

Leadership Council Meeting

Minutes

August 28, 2018

Present

L.Bernabe, J.Berntsein-Chargin, K.Billups, R.Brown, S.Carr, E.Cervantes, C.Cisneros, W.Ellis, J.Gopp, A.Gutierrez, R.Hannon F.Lozano, V.Martinez, K.Moberg, BJ Palmer, D. Pescarmona, J.Rodriguez, K.Rose, C. Whitney, P.Wruck

1. Purchasing/Budget Guidelines and PAFs

Wade discussed proper requisition procedures and the importance of using the correct account codes. Additionally, Wade reviewed the importance of using the correct account code on Personnel Action Forms (PAFs). Specifically, he emphasized the number of incorrectly charged individuals to account 1310 (adjunct faculty) when they should have been noted as 1490 (faculty stipend). This is important in regard to the 50% law and has been noted within our own Board sub-committee.

Part of the issue seems to be the use of PAF templates used from one job to another without review for accuracy. Denée concurred that she has been receiving a number of incorrect PAFs (ex: incorrect account code or lack of/incorrect job description).

Please notify staff to desist using PAF templates with account numbers indicated.

Further, Wade reminded all that even though a PAF has been signed by a manager, this does not give clearance for the new employee to begin work. The PAF must be entered into Banner and processed by both HR and the Business Office before a new employee can begin work.

Eric stated that beginning fall 2019 an online requisition-like PAF will be in place.

2. Basic Needs Updates

Carina displayed the new Basic Needs posters which will be displayed in classrooms. Posters were distributed to those present for anyone wanting to display in their respective area(s). In regard to the Basic Need survey, Annette is working with Peter and the survey is going nationwide. (Well done!!)

Annette distributed a draft schedule for “Just in Time” Food Distribution detailing current plans to distribute perishable food on campus and a map illustrating where the distribution semi would park and where distribution would take place (under the solar panels in parking lot A)

Suggestions/questions asked:

- Would it be possible to move start date to 9/13
- Move distribution day to Friday (not so many people, not some many students requiring use of parking lot A)
- Consider moving distribution time from 12p-2p to 2p to 4p

Annette replied that these suggestions, along with the use of parking lot H, had all be suggested and discussed. It was determined that in order to serve the greatest number of students, the time, dates and location noted were logistically the best.

Denée requested that communication to all student and staff be made well in advance to notify all of limited parking.

Dr. Rose stated that she is looking forward to this happening and everyone's cooperation.

3. CCSSE Findings Report

Peter discussed and reviewed the CCSSE Key Findings. Dr. Rose requested that all take special notice of the CCSSE Benchmarks, which she tasked all to take back and discuss at individuals' respective department meetings. Peter stated that he would be happy to attend departments meetings to conduct a CCSSE "roadshow".

The Council broke up into groups to which Peter distributed topics of discussion. Each group was to find an interested fact within their assigned area and present to the group.

Following the exercise the questions of "what are the next steps" was asked.

Peter stated that this information was to be disseminated to all (staff and faculty) as part of the Educational Master Plan and integrated within all areas' goals and SLOs/PLOs.

4. Chapter 2 BP and AP Updates

Dr. Rose reviewed the Chapter 2 (Board of Trustees) updates with the Council. BPs and APs will move on to Academic Senate then to President's Cabinet.

Fred asked about suggested edits, specifically to AP 2712 – Conflict of Interest Code.

Action Item: edits to documents in Chapter 2 to be sent to Dr. Rose, cc to Nancy Bailey.

Mid-year Update of Board's 2018 Goals

Dr. Rose distributed to each Council member the Board' 2018 Mid-year Update.

Action Item: Each individual was to note instances of an event that occurred for each item (where applicable). These responses are to be returned to Dr. Rose.

5. Shared Governance Decision-Making Flow Charts

In reviewing the two flow diagrams, Jan explained why there were changes made to the flow chart. Essentially, there is a move from the gears (inorganic, industrial) to a tree (organic; living and growing).

Jan noted that when looking at the proposed flow charts to consider:

- Does this speak to ongoing changes?
- Different divisions?
- What we do?

Question asked was, "is Administration Leadership?"

Other comments:

"Is the goal to create a metaphor? I just don't think it works"

"It's not student centered"

Both Peter and Randy indicated that a flow diagram would still be better (such as a process map) "The idea is to show all process are integrated.

Other suggestions were "starfish" and "pinwheel"

Candice noted that whatever process map is decided, it needs to include students.

6. Review of BP 5010 - Admissions, AP 5010 and AP 5011 – Admission and Concurrent Enrollment of High School and Other Young Students

The main changes in BP/AP 5010 and AP 5011 is to provide college courses to high school students at no cost. This includes not only GECA, but high step and other high schools.

For the next Leadership Council meeting, BP/AP for Fees will be reviewed to ensure no charge for high school students is consistent.

Action item – Fees BP/AP in next agenda.

7. BP/AP 3720 – Computer and Network Use – Review for signature

Kyle addressed the District's computer usage polity for all computer use and the agreement that is to be signed.

All were provided with a copy of the BP and AP 3720. All are to review the agreement, and returned signed agreement to Human Resources.

Action item – if not yet done, please ensure you have signed the Computer and Network Use Agreement.

Meeting was adjourned at 10:28a

Facilitator for September 11th meeting – Eric Ramones