

SAN DIEGO CITY COLLEGE

CLASSIFIED SENATE

Classified Senate
Executive Officers

Desiree van Saanen,
President

Earline Barrett,
Vice President

Susan Gregory,
Secretary

Susan Chandler,
Treasurer

Senators:

Eugene Brown
Al Cordeiro
Greg Duenas, At
Large
John Gradilla
Zdenka Geisberg
Joanne Millum
Lori Oldham
Gail Rodriguez

**Next meeting
date:**

**Thursday,
May 26
11:00 a.m.
Room D-102**

*Have the
courage to live.
Anyone can die.*

Robert Cody

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Meeting Minutes of March 31, 2005

PRESENT: Susan Chandler, Zdenka Geisberg, Lydia Gonzalez, Joann Millum, Desiree van Saanen

ANNOUNCEMENTS:

A letter of appreciation was sent to Board of Trustee members on behalf of the Classified Senate for their reformatting of the Board meetings to accommodate staff and faculty. Desiree indicated that changes in meeting practices were prompted by recent faculty/staff survey results.

At today's Student Services Council meeting, Desiree will ask department heads to participate in inservices, whereby classified staff can receive timely information and updates regarding student services policies, procedures, and state mandates. It is anticipated that inservice sessions will facilitate continuity between departments as well. It is likely that these events will occur twice annually. Desiree will work with department heads to calendar the sessions and to identify key areas/issues for discussion.

The SCDD Diversity Committee (an ad-hoc committee of the Academic Senate) is looking for classified staff to fill two vacant membership positions. The committee is part of a statewide effort to enhance student equity and access. Anyone interested in participating on this important committee should contact Kathy McGinnis or Mary Coleman.

On Saturday, May 14 the Academic Senate will sponsor a Faculty/Staff Softball competition. The event is scheduled for 11:00 a.m. to 2:00 p.m. More details will be announced next week.

REPORT FROM THE TREASURER:

Susan Chandler reported that the CS now has a new account with California Coast Credit Union. The balance is currently \$941.69 (\$25 of this total was placed in a savings account per bank policy). Additional money from the See's candy fundraiser will remain on campus in a petty cash fund for special event needs (i.e., food, decorations, paper products, etc.).

COUNCIL REPORTS:

President's Council- Desiree gave a brief update on the status of the classified staffing study. She met with three subject-matter experts (SMEs) for their perspectives on the study. All three felt the system/form will have positive effects ultimately on the District's ability to prioritize positions; however, they expressed several concerns. It was noted that this is a slow time of year for some people/tasks so much of the estimates had to be left to guesswork and/or projections. Also, given the pressured timeline to complete the report, a rush to produce statistics may create inaccuracies in the report. It was expressed that some processes have changed altogether and cannot be compared to this year's tasks. Lastly, there is broad concern regarding City's special populations, which access more services and generally require more staff time. Desiree will report these concerns at the next Staffing Study Steering Committee.

District Strategic Planning Council - Desiree reported that Chancellor Carroll is making available to colleges monies to be used for special projects. Each institution will receive \$10,000, which can be used in full for one project or may be divided to serve the needs of several projects. Each City College project must meet City's Mission institutional priorities. Applications and information regarding process and criteria were electronically disseminated on March 22.

Desiree also reported that she has been assigned to a subcommittee to study environmental scans. The subcommittee will identify components of the study as well as a vendor to perform the study. She explained that an environmental scan will assess and monitor movements demographics, occupational services, access to technology, labor conditions (i.e., wages and benefits), and many other components related to students and the communities we serve. Desiree will meet with the District's SPC on April 6 to review the subcommittee's progress and to refine the study's parameters.

Instructional Council - Lydia reported that the campus-wide practice of referring students to their instructor, then the department chair, and finally to the instructional dean, will be put in writing and included in the 2005-2006 college catalog. This practice has not been a part of previous catalogs or student handbooks.

Other Committees

Review of Services—Joann Millum reported CET personnel is projected to move back to the reconditioned CET building on June 9. It was further reported that according to Damon Schamu the acquisition of property in East Village could take up to two years subsequent to Board approval of the Facilities Master Plan. It was noted that the timing of property acquisition plays a major role when coordinating the sequencing of building/remodeling projects.