

Skyline College
Classified Council Meeting
Minutes

Thursday, March 7, 2013
12:00 pm to 1:00 pm

Present: Linda Allen, Barbara Daley, Sandra Hatzistratis, Nancy Lam, Barbara Lamson, Adolfo Leiva, Kennya Ruiz, Minerva Velasquez

Linda Allen motioned for the approval of the minutes from December 2012 and February 2013, and it was approved.

Treasurer Report: Barbara Lamson reported we have \$3,642.94 in our Classified Council account.

Committee Report: Barbara Daley and Linda Allen did not bring their notes from College Council with them; therefore updates were not available from them.

Barbara Lamson reported that our San Mateo County College District is now back to Basic Aide, meaning the money we receive will now come from the 7% County Property Tax, and we will not be seriously affected if there are budget cuts from the State. Redevelopment Agencies will be closing down; they are allowed only to complete current projects on hand and to repay outstanding debts, which should be in a few years for these projects to be completed. Monies remaining in the Redevelopment Agencies will go back into the Property Tax pool of money.

The Governor has proposed moving Adult Education from the current K12 to the Community College. Also in proposal is capping the units to 90 from the current 60, and after 90 units, the cost would be more per unit and would most likely be at the rate of Out of State students.

Another proposal, which most likely would not pass, is moving the Census Day from the beginning of the semester to the end of the semester; meaning the college would not receive its funding till the student had completed that class. It really is not fair because even though the student did not complete the class, the student was still educated up to the time the student decides not to attend class.

Sandra Hatzistratis asked what does “apportionment” mean, and Barbara Lamson explained that it is the portion of the money received from the State based on FTES, but it does not really affect us now that we receive our funds from the Property Tax. We still receive categorical funds from the State.

Academic Senate: Academic Senate President, Leigh Anne Shaw, gave a brief update that their main focus had been on passing policies for the accreditation. She said 10 new faculty positions have or will be approved for hiring next semester. When faculty retired, the position was not automatically replaced, but now that they realized funds were already allocated for these positions, we can now replace and add new hire. Replacement faculty positions include English, Math, Cosmetology, Music, and Art; basically every division is hiring except for PE, and Sandra said their department is currently going through some tough times. They are working on course leveling and it is a nightmare. Leigh Anne said she is not sure what the process is for replacing and hiring Classified positions.

Per Linda Allen, she said during her meeting with Regina Stroud, Classified positions are based on need, and there are funds for 4 new Classified positions. Nancy Lam said Cosmetology is hiring and the position is already posted, but it is a replacement for a full-time Classified that left, so that should not be included in the 4 new positions for hire.

Barbara Daley said with all the new hires, Hiring Committees will be forming, and asked if there is training for these committees? Leigh Anne said she actually just spoke with Harry Joel; she knows only their (faculty) hiring procedures and not sure of ours. There actually is a faculty hiring handbook but it is from 2004 and very outdated. It will be updated, but there are a lot of things they are forbidden to do due to Prop 209. They have encouraged Harry Joel and Debbie Carrington to retain some of the verbiage from the old

handbook to meet Affirmative Action. She encouraged us to look for the classified hiring handbook from the Downloads. Nancy said we generally receive a snippet of it in our hiring packet when on the hiring committee. Sandra said there are too many things to read when on a hiring committee, and there should be some kind of video instead of making us read when we do not have enough time as it is.

Leigh Anne thinks this is a very good point for our two constituents to align on, maybe have a few people from each group to talk about what we really need to be trained for the hiring committees. One thing their Senate is looking into is to return to the EEO (Equal Employment Opportunity) language. She said technically speaking there should be an EEOC on each campus but we do not have that, and the only person in the whole District that is trained is Debbie Carrington.

Linda said when Vicky (Morrow) was here, EEOC was absorbed into SEEED (Stewardship for Equity, Equal Employment and Diversity). Leigh Anne said SEEED's purpose is different from EEOC because it looks at data and research; only one group is looking at hiring.

Barbara Daley said in the olden days, big groups were trained for the hiring committees, maybe we should go back to that, and Leigh Anne said that is a good idea, maybe even have it on video and do periodic training. Nancy suggested online training with people given a code to access the training information.

Everyone agreed that Megan Eznekier assumes everyone on the committee knows the hiring procedures, and tells the new committee members that she will go over with them later so as not to hold up the meeting. Adolfo Leiva suggest we do the training as a Flex Day activity since there will be a lot of new people on campus with all the new hires.

Leigh Anne said all hiring committees have been approved, except for last minute changes.

Delineation of Function Map: Ray Hernandez could not make it to the meeting, so Linda Allen did a brief report on his behalf. Basically the map tells what is Primary, Secondary and Shared Responsibilities between the College and District. It is suggested we read and review the document, and if we have any comments or suggestions, email Linda Allen or Barbara Daley and they will bring them to the Council.

Changes were made on pages 11 and 12 of the Function Map. Under Physical Resources #1, College changed from S (Secondary Responsibility) to SH (Shared Responsibility), and District from (P) Primary Responsibility to SH (Shared Responsibility). #1a, College – S to SH and District – P to SH. #1b, College – S to SH and District – P to SH.

Fundraiser: Proposal Classified Council Scholarship was two at \$300.00 or two at \$400.00, and the scholarships will come out of the \$3,642.92 we have left. Barbara Lamson said we have no control over the payroll deductions made by Classified staff for scholarships because that is from the Foundation handled by Roxanne Brewer; and \$864.00 has been earmarked from the Faculty/Staff Basket Fundraiser from last year. We voted for the Classified Council to offer two scholarships at \$400.00 each.

Others: Linda said that upon further checking, it is confirmed that only permanent Classified employees (both full time and part-time) , are permitted to vote with the Classified Council. We also need to vote on whether we want to become a Senate or stay a Council, so a survey will be going out.

Linda gave a brief update on the results of the Classified Retreat Survey with 42 people responding, but due to time issues, will further discuss at the next meeting. The Council is trying to put together a one-day retreat before the summer and get a committee together for this event.

Sandra asked if anyone knew about Course Leveling, and everyone said no. She said the majority of all the classes in her Division can no longer be repeated. Example – spinning class, no one can repeat like before when repeat is generally allowed up to 3 times. No one can repeat the majority of classes in her department any more. Now she has to create new classes for each, like Spin I, Spin II, Spin III, etc. If you do not start at the base level but choose to start in the middle, you cannot go back to take the beginning level, basically you can only go forward and not back. With all the new classes, there are a lot of curriculum changes; all

the existing CRNs no longer apply and she has to create new ones, but is running out of CRNs. All these are due next week and it is having a great impact on her and Maria Norris. It will be a great impact on A&R once registration starts. No one in the room had heard of this course leveling.

Next Meeting: To be announced

Respectfully submitted,
Nancy Lam, Secretary