



Classified Senate Meeting Agenda

December 11, 2014

1:00 PM – 2:15 PM | Room 1687

LPC Mission Statement:

Las Positas College is an inclusive, learning-centered institution providing educational opportunities that meet the academic, intellectual, career-technical, creative, and personal development goals of its diverse students. Students develop the knowledge, skills, values, and abilities to become engaged and contributing members of the community.

LPC Concentrated Goals:

- ❖ Equity
- ❖ Completion
- ❖ Excellence

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- ❖ Support for the curriculum process
- ❖ Technology utilization with an emphasis on staff development
- ❖ Success and persistence through the Basic Skills sequence
- ❖ Accreditation

Officers

Co-President	Frances DeNisco	X1467	Program Coordinator, Community Education
Co-President	Todd Steffan	X1571	Veterans First Coordinator
VP Communications	Heidi Ulreich	X1640	Telecommunications Coordinator
VP Fundraising	Sharon Gach	X1001	Retired
VP Activities	Janice Cantua	X1541	Admission and Records Assistant
Treasurer	Alesia High	X1633	Fiscal and Administrative Services Technician
Ambassador	Ernesto Nery	X1581	Student Services Specialist II
Ambassador	Julie Thornburg	X1406	Executive Assistant to the VP of Student Services
Secretary	Vacant		

AGENDA

1. Call to Order
2. Review and Approval of Agenda
3. Continuing Business
 - a. T-Shirt Report – Eddy
 - b. Treasurer Report – High
 - c. Any important Committee information?—Committee Representatives
 - d. Continued Discussion of the Classified Prioritization structure—Heidi Ulreich
 - e. Writing the Grant for the trip to Leadership Institute 2015—Julie Thornburg

4. New Business

- a. Finding a replacement for the District Facilities Committee, Facilities and Sustainability
- b. CCCCO Visit that Todd and I attended, informational
- c. Minutes to approve if possible—Sharon Gach
- d. Report on 4CS –Sharon Gach

5. Good of the Order:

6. Adjourn

Next Regular Meeting: January 8, 1:00 pm Room 1687

Equity Perspective

Ensure that this meeting is fair to all, encourages participation from everyone, considers all constituencies, and acts with relevant information in hand.

Las Positas College

MEMORANDUM

TO: Classified Senate

FROM: Bill Eddy, Cindy Balero, Gerry Gire, Jennifer Farber, Heidi Ulreich

DATE: Dec. 10, 2014

SUBJECT: Classified Work Group on Position Prioritization Process – update/ comments

A group of interested and knowledgeable classified met to identify, discuss, document and brainstorm solutions regarding concerns with the Non-instructional Hiring Prioritization Process as it relates to classified.

Comments:

- Agree with all your points and am impressed with the History and Solutions sections.
- Very impressed with the thoughtful presentation here. These are possibly unintended but very important consequences of changes made by faculty. I am glad this is being addressed, and appreciate your hard work.

(1) Issue: *Is the RAC Non-Instructional prioritization process fair given that faculty have their own process. The classified positions are treated just as instructional equipment is?*

History: At one time both faculty and classified positions were proposed and ranked by the college's former Planning and Budget Committee, now RAC. Academic Senate requested that faculty prioritization move under the sole purview of the Academic Senate due to 10+1 authority.

Currently: The current process for Non-instructional positions was reviewed. It combines requests for classified and administration in one request process using a series of 7 questions aimed at identifying the need for the position- why it is necessary; how it is addressed in Program Review/Strategic Plan/Accreditation; where the individual will work, whom they report to, what equipment/facilities may be needed; what are the consequences of not funding the position; what alternatives have been considered; how it will positively impact the campus community; what other personnel provide support. These are different questions than those asked of equipment requests. A sub-committee of RAC has been assigned the task of developing a rubric for the position requests.

During the review process of the Non-instructional Position request, the question was asked "If the department Dean/ Administrator declined to sign the request would that stop it from moving forward." "No. The request should still move forward and be reviewed and ranked." Thus the Dean, Administrator, VP signature lines do not signify approval but receipt and review.

Solution(s): Any changes made to the Non- Instructional Position process and/ or form (as it relates to classified positions) may be reviewed by the Classified Senate with comments forwarded prior to approval and enactment by RAC.

Comments:

- I am very familiar with how the faculty hiring prioritization committee (FHPC) process works. Once positions are ranked in a FHPC and sent forward to faculty senate, the senate often responds by sending the recommendations back with questions. Once those questions are addressed by the FHPC, they are sent back to the Senate before moving on to the president. So I was wondering in regard to another solution for item one (1) is the Classified Senate allowed to send the rankings back to the RAC with questions regarding the process and/or rankings? Classified Senate might not have time to rank them but they could certainly question something that seems a little off, right?
- The wording should be a little stronger than "may" be reviewed, "shall" be reviewed.

(2) Issue: *Should categorically funded classified positions go through the Non-instructional Position Prioritization?*

History: It was discussed and decided at the October 2014 Resource Allocation Committee (RAC) meeting that "No, categorical positions do not need to go through the Non-instructional Prioritization Process. But, the positions should be requested and presented to RAC as informational."

(3) Issue: *What insures consistency when reviewing Non-instructional Position requests. Individual rankings may be subjective and easy to call into question.*

Solution(s): A sub-committee of RAC including classified has been assigned the task of developing a rubric for the position requests which correlates to the request questions and planning priorities for the current period.

(4) Issue: Faculty positions are approved and hired first and classified positions seem to get what's left.

History: Faculty position rankings are completed early in the fall so that selected positions can be announced and hired in the spring for the next academic year.

Solution: At the September 2014 RAC meeting it was discussed and decided that the Non-instructional process should begin earlier so that it is completed in time for next year's budget development (in January) and thus faculty and non-instructional position needs are considered at the same time.

Comments:

- Educate, communicate and change the perception that faculty is hired first and classified gets the limited spoils. I'm glad the time line has been changed.

(5) Issue: How do we get more *classified involvement in the process*.

Solution(s):

- Encourage more classified to be involved in submitting requests. RAC website changed to indicate this.
- Encourage classified, who are familiar with the request being submitted, to attend the meeting where RAC hears the proposals and be able to answer questions about the request and the need. (it is believed that often times the dean/ administrator isn't as familiar with what is needed as those who work in the impacted area) RAC meeting notice asked Classified to attend the position presentation meeting.
- Concern was voiced regarding having the Classified Senate also rank the positions in that it may create too much duplication and confusion for the President.
- Concern was also noted that it may be too awkward for a classified to present their position at the meeting and that it should remain with the dean/ administrator.
- If timing allowed, perhaps Classified Senate could comment on or rank positions and forward outcomes to RAC or the Classified Senate RAC members.

Comments:

- by saying 'it may be too awkward for a classified to present their position at the meeting...' - does this mean that some classified professionals may feel they don't have the authority or 'power' to present effectively, and 'fear of getting shot down'? probably, huh.
- last bullet: I think if Cl. Sen comments on or ranks positions the comments/ranks should go to the Classified Senate RAC members, not to RAC directly. This is because there is nothing in our contract or the Shared Gov. Handbook that gives authority to Cl. Sen. to comment to RAC - i.e., RAC could just ignore it and that could cause worse relationships, or ruin collegiality. (there is a small chance though, that IF Cl. Senate commented to RAC, it could later be codified in the Shared Gov. Handbook... keep track of those things that may give our Senate more clout!)

(6) Issue: Some *requests are submitted with job descriptions that don't match the duties that are being identified, or without any job description at all. What should the process be?*

Solution(s): (A) submit the non-instructional request first without a salary stated and if approved then develop the job description or (B) have the job description written and approved with a salary range then submit the request. This needs to be clarified with HR and included on the request form.

Comments:

- Regarding some job requests including inaccurate job descriptions or none at all, perhaps just an overview statement of what is expected would suffice for RAC purposes. If there is a plan to use an existing description it could just be stated on the overview i.e. this will be an admin assistant, etc. If there are new or changed job descriptions, the union and HR must be involved per contract.
- Job descriptions **are** submitted with the requests. Unfortunately, job descriptions are extremely outdated. We spent a lot of time and money during the compensation study which would have brought us up to date but the process was dropped. Since we are a two college District, any change in job descriptions will affect both campuses so that needs to be considered when creating a new one. I suggest we push to have our current job descriptions updated. Submitting a special job description for one person is not the answer.

(7) Issue: Often *positions are submitted year after year and yet not selected for funding.*

History: It's very frustrating and disappointing to see the same position requested year after year.

Solution(s): No suggestions. Limited funding is one of the drivers. Perhaps the request form could indicate how many times the position has been requested.

Comments:

- I think it is highly important to include how many times a position has been requested. I believe the committee might review differently if it's gone through 8 times.

(8) Issue: Some *requests are submitted after the due date.*

Solution(s): This sets a poor example and precedent, either: (A) reject late requests or (B) deduct points. What determines late – not submitted to the Dean/Administrator by due date or not submitted to Business Office by due date. What if Administrator is out of the office and unable to submit on

time. Request form could be amended to include the requestor's submission date.

Comments:

- Due dates: LPC is notorious for everything done at the last minute. In my opinion if the due date passes for WHATEVER reason, it is late. I like the idea of deducting points for lateness. It's called consequences for not planning ahead of time.

(9) Issue: *What happens when a position is vacated (resigned or retired)? How is it decided that a vacant position becomes unfunded?*

Solution(s): When a position is vacated have the college president or designee inform RAC of the decision to (A) re-announce if money has already been budgeted, (B) place on hold, (C) defund, (D) re-write job description (E) re-organize department, or (F) remove; and why.

Comments:

- I love this solution, because then there is tracking for all positions as to the Why and where the funds came from
- I'd like to see vacated positions place held for at least a year, with perhaps review status each year until filled. It seems to me that once positions fall off the budget worksheet and organizational chart, it's extremely difficult to get them added back in and be able to hire.

(10) Issue: In the past, some *positions are filled by temporary employees repeatedly & for a long period. (issue is not directly related to the Non-instructional process but is of significant concern to classified)*

Solution(s): The Union needs to work with HR to watch the time limits and prevent this abuse of hiring permanent positions.

Comments:

- **It is more difficult to hire temporary positions now due to HR rules. They have also implemented a 25 hr/wk MAX for p/t temporary employees. From the Student Services perspective, we have temp positions that require specialized skills through DSPS and the Student Health and Wellness Center.**

Next Steps:



Classified Senate Meeting Agenda *Minutes*
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AGENDA

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2. Review and Approval of Agenda

3. Continuing Business

- a. **T-Shirt Report** – Eddy – Bill was not in attendance yet, Julie thinks he has designs in with the vendor and Julie suggests after reviewing other vendors, that we go with the vendor that Bill in PE has used for a long time – product is a known quantity. Don't know if Bill has received a price quote yet. We decided to get a second quote if Bill feels his quote is unreasonable. He will email quote to Frances and Julie.

- b. Treasurer Report – High** – We did not use all the funds from Halloween party, and after the unused portion added back the balance is \$4931.44. There have been no disbursements this month. It was asked about a donation of the unused T.P. from the ‘mummy’ Halloween contest, and this has been donated to our Child Development Center.
- c. Any important Committee information?—Committee Representatives** - From RAC: positions have been ranked and forwarded to Dr. Russell and posted on the website. Dr. Russell reports to the community that classified positions are the #1 need on campus, however funding for these is difficult to come by.
- d. Continued Discussion of the Classified Prioritization structure—Heidi Ulrech** – Heidi and group sent out a lengthy memo and asked for further comment. We held a detailed discussion on the very well done memo. The Senate thanked Heidi, Gerry, Cindy B., Bill, and Jennifer F for working on this detailed information. Heidi and Sharon G. have more detailed information on this if needed. Addition handwritten notes are appended to these minutes, in addition to some typed below:
 1. Heidi asked everyone to read the new comments as some vetting has been done to nail down gut feelings of classified staff and get some very clear and logical notes before the memo is sent to the RAC.
 2. Especially of note to study is: “Is the Classified Senate allowed to send the rankings back to the RAC with questions regarding the process and/or rankings? Classified Senate may not have time to rank them but could question something that seems a little off, correct?”
 3. Similar timeline discussions have been held in IEC, IPC and CC, and all believe the budget timeline needs to start earlier next year.
 4. Senate wants to be careful that with comments we don’t slow the process down, but want to be involved.
 5. Can Senate help to plan, i.e., provide comments to the President and RAC. Doesn’t this reflect our goals and mission of the college to involve everyone? The Faculty Senate provides input, Classified would like to also.
 6. Last year the President had to choose other positions to hire than the RAC recommended; the decision is the President’s.
 7. The bottom line is how does the classified Senate feel, how could and should the process be improved.
 8. Additional comments are on the attached handwritten notes.
- e. Writing the Grant for the trip to Leadership Institute 2015—Julie Thornburg-** Julie will write the Foundation Grant application due in April. Already requested to Staff Development committee are three attendees to the 4CS Classified Leadership Institute at \$300 each (the maximum the committee can give). We will hear back from the committee soon.

4. New Business

- a. **Finding a replacement for the District Facilities Committee, Facilities and Sustainability –** Rita Carson was on this district committee but was transferred to Chabot College site. Betty Castano is the new person in facilities AA desk at LPC now, but not sure if she would like to volunteer yet. Sheri Moore is starting her new position as EA for VP of Admin Services, and may be interested in serving on district committee at a later time, but not yet.
 - b. **CCCCO Visit that Todd and I attended, informational -** Frances and Todd attended a CCCC O meeting and speakers included the VC for Legislative Affairs, speaker on AB 86 and the state's CC veterans centers.
 - c. **Report from 4CS Classified Leadership Institute attendee –** There was no further time, so this will be done at a later meeting.
 - d. **Sets of minutes needed for posting online for Accreditation –** Sharon G has given the list of minutes needed still for our Classified Senate webpage. Sharon posted as many minutes as she had from the past 4 years, but there are some gaps and hopefully Frances will have some of those handwritten notes (OK to post handwritten, per Accreditation Comm.), or will be able to find most of them from other people.
- 5. Good of the Order –** Frances said that the email conversion from GroupWise to Outlook will be done on Thursday Jan. 8, 2015. This is the 'Enterprise' version of Outlook, and our Technology Department will have a lot of extra work to do to prepare for this.
- 6. Adjournment –** The meeting was adjourned at 2:15 p.m.

Minutes taken by:

Sharon Gach, Retired AA
Volunteer Minute Taker

Next Regular Meeting: January 8, 1:00 pm Room 1687

Las Positas College

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Next Steps:

13 get ac for mins.

2

3.d. Ha -

needs more info on -

pls read new comments

to nail dn wh. get feeling of pol's

& get very clear of Senate flyby

unite memo to

- Ha said new comments to mtg -

- document to ... (A)

& keep wh. we say as short so can get

disc. related in REC & IPC & CC @

timelines for budgeting - they feel they
need to st. earlier next yr.

- be careful that we don't slow proc. dn.

- so much flex in bud for state - constantly
chgg -

(I hear a deal)
is Stage Jack
really - less
than this
dis.

2. Ha - Yank @ - if we do get list fr TAC (A)

& where Senate likely to go at?

(Siti few yrs ago wh. someone lobbied
& had / recd others to change their ranking
later to)

- when anyone else saying why can't S.
see it then too.

- think we need to be guy our opinion

- Q/H rule from & send to us - what like

us to be integr in play wh. it is. -

- Can cl. S have / ranking note?

- abil by finalized - by sent to Pres. - we help to plan - & does it refl. goals & misr of all

- SD - min out w/ all agreements - say - must rely ~~on the~~ the members

- Last yr Pres w. chose other pos than PAC rec'd.

- Bottine how class feel - how old / shld be involve.

- If I liked at ranking

we need?

more informed

"say dat like this"

ask more input

concern more w/ class Rep's

- do PAC mbrs constitute u/ Senate?

(no)

Designate next wk

Class. min
taker pls

Send mins to
all cl. wks

We can askt PAC cl. mbrs who actually

Goals - input + better info to/fr

our PAC rep's

~~Agendize for next mo.~~

reviewed the _____ form.

4

except

- Disc. of form:

- If chgs in rubrics or process or forms, the class bring to Senate for review also

- also Mike S. Subcste rubric review, + request form
He will ask ^{class} ~~pple~~ to sit on -
+ places we can have input as a Senate
- SD - comments on Reg. Form: SD name removed
but could be 'position' added,
~~pple~~ position % to shld be on
- In Ranking - pls take cost into acct,
put this into the rubric
(\$ / fundg more for plng purposes).
- Have fundg on form or not?
have at end -
+
Rubric & take \$ into scoring.
- chg Sh. Davidson to ~~Bill. Admin. Adm.~~
(Adm. Adm. Svcs)
"Acc. AA."
- Justification - fr. P.R.

Form - cont'd -

wkgs instt who sume sept 40 -
old interpretation.

Add more from the

St. Success

Concentrated goals

Plng Prior's

} chg form ea. yr.

Infrastr. & —

put sept 40 whom?

approaches + personnel - g's

- combine into 1 g.

another comment for the memo.

- memo will be a lot @
increase communication.

overview start

#1 - yes.

HIPR items are on this form.
HIC

6

"Non-instr. PBS. Request Form"

Did PAC take into ~~consider~~ @ New St. Ass't
rules? not really

Comments -- Generically place Temp
pos. as spec. skills
--> This is back up info to create new
memo

Memo will be brought back for S. review
Rubric ~~for~~ _____
Ranking form _____