

Classified Consultation Group

Meeting Minutes

02/21/18

2:00 – 3:00 PM

Location: CC223

Attendees: Larry Antoniazzi, Liz Auchincloss (CPC Rep, Chair), Cheryl Brown (CPC Rep), Erik Erhardt, Michael Gamboa, Sally Gill, Sherie Higgins, Valdas Karalis, Loren Mindell, Becky Saffold, Mary Saragosa (CPC Rep), Beth Taylor Schott

1. Call to order

2. Roll call

3. Discussion Items

3.1. Approve minutes from 02/07/18 meeting-minutes approved

3.2. CPC – 02/20/18 meeting was cancelled

3.3. BP/AP Review - BP/AP 2410 and AP 7120 – attached

3.3.1. BP/AP 2410 Board Policies and Administrative Procedures was reviewed by CCG members. Most members thought the BP and AP were acceptable as stated. It was noted that some faculty had concerns about the 60 day timeline for BPAP review of BP's during the summer.

3.3.2. AP 7120 Recruitment and Selection was reviewed and prompted a long discussion among CCG members. The idea of a classified employment exam was questioned because it might limit the applicant pool due to people not doing well on taking tests and no listed criteria in the AP as to what an acceptable score on the test would be required to get an interview for the position. Faculty applicants do take a performance test and have supplemental questions that help the hiring committee determine if the applicant it qualified for the position. Accounting and the LRC have administered pre-employment skills tests for classified employees. The AP is proposing that the taking of these tests for classified positions should be left to the discretion of the hiring Supervisor. HR will determine what kind of test should be given by using an outside consulting agency to produce the test and also give a list of interview questions for the candidates. All hiring procedures must follow the Employment Opportunity Plan and Title 5 Regulations. The composition of the Educational Administrators Hiring Committee was questioned by members who want 3 classified members on the committee because 3 faculty members will be on the committee. It was

also suggested that a hiring committee be established for the hiring of adjuncts; they are now hired and interviewed by one person. Liz will submit these suggestions to BPAP for consideration. Liz will also seek clarification on this statement in the AP: “Outgoing incumbent shall not participate in any aspect of the recruitment and selection process of his/her replacement.”

3.4. Discussion of possible subjects for the Office of Communications Annual Report

3.4.1. Sally clarified that the inclusion of classified employees in the Annual Report is determined by the classified employee’s contribution to the college and to the community. Send Sally an email to submit your suggestions.

3.5. Guided Pathways Report – Sally and Beth

3.5.1. It was reported that the new Guided Pathways leader is Margaret Prothero. Margaret send out a request to people who had been in the previous Guided Pathways Pillar Groups to see if they wanted to be on one of the Spring or Summer 2018 Work Teams. Spring Work Teams: Meta-Majors meet Mondays 5:30-8:30 p.m. 3/5, 3/19, 4/16, 4/30-Questions & Ideas Dialog Team meets Fridays 9:30a.m.-12:30p.m. 3/9/ 4/13/ 4/20, 5/4. Team members must be able to attend all meetings. Two Summer Work Teams were proposed with dates to be determined: Pathways Coaching Training (2 days) and Mapping Field Test (5 days). A third Mapping Group was added for faculty to be appointed by the Department Chair. A lively discussion among CCG members generated concerns that not enough classified staff was being included in these Work Teams. Faculty is being paid a stipend to attend these meetings and classified participants can receive professional development credit for their group service on Guided Pathways. Margaret has not spoken to Liz about classified representation on these new groups. Sally has signed up for the Questions and Ideas Work Group. Both Sally and Beth attended the February 15th Guided Pathways meeting where Margaret discussed the duties of the various work groups. It was agreed that Liz should invite Margaret to our next CCG meeting to answer Guided Pathways questions and to give us an overall timeline for the Guided Pathways process. Beth added that she believes as many classified employees as possible attend the 2 day Pathways Coach Training in the summer.

4. Next regular meeting –Wednesday March 07, 2018

5. Adjournment at 3:10 p.m.