



MEETING MINUTES

Coastline Community College

DATE: 5/16/2013

MEETING: Classified Senate

Executive Board Members

Ann French	President	Present
Elizabeth Caluag	Vice President	Present
Stephani Rogers	VP of Fundraising & Event Planning	Absent
Dorothy McCollom	VP of Finance	Absent
Mark Worden	Recorder	Absent
Cristina Arellano-Dueñas	Past President	Present

Classified Attendees

Shirley Collins	Brenda Purdue
Alice Curren	Nicki Salcedo
Robert Dixon	Carol Spoja
Marie Hulett	Kathy Strube
Kerry Jones	Debe Tetwowski
Janelle Keough	Dave Thompson
Jeanette Lee	Marie Vaughn
Kathy McKindley	Meg Yanalunas
Bill Moon	Sohair Zaki

Guests

Gayle Berggren
Marilyn Fry
Anthony Maciel
Richard Patterson

Vision Statement: Creating opportunities for student success.

Mission Statement: Coastline Community College promotes academic excellence and student success for today's global students through accessible, flexible, innovative education that leads to the attainment of associate degrees, transfers, certificates, basic skills readiness for college, and career and technical education.

Meeting Minutes:

The meeting started at 10:05am.

The minutes from April 18th meeting were approved: Motion made by Brenda Purdue, Nicki Salcedo seconded.

Discussion on fundraising: It was suggested to have the bowling fundraiser on a Thursday night in early August.

Classified reorganization, phase III presentation by Helen Rothgeb:

- Helen will confirm if the reorganization was approved at the 5/15/2013 Board meeting.
- The Child Care Center Asst position will not be part of the reorganization.
- A Typist Clerk Intermediate position will be recruited.
- Effective date will be July 1, 2013.
- The Director of EOPS position will be deferred until Fall 2013 to accommodate faculty participation in the hiring committee.
- Dean of Institutional Effectiveness will need faculty input, Helen was not sure if the position will begin recruitment in the summer or fall.
- A receptionist will only be hired for peak periods; phone calls will be handled through the phone tree.
- The Accounting Technician, Senior vacant position will fund the reorganization.

Continuation of fundraising discussion: Group discussed having a Rubio's fundraiser sometime in June. Details will be forthcoming.

Financial update given by Elizabeth Caluag. Ending balance is \$2,226.90

Ann French met with Dr. Adrian, and she offered to pay for the Classified end-of-year event.

Kathy McKindley suggested Classified Senate funds could supplement the amount Dr. Adrian is willing to spend, if the need arises.

Ann French reminded the group about Academic Senate's parking fundraiser at the Strawberry Festival. She asked for volunteers to email Ann Holliday with their availability. The event is May 24-27, 2013.

Classified Senate Executive Board nominations are now closed and emails have been sent out to those that were nominated. The deadline to accept/decline nominations is Wednesday, May 22, 2013.

All Classified professionals will be allowed to vote.

Committee reports:

- Cristina Arellano-Duenas reported on the most recent PIEAC meeting.
- Carol Spoja reported on the AD Hoc Graduation group.
- Ann French reported on a District Governance Council workshop she attended.

Presentation by Dr. Gayle Berggren on Service Area Outcomes:

- Each course has course level outcomes, program level outcomes and institutional level outcomes
- Currently, faculty have SLO's embedded into Seaport for each course offered
- The question was raised-can SSAO/LRAO/AUO be embedded into Seaport?
- Surveys of 3-5 questions may be a solution

Vision Statement: Creating opportunities for student success.

Mission Statement: Coastline Community College promotes academic excellence and student success for today's global students through accessible, flexible, innovative education that leads to the attainment of associate degrees, transfers, certificates, basic skills readiness for college, and career and technical education.

- Can feed information into databank
- Questions can come from a larger pool of questions
- Questions would be approved by the group and eventually approved by the future Dean of Institutional Effectiveness
- Gayle talked about the scorecard and benchmarks for them. This tool is used as a guideline and can show where improvements are needed.
- Each department would need to set forth their own SAO's as they know their area and what they do. A scorecard would be useful once this is set in place.

Presentation by Anthony Maciel and Richard Patterson on the IT reorganization:

- In regards to probation periods for those with new job descriptions, these will be waived.
- Approximately 2/3 of current employees will be reporting to a new manager.
- District Human Resources will inform the bargaining unit and Chancellor of this decision.
- Job descriptions listed on the handout are not the actual titles, but merely placeholders and used as an aid for Human Resources.
- Campus managers: There will be managers for each campus; these are currently being recruited. These positions will go to the 7/17/2013 Board meeting and the anticipated start date would be 8/1/2013.
- Job descriptions: These are in process, all senior staff will get new job descriptions
- Classified descriptions: Draft job descriptions have been sent to senior managers for feedback; drafts currently in Human Resources are awaiting final review.
- Outside group to conduct salary surveys and then will be sent to the District reclassification committee in May.
- Classified job descriptions will go to the 6/19/2013 Board meeting.
- Job descriptions will be effective 7/1/2013, even if descriptions aren't finalized and Board approved, and will be changed in the 7/1/2013 College organizational chart.
- New job descriptions will be matched up with the appropriate manager and not necessarily a particular person employed at hand.

Meeting adjourned: 12:15pm

Respectfully submitted: Elizabeth Caluag

Vision Statement: Creating opportunities for student success.

Mission Statement: Coastline Community College promotes academic excellence and student success for today's global students through accessible, flexible, innovative education that leads to the attainment of associate degrees, transfers, certificates, basic skills readiness for college, and career and technical education.