

MARCH 2006 UPDATE



On the Job...

San Diego Community College employees are fortunate in that they enjoy work benefits and protections provided by the Education Code in tandem with collective bargaining agreements. However, did you know that employees outside of these protections may be fired without cause or reason? Unless an employee is protected by legislation and/or a collective bargaining agreement, which outlines the conditions and process required for termination, employers can terminate employment "at will," meaning they are not required by law to give any reason for a discharge. However, it IS illegal for an employer to terminate an employee based on, or in violation of, any one of the following conditions:

- race, sex, color, national origin, religion, gender, sexual orientation, age, disability, medical condition, or marital status
- Retaliation for filing a legal claim
- Violation of a contract (i.e., union CBA).

CLASSIFIED PARTICIPATE IN CAMPUS CHANGE NETWORK

On February 23-25, 2006 Classified Senate representatives Lydia D. Gonzales and Desiree van Saanen joined City College faculty (Kathy McGinnis, Elva Salinas, and Mary Coleman), City College students (Francisco Fabian and Vanessa Hernandez), and program coordinators and administrators (Mario Chacon, Rafael Alvarez, and Larry Brown) in Sonoma, California as part of a year-long Campus Change Network program to assess student diversity and equity locally and across the state. Approximately one year ago, City College joined this effort along with several other community colleges across the state (including Positas, City College of San Francisco, and West Valley College).

Representatives to the City College Diversity Committee will meet with CCN program coordinator Ireri Valenzuela-Vergara and CCN participants to discuss learned strategies and the tools necessary to employ them during a May 11-12 retreat (location TBA).

During the May retreat, Classified representatives will present recommendations of tools, such as training, potential speakers, and credit curriculum that would serve to assist classified employees when interacting with a diverse public.



Rafael Alvarez and Mary Coleman exhibit a poster on diversity created by a City College team at CCN Conference (Sonoma, CA).

Working with Classified Staff in Institutional Assessment

Co-chairs of the Institutional Assessment Committee Berta Harris and Dotti Cordell are taking steps to solicit feedback from Classified employees in determining ways to improve self assessment of programs and services. Dotti emphasized City's need to critically assess student programs and services from the inside out and called for Classified staff to take on a proactive role in the institution's efforts to annually assess and improve. Berta and Dotti, who spoke briefly at January's CS general meeting, encouraged Classified employees to seek out involvement on governance councils and committees. In the meantime, the IAC's co-chairs will work with the Classified Senate to identify strategies needed to bring Classified more fully employees into the Institutional Assessment fold. Those wishing to learning more about IAC, check out their bulletin outside the mailroom

ANNOUNCEMENTS:

Classified Employees Wanted as Graduation Readers

Deadline for submission extended to:
April 13

The Graduation Committee is looking for Classified employees interested in being Readers during this year's graduation. If you would like to be considered for this important responsibility, please send an email to Gail Rodriguez. Two Classified Readers will be selected by the Graduation Committee at their April 26 meeting.

OUTSTANDING CLASSIFIED EMPLOYEE SELECTION PROCESS RESULTS

You may recall recently Classified staff were asked to participate in a poll to identify a process for the annual selection of City College's Outstanding Classified Employee. While the results are in, they are inconclusive as we reached a tie. Only 10 employees made their voices heard—five voted for the traditional method (based on number of nominations) and five voted in support of a progressive method that places emphasis on the narrative portions of the nominations. Therefore, the Classified Senate will "test drive" a hybrid of the two methods. This year, we will consider the top THREE candidates initially based on the number of nominations individual candidates receive. However, once the top three candidates are identified, their nomination forms will be examined more closely based on the narrative portion. An objective panel of staff and students will be brought together to perform this review and to make the final selection. If you would like to be considered to participate on this panel, please contact Desiree van Saanen by email or call ext. 3464.

Executive Board:

Desiree van Saanen
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Susan Chandler
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Al Cordeiro
Greg Duenas (at Large)
Zdenka Geisberg
Lydia Gonzales
John Gradilla
Joann Millum
Lori Oldham
Gail Rodriguez

Budget Report (by Treasurer Susan Chandler):**Spring '06 Proceeds:**

Candy Sales: \$126.00
FlowerGram = \$343
Spring Opp Drawing=\$120

Bank Balance: \$1,174.55



San Diego City College
Classified Senate

San Diego City College
1313 Park Boulevard
San Diego, CA 92101

Phone: (619) 388-3464
Fax: (619) 388-3518
Email: dvansaan@sdccd.edu

Council and Committee Reports:

President's Council—President Burgess and Desiree van Saanen provided a brief update on the *Classified Staffing Study*. Handouts were provided that illustrate the formula used in determining each institution's staffing needs. The formula is based on two primary factors—enrollment and all funded classified positions (in FTE). President's Council members expressed deep concern that the current formula depicts City College to have a surplus of employees by over nine FTE, even though City College is considered by many to be an understaffed institution. Furthermore, City College's student population tends to utilize services far more than populations at other institutions, which creates an added burden on City's service departments and classrooms. President Burgess will work with Chancellor's Cabinet to establish an additive value that can be applied to City College when factoring the enrollment-to-staff FTE ratio. Desiree indicated that although the formula utilizes two objective and consistent measurements (enrollment and FTE), the formula is not a perfect one. She reported that Classified Senate presidents from all institutions agree that steps should be taken to compare our district to other similar California districts that have been more-appropriately funded over the past three decades. Further discussion on this topic to be continued.

Student Services Council

Health Fee Waiver Update: The Board of Trustees approved a recommendation by Chancellor's Cabinet to continue health fee waivers for BOG A students only, but to keep health fees for all other students at their present rate of \$13.00. Additional revenue recovered from the health fees will help support extended health service coverage needed for both general Student Health Services and Mental Health Services during the intersession and extended summer sessions. The new waiver restrictions will be effective Fall 2006.

Phase out of Telephone Registration: District and local Student Services Councils are developing Transition Plans to address the phasing out of ClassTalk (telephone registration). The plans will call for a variety of strategies (e.g. postcards, posters, emails, messages on ClassTalk, Web messages, schedule and newspaper ads) to inform students of the total changeover to SDCC online. The Transition Plans also recommend the training of college staff in key areas for the purpose of assisting students with online registration. Student orientations and workshops, as well as telephone hot lines to handle questions and minor troubleshooting, were also recommended.

CONGRATULATIONS RON MANZONI FOR WINNING THE SPRING-06 OPPORTUNITY DRAWING!

New Classified Employee Awards Format and Vender

On Friday, March 17, 2006 Human Resources' Beverly Dean provided an overview of the new awards format for all future Classified Employee Service awards programs. Dean noted the change came as the result of numerous complaints by classified staff and supervisors district-wide that the awards were of poor quality and inappropriate for honoring long-term employees and their contributions.

Human Resources has contracted with a new vender, O.C. Tanner, which has an excellent track record and offers a selection of award options for award recipients. Dean explained that while five-year service award recipients will receive the same award, each ten-year plus service award recipients will instead receive an attractive presentation folder containing a special message from Chancellor Carroll and an O.C. Tanner catalog

exhibiting award/gift options available to a particular "years of service" category. The award recipient may chose from several catalog items including watches, jewelry, clocks, and decorative items.

The most notable positive differences between the old vendor and O.C. Tanner are 1) employees are now able to chose their award; 2) O.C. Tanner has an excellent track record of providing high-quality awards and gifts, and 3) the new systems allows employees to have direct contact with the vender (via an account number). It is anticipated that the new awards format will be positively received.

GRADUATION DIPLOMAS TAKE ON A NEW LOOK

On March 31, 2006, the President's Executive Cabinet approved a new format and design for future City College degrees and certificates. Evaluators Margie Aguayo and Christina Monaco presented the new 8 1/2 " x 11" diploma, designed by Michael Sutter Co., which has a distinctively professional appearance compared to its 4"x6" predecessor. Diplomas will also include City College's logo and colors. Currently, the Evaluations office spends more money on the diploma covers than on the diplomas themselves. Under the new format, the bulk of expense will be allocated to the diplomas and the overall cost savings is estimated at \$1,000. In addition, students will no longer pick up their diplomas from the evaluation office but will receive them in the mail directly from the vender. The new process has yet another perk—it eliminates the storing of hundreds of diploma covers and degrees. It was noted that Mesa and Miramar colleges are also going this route. **A big thanks to Margie and Christina for their efforts to improve services to students.**