Minutes

Classified Staff Association
Board Meeting

May 12, 2010
10:00 a.m. - 11:00 a.m.

Present: Dennis Cox, Lisa Monk, Claudia West, Beverly Goodrich, Jean Miller, Kathleen Briggs, Ellen Bonadurer
Excused: Kathy Welch, Tyese Gray, Jeff Hunt, Sheila Cannon

Minutes of last meeting
Jean Miller moved that the minutes of the April 14, 2010 meeting be approved. The motion was seconded by the Beverly Goodrich and carried by the board.

Membership Committee (Beverly Goodrich, chair; Jean Miller)
This committee is watching the addition of newly hired staff members to invite their participation. (See “Review of Area Assignments” below.)

Employee of the Semester (Tyese Gray, chair; Jeff Hunt)
No representation nor action.

Social Committee (Ellen Bonadurer, chair; Sheila Cannon)
Ellen reported that 650 college employees and family members attended the Spring social. One concern that should be rectified by next year was that Don Reid's band didn't get any food. It was decided that the band will receive $100 and that someone, maybe Don himself, should welcome everyone to the event occasionally throughout the evening and introduce the members of his band.

Development Committee (Kathy Welch, chair; Lisa Monk)
Do action

Salary Reclassification Committee (Corey Reeves chair; Dennis Cox)
There was no meeting with President Nadauld this month, so there was no update on this issue.

Review of Area Assignments
• On even numbered years, the leadership of the even numbered areas will be open to change.
• Jean Miller will serve again (for the 4th year) in Area 1.
• By the next meeting a definitive list of changes to the area lists must be produced.
• The association is in need of more people who are willing to serve on the board. All classified staff employees should be approached and given the opportunity to do so.
• Lisa Monk will ask Rae Matalolo for a list newly hired classified staff employees.

Old Business

Board Member Elections
Offices up for re-election this year are President Elect and Public Relations Specialist. Dennis emphasized that every member of the Association should be asked for a nomination.
Work Week
It was decided in a meeting with President Nadauld that the college will once again this summer be on a four 10-hour day weekly schedule. In the past, it was requested that there be a contact person designated from each department in case there is a need. However, such a list was never completed.

Fiscal Budget Planning
There has been an analysis of last year’s college fiscal budget. Objectives for next year were discussed.

Total Quality Management
Ellen reported on the work of the TQM committee of which she is a member.

- The committee attended an Executive Staff Meeting.
  - The process and procedures for new hires and terminations was discussed.
  - The problem of new hires obtaining keys, Banner access, email, IT needs, etc. was discussed. The “why”, “how” and “solutions” were noted as follows:
    - WHY:
      - Everything should be standardized.
      - Everything should be centralized.
      - Communication should be improved.
      - Access to systems should be improved.
      - Efficiency should be improved.
      - Frustration would be decreased.
      - A better sense of belong would be fostered.
    - HOW:
      - Accessibility by supervisors should be established and the training of employees should tracked.
      - Preparation should be done before they arrive on campus.
      - Training should be ongoing.
    - SUGGESTED SOLUTIONS:
      - Establish a process which includes the following:
        - Notifications of new hires and departures.
        - The utilization of mentors.
        - The utilization of and training on Blackboard.
        - Training modules available to new and current employees.
        - Tools used by supervisors and new hires could include
          - Identifying responsibility.
          - Utilizing resources, people and processes already in place.
          - Organizing the processes.
          - Obtaining a stamp of approval.

Ellen asked board members to be aware that each department will be contacted and that they should prepare a list of department services and contacts.

Next Meeting
The next meeting was set for June 9, 2010 at which the election results will be announced and plans will be made for the July breakfast meeting.