

## III. Approval of Minutes

Motion to approve the minutes as submitted moved by Anna Sue Eldridge, seconded by Shelley Crabtree; unanimously approved.

## IV. Treasurer's Report

Balance in the treasury is **\$447.25**  
**\$67.91** in Savings Account, **\$379.34** in Checking Account

Deposits of **\$106.20** from summer fund raisers held jointly with CSEA

Xmas Club Account:

Balance is **\$712.62**

**\$25.00** in Savings Account, **\$687.62** in Checking Account

## V. Committee Reports & Discussion

See addendum to the minutes.

## VI. Old Business

- **Staff of the Year Guidelines:** The question: Should only the winner of the award be given a ticket to the luncheon by the ASCC? The other nominees are welcome to attend the luncheon at their own expense. Anna Sue Eldridge moved for this change in the guidelines; seconded by Shelley Crabtree.
- **Summer Ice Cream Socials:** These fund raisers held jointly with CSEA were popular and successful. A big thank you to the CSEA for spearheading these events and to Classified for helping.

## VII. New Business

- **Halloween:** Cori spoke with Dr. Retterer for permission to continue with the season festivities. Dr. Retterer gave it and suggested decorating a little earlier this year. After discussions, it was suggested that since October 31<sup>st</sup> falls on a Friday, that decorating begin on the Monday, judging of offices and costumes be done on Thursday so that certificates can be made up ahead of time. The potluck will be held in the Student Center on Friday starting at 11. It was proposed that Cori ask Dr.

Retterer to put something in her Monday Memo about the decorating and potluck. Cori asked for volunteers for the planning committee. Shelley Crabtree offered to help set up the tables for the potluck on Friday. Cori will send out an email asking for more volunteers to step forward and help.

- **Christmas Party:** Several have heard that Clint Dougherty has already secured the Recreation Center on base for this year's party. No other details are known at this time.
- **Innovator of the Year:** Cerro Coso will again be participating with the League of Innovation, selecting an individual or group that has shown true innovation in work that year. A committee is forming to choose these innovators, and two classified representatives will be needed.
- **Luminus Portal:** Cori reminded everyone that this information portal system will be implemented this spring. Some will be invited to participate on organizational planning meetings. Demonstrations will be given at some point.
- **Newsletter:** It was asked if everyone feels this newsletter is helpful or just one newsletter too many to read. Should it end, or only parts of it kept up? Cori is hoping for feedback on these questions, and if it is to continue, that someone will step up and take it over.

## VIII. Announcements

- **Support your Union:** Negotiations have been ongoing for almost 2 years. The members of the committee have been working hard for everyone. It takes a lot of time for this process. Be patient. If you have questions, talk to a representative to get them answered. When asked to wear your union buttons, show we are unified by doing so.
- **Relay for Life:** The Penny War is being waged all over campus right now. There have been a number of successful food fund raisers bringing our goal of \$3,000 ever closer. The walk begins at 9 am Saturday October 4<sup>th</sup>, and continues until 9 am Sunday morning. Sign up to walk.
- **Disability Awareness Week:** A number of administrators have volunteered to spend the day using various apparatus (wheelchairs, crutches, walkers, etc.) that some people *have* to use, and talking about their experiences. On Thursday, October 23<sup>rd</sup>, Jesse Billauer, a paraplegic, will speak about disabilities. His lectures will be 12:30-1:30 pm in the Lecture Center and 7:00 pm in the Student Center.
- **Men of Worth:** November 14, 7:00 pm in the Lecture Center.
- **Federal Emergency Response Training:** Mike Barrett reminded those that haven't yet completed this training to do so by October 15<sup>th</sup>. It is a mandatory training, and release time is authorized to complete the course.

## IX. Next Meeting Date

**November 12, 2008** 2:00 – 3:00 p.m., Administrative Conference Room/Video Conference.

## X. Adjournment

Meeting was adjourned at **2:45 pm**

# Agenda



**February 11, 2009**

**I. Call to Order**

**II. Approval of Agenda**

**III. Approval of Minutes**

**IV. Treasurer's Report**

**V. Committee Reports**

*Reports submitted to classified prior to meeting via email.*

**VI. Old Business**

- Newsletter
- Luminis Portal

**VII. New Business**

- Classified Staff of the Year (vote)
- Donation to 35<sup>th</sup> Denim and Diamonds Ball (vote)

**VIII. Announcements & Open Discussion**

- In-House Training Center

**IX. Next Meeting Date**

**April 8, 2009** 2:00 – 3:00 p.m., Administrative Conference Room/Video Conference

**X. Adjournment**



# Committee Reports

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February 2009

## Technology Resource Team

### **Adobe Connect**

Suzie Ama will be creating a generic account, or more than one, for the purpose of having multiple users be able to access Connect. It was asked how many meetings you can have scheduled concurrently and throughout the semester. Since the answer is unknown at this point, it was suggested that we follow-up with Suzie to find out to ensure that we don't max out our license.

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### **Skype**

Logitech is not going to provide us with headsets and webcams. The concept is to set up Skype so that students at the remote sites can communicate with counselors at IWV. Dylan will speak with Heather to find out what the counseling staff wants to see if they want to pursue this. If the counseling staff does not want to use Skype then we may need to recommend to Dr. Fay that we not pursue this technology.

### **Camtasia**

We need to get upgrade pricing for the 10 licenses we own and 10 new licenses. It was asked what the plans for these licenses are. There are several faculty that already have Camtasia that need to be upgraded, but there are also several faculty that have expressed an interest in using the software, which is why we need additional licenses. It was also suggested that Camtasia would be a good topic for training in the In-House Training Center. Discussion ensued about the possibility of using tablet PC's in conjunction with Camtasia.

### **CCC Confer**

It was suggested that perhaps this training be done within the schedule of the In-House Training Center. It was also recommended to utilize the online training already provided by CCC Confer. One recommendation was to possibly schedule CCC Confer's training with one of the IHTC's

sessions, or use an IHTC session as a Q&A session, directing users to take the CCC Confer online training first and then attend the Q&A session.

### **Professional Development**

Are there any topics in addition to these that we want to add to the list we developed last time? Dylan has indicated a desire to provide links to already provided training content that is already published. What more can we do? It was suggested that perhaps on top of providing links we could also provide videos or descriptions of how other faculty or staff are using software or techniques and how those have benefitted them, or what best practices those members have employed.

### **College Forms Management**

This topic will be brought to College Council on 1-29-2009. Questions were asked about how BC or PC does their home folders. It was also recommended that Dan contact Todd Coston or Marco Galvez at the District Office to find out more about making the G drive available from home.

### **iTV**

For the most part iTV is working great up at ESCC. The installation went well and so far everyone seems happy.

### **Code of Conduct**

Kim Kelly forwarded a possible Code of Conduct to several members. It was suggested that we could use the District Computer Use Policy. It was indicated by at least one member that they felt the District use policy did not quite convey the student aspect that we had discussed at our last meeting and therefore it was discussed that we would want to customize the Computer Use Policy to add those elements. We also want to make sure that students realize that the drives are cleaned every night clearly as part of the screen that students see when they log in.

District Computer Use Policy: <https://intranet.kccd.edu/aacms>

### **eWaste**

Shan He talked to John Daly and John indicated that we can do this, however we'd have to have a way to verify that the equipment is out-dated and it would have to be college property. It was also suggested that perhaps we could collect community e-waste on green day, but that we would have to donate it to a local facility or organization like DART in lieu of recycling it ourselves for profit.

## **Moodle Hosting**

We were inundated the first week of class, particularly the first day. Remote Learner wants to charge us \$11,000 more to upgrade the hardware and bandwidth to improve performance. We need to check costs for In-House at the District, Outsourcing, or Partnering with a University that could host us and/or we pay them. Jeremy Horton will do the research about costs. Dylan will look into what exactly we are hosting to make sure that we aren't hosting extraneous content.

It was also suggested that since Cerro Coso is now 50% online that we need to invest more in our online infrastructure. It was commented that paying the \$19,000 (\$8,000 + \$11,000) that we currently pay Remote Learner, plus the \$11,000 they are asking for in upgrades is not an unreasonable cost; however, we want to get the quality of service to go with it. We have not been pleased with Remote Learner's track record and therefore we would like to seek out a different third party host. It was recommended that we investigate the hosting sites that Moodle.org recommends and what other Moodle schools use.

Prepared by Cori Ratliff

## **Facilities Development**

### **SCIENCE MODERNIZATION – PHASE I**

The Science Modernization total project is 28 % complete.

Phase I is 90% complete. All that remains is installation of the drop ceiling grid, finish HVAC and electrical, painting, carpet installation, tack board installation, and floor tile. Phase I is scheduled to be completed on March 20.

The "Move In" date for the staffers occupying the swing space on the third floor will be Monday, March 23 ...at this point in time. I fully anticipate a week earlier...so please be packed and ready to go by March 16.

### **FINE ARTS MODERNIZATION**

OMA architects continue to meet with the Department of State Architects (DSA) for sign off of the Access Compliance and Structural.

Anticipate bid advertising for 30 days beginning in March. Anticipate a late April 2009 bid opening.

### **STUDENT CENTER MODERNIZATION**

We are in the Working Drawing Phase. Anticipate plan submittal to DSA in June 2009. Anticipate a project start date of mid-January 2010.

Prepared by Joann Clark

## **Cerro Coso Innovation Recognition Committee**

### **Innovation of the Year Award**

The committee is accepting applications for the award until March 2, 2009. Any college employee may submit an application. The innovation should be classified in one of the following: Learning & Teaching, Student Services/Activities, Resource Development, Workforce Preparation/Development, Leadership/Organization, Basic Skills/Developmental Education, Research, Assess/Accountability, or Other. It should also meet certain criteria in quality, efficiency, cost effectiveness, replication, creativity and timeliness. The winner will be recognized on the League for Innovation in Community College website along with a certificate. They will also be recognized at the Cerro Coso Awards Luncheon in May.

# Meeting Minutes

February 11, 2009

## I. Call to Order

**President** Cori Ratliff called the meeting to order at 2:10 pm.

Present: Sue Parker, Becky Stanley, Shelley Crabtree, Anna Sue Eldridge, Cori Ratliff, Paula Caudill, Kathy Salisbury, Tammy Eberhardt.

## II. Approval of Agenda

Motion to approve agenda as given made by Kathy Salisbury, seconded by Shelley Crabtree.

## III. Approval of Minutes

Motion to approve minutes as read made by Anna Sue Eldridge, seconded by Kathy Salisbury.

## IV. Treasurer's Report

Balance in the treasury as of December 31, 2008 is **\$390.18**  
**\$68.01** in Savings Account, **\$322.17** in Checking Account

Christmas Club Account balance is **\$634.76**  
**\$25.00** in Savings Account, **\$609.76** in Checking Account

## V. Committee Reports & Discussion

See addendum to the minutes.

## VI. Old Business

- **Christmas Party:** Tammy reported that MWR charged more for the location than agreed to, but has given the college a \$300+ credit toward the next booking. Christmas Party 2009 will be scheduled for Saturday December 5.
- **Classified Newsletter:** It was agreed at the last meeting to continue the newsletter. Cori has changed the format using Publisher to streamline the design and to catch the eye. She asked for critiques and received positive responses. She also hopes that someone might volunteer to take over the publishing of the newsletter.
- **Luminis Portal:** Estimated launch: Fall '09 with a possible soft launch this summer. This will become the new one-stop shop for everything. It will change how we use email, how we interact with students, and college communications. More information on this is forthcoming.

## VII. New Business

- **Classified Staff of the Year:** The statements and guidelines have been cleaned up and clarified with a statement added in the nominations to reflect how the classified member exemplifies the college mission and motto. It was suggested that the cash award be increased from \$50 to \$100 based on the fundraising that year. The nomination committee will decide. The guidelines will be sent out electronically to classified for a vote.
- **Denim and Diamonds Ball:** Will be held April 27<sup>th</sup>, 2009. The overall cost of the ball is large, about \$7,000. Fundraisers are already in progress such as the Valentine flower sales and basket drawings to offset the cost of tickets. The question put forth

is if the classified should donate additional money towards this event, \$50 up to \$100 based on need, or rely solely on the fundraisers. There will be a Silent Auction during the event; if that goes well, the Fire Mountain Foundation will take over and the ball will become an annual event in the Spring as the Stargazer party has become the Fall event. Tammy Eberhardt made a motion that this business be tabled until the amount raised by the fundraisers is known, and if a donation is needed. Kathy Salisbury seconded this motion. When more is known, an email will be sent out for a vote.

## **VIII. Announcements**

- **IHTC:** (<http://www.cerrocoso.edu/ihtc/>) The In-House Training Center will provide training for classified, faculty, and administrators every other Friday between 10 and 11 a.m. in Rooms 709 and 710 in the LRC building 2<sup>nd</sup> floor. The four sessions will each last 30 minutes or less. Topics covered will be brief and targeted. The call for topics and trainers is out now. Suggest a topic you would like to learn about, or be a trainer on a topic you are familiar with that would benefit others. The first session is scheduled for February 27<sup>th</sup> "How to do Forms in Acrobat". Participants will be able to earn certificates as both trainers and attendees.

## **IX. Next Meeting Date**

**April 8, 2009 2:00 – 3:00 p.m., Administrative Conference Room/Video Conference**

## **X. Adjournment**

Meeting was adjourned at **3:07 p.m.**

# Meeting Minutes

October 19, 2010

## I. Call to Order

President Crabtree called the meeting to order at 12:30 PM.

Present: Shelley Crabtree, Tina Whisman, Kathy Salisbury, Sherri Windish, Natalie Dorrell, Margaret Hunter, Laurie Rice, Kathy Paradise-Clark

## II. Approval of Agenda

Margaret Hunter made a motion to approve the agenda; the motion was seconded by Kathy Salisbury. The agenda was unanimously approved as presented.

## III. Approval of Minutes

The minutes from our April 14, 2010 meeting were not presented for approval at today's meeting. They will be presented at the next regularly scheduled meeting.

## IV. Treasurer's Report

Balance in the treasury: **\$169.00**

**\$27.00** in Savings Account

**\$58.00** in Checking Account

**\$100.00** in cash box

A total of \$77.05 was spent in May for the Classified Staff-of-the-Year award.

Sherri will make a transfer from savings to checking account in the amount of \$158.67, as requested by Shelley Crabtree.

Christmas Club Account:

Balance is Checking Account **\$1,554.95**

Balance in Savings Account, **\$25.00**

## V. Committee Reports & Discussion

Nothing new to report

## VI. Old Business

There was no old business.

## VII. New Business

- ***Continuation of the Classified Senate—***

The group held a lengthy discussion pertaining to whether or not the Classified Senate should disband. Disbanding would require a vote by the membership but with only six attendees at the meeting, voting on this issue was not an option. President Board was initially scheduled to attend today's meeting to provide input on this issue, but she was unexpectedly called out of town. She has been invited to attend the next tentatively scheduled meeting on February 15, 2011.

Classified staff is provided release time to attend the Classified Senate meetings, but participation is minimal at best. We have tried scheduling various meeting times, providing lunch, and door prizes, but attendance remains extremely poor. The same small handful of people cannot continue to do all the work that is necessary to keep the Senate active.

The group then discussed the specific functions of the Classified Senate vs. CSEA. The Senate is perceived as being a positive morale booster for the staff, whereas the union is focused on participatory governance and contract representation. In response to whether or not the Senate should disband, a comment was made, "We need a clear definition of what it is we want to do and focus in on that".

Shelley stated that when she first became Senate President, she had sent an email to several other Classified Senate Presidents in the state seeking information about what it is they do. She further stated that the responses she had received did not mention anything about morale or professional development. What did seem to be mentioned a lot was participatory governance. When addressing her question about what it is they do for their people, Shelley stated that she never received a really clear answer even from the presidents of other Classified Senates. Several people in attendance agreed that they do not perceive the Senate as a governance-focused entity. One big concern about disbanding the Senate is that when communication breaks down, which can happen from a Union perspective, we need another voice. Although CSEA is extremely important and is the primary recognized voice for classified, it does not run the college. So much of CSEA can be very adversarial at times; Cerro Coso is lucky in that we have not experienced a lot of communication breakdown, but Bakersfield College has on a regular basis. When or if that ever happens here, the Senate will be the only other recognized classified voice. One person's opinion was, "if you want input and communication and want to keep that communication open, I think the Classified Senate your voice". Everyone was reminded that once the Senate is disbanded, it would be a nightmare trying to get it established again.

The plan at this point is to continue with the Senate and meet once every three months, unless there is a specific need to meet more often than that. We will definitely need to get more classified staff members involved.

- **Fundraising—**

Currently, the Senate competes with various other fundraising groups on campus, i.e., Holiday Party committee, CSEA, the cancer Relay for Life, etc. and we don't want to overwhelm the staff with asking for donations. However, if we don't conduct some fundraising events soon, we will not be able to award a monetary prize for the Classified Senate Employee of the Year award. Shelley stated that she would like to begin fundraising in January or February so we can be monetarily prepared for the Classified Senate Staff-of-the-Year Award.

Additionally, a suggestion was made that we should be doing more to recognize and welcome new classified employees, such as a luncheon where they could be introduced to everyone. This might also be a way of getting the new employees to get involved and participate in Senate activities. Another idea was posed to recognize an Employee of the Quarter rather than just the Employee of the Year. The challenge with that is getting personnel to submit the names along with a small write up for individuals to be recognized; everyone is *too busy*. These are just some of the activities that the Senate would like to do, but money is definitely an obstacle.

The group then spent several minutes discussing possible ideas for fundraising activities and when would be the best time to conduct those activities in order to avoid over-lapping with other group efforts. Considering that the college is without a kitchen (due to remodeling) and cafeteria, any fundraisers that involve food would probably be well supported. Some of the fundraising suggestions included:

- Have a Cerro Coso recycling day
- A book sale and/or an indoor garage sale
- 50/50 drawings
- Have a chili cook-off
- Participate with the ASCC in fundraising at some of their events

**ACTION ITEM:**

- Shelley will follow up with Anna Sue Eldridge regarding possible participation in some of the upcoming ASCC fundraising events.

- **Halloween Festivities—**

The Halloween Spook Fest is scheduled for Thursday, October 28<sup>th</sup>. There will be a potluck lunch as well as decorating and costume contests. We will need volunteers to assist with the setup, contest judging, and cleanup afterward. Judging of the participating office decorating and



costumes will begin at 9:00AM on Thursday. Every office that participates will receive a certificate of participation. The certificates will be awarded at the potluck. Shelley sent out an email to all classified earlier today.

### VIII. **Announcements and Open Discussion**

- **Outsourcing the Book Store**—the group briefly discussed the District’s plan to outsource the Book Stores. It was noted that CSEA has already sent a “Cease and Desist” letter to the District; the letter requested the District stop requesting bids from vendors for the outsourcing until input from staff and students have been received and considered. Classified staff members want to know what happens to the employees currently working in the Book Stores. Will they lose their jobs? Natalie stated that District cannot legally lay these employees off because they do not meet the legal requirements for outsourcing. The question was then asked, “What about the student government, don’t they get most of their money from sales at the bookstore?” Natalie stated that there would be some sort of agreement negotiated in which the student governments would be allocated funding based on sales percentages. There are still a lot of unknowns regarding the issue at this point.
- **Committee Volunteers**—the group had a discussion about the need for classified staff volunteers to sit on various committees or executive board positions for CSEA and Classified Senate and the fact that some supervisors really limit how much they allow their staff to volunteer and get involved. Employees from various areas have stated that their supervisor will not allow them to volunteer for anything outside the scope of their everyday workload. While this is not an issue that the Senate can do anything about, it certainly has a negative impact on getting people involved. Staff members are strongly urged to request a meeting with President Board if they are having this issue. Unfortunately, many others simply state they are too busy or don’t have time to help out when approached about volunteering to serve in some capacity. Currently, it is the same small group of classified that continually volunteers and while it is great that they are willing to devote so much of their time, we really need to get some new volunteers involved.

### IX. **Next Meeting Date**

The next meeting is tentatively scheduled for February 15, 2011 from noon until 1:00PM in the Administrative Conference room (MB212).  
Videoconferencing will be available with Kern River Valley and Eastern Sierra sites

### X. **Adjournment**

The meeting was adjourned at 1:30 PM

# Chapter Meeting Minutes

March 9, 2011

## I. Call to Order

President Crabtree called the meeting to order at 1:05 PM.

Attendees: Shelley Crabtree, Kathy Salisbury, Natalie Dorrell, Sherri Windish, Cheryl Fitzsimmons, Laurie Rice, Angela Sellers, Jane Zacchia, Anna Sue Eldridge, and Inge Olsen via videoconference.

Guest attendee: Jill Board, Cerro Coso Community College President

## II. Approval of Agenda

Margaret Hunter made a motion to approve the agenda; the motion was seconded by Kathy Salisbury. The agenda was unanimously approved as presented.

## III. Approval of Minutes

The minutes from our April 14, 2010 meeting were not presented for approval at today's meeting. They will be presented at the next regularly scheduled meeting.

## IV. Treasurer's Report

Balance in the treasury: **\$275.07**

**\$25.03** in Savings Account

**\$250.04** in Checking Account

## V. Committee Reports & Discussion

Nothing new to report

## VI. Old Business

- Budget development—
- Fundraising—

## VII. New Business

- *Hands Across California*—
- *Review/Update Classified Senate Constitution*—

- ***Classified Senate's Employee-of-the-Year Award—***

#### **VIII. For the Good of the Order**

- President Board attended today's meeting to talk with us about the importance of maintaining an active Classified Senate and the proposed Cerro Coso Community College Staff Reorganization. A handout of the proposed Reorganization Plan was provided.

President Board expressed a strong desire to keep the Classified Senate active at Cerro Coso. She told us about a conversation she had with the California Classified Senate President during the Community College League of California Conference, which they were both attending.

#### **IX. Next Meeting Date**

#### **X. Adjournment**

The meeting was adjourned at 2:01 PM