

Jennine Boschock – District Services Classified Senate Senator
DSL – 10/08/2014

Next meeting Wednesday, November 5, 2014

DEI Committee Update

- DEI committee is looking to increase participation, workshop under development for DEI to help others understand what DEI is; there is more to it than just race. They may possibly do a poster regarding what DEI is.
- Spotlight – participation is needed. DEI has revamped the form to make it a little broader. Spotlight doesn't have to be about someone's ethnic background it can be just about an exciting adventure. Linda Bertolucci offered to do the next one to help with participation.
- Committee – Karen Kline will be stepping down from co-chair due to department staffing and workday implementation.

Strategic Planning update

- Outcomes workshop coming soon, Chris Tarman will be letting departments know what is needed.

Budget update

- Waiting until February for word on budget.

HR update

- New Recruiter started 10/01/14; New CAPS Director will start 11/4/14; Final interviews for Director of Facilities; One of the two Business analysis filled while the second position is going back out, and Warehouse Supervisor going back out.
- Tim stated he will be bringing some structural changes for the Employment Services Department to discuss to the next DSL meeting.
- All contracts are closing this month.
- Tutoring workshops will be making changes with the hiring process. Linda B. mention about on-line tutoring and need to check if there is a contract for both colleges.
- Also brought up was some sort of communication to go out regarding Out-of-Class to identify those in Management roles.

Strategic Staffing Plan

- Staffing comparison report summary being sent out by Chancellor. Also entire report will be located on the intranet. Planning and budget staffing plans sent 9/29, will be resending regarding phase I and phase II.
- Staffing Plan Facilitation visit
 - Phase II – Collaborative Brain Trust (consultants) to come back to the district Oct 23rd and 24th. Special DSL meeting to be held Oct 23rd to look at procedures and plan. Also they will be helping with what positions are needed. This is to help with the next 3 to 5 year plan.
 - Also will be looking at departments that were identified as overstaffed. Sue Rearic stated action not necessarily going to be taken regarding "overstaffed" findings.

Department Updates

- Paula Matthews retiring October 31st from Accounting.

District Services events and workshops

- Fun Friday scheduled for October 17th sponsored by Business Services/Chancellor's Office, celebrating fall theme.
- Halloween event October 31st will be a morning event.

- Discussion about district purchasing own tables, chairs, and pop-ups. Sue having Dawn Heuft to research costs.

Items from Floor

- Kim Frost asked about the status on new copiers.
 - Linda B. who is on the copier committee stated the consultant group will be meeting with Linda Friday the 10th to go over findings from all the past and current contracts for the entire district. After meeting regarding findings a formal bid will then go out.
 - The process will be to give options on copiers based on needs but are not mandatory to replace. They are hoping early January to wrap everything up.
- Linda B. mentioned the change over from Arrowhead to Sparklets as the district wide water supplier. This change has saved \$6k a year compared to costs from 2008/2009.

Special DSL 10/23/14 meeting

Staffing Plan

- Met with the Julie Stark and Deirdre Carlock with Collaborative Brain Trust (CBT). Julie and Deirdre are working on phase II. Deirdre asked DSL to identify our current processes for Recruitment, Selection, and Retention. There was a lot of discussion on how our processes are now, (i.e. what positions should have exams and which should not; candidates who are selected for an interview come in and take a test/exam the day of interview and how that can rattle candidates who are already nervous. Jennifer Danks mentioned how it would be nice to have the candidates take the test/exam prior to interview to minimize stress and also to eliminate the number of applicants to be interviewed).
- Selection of the hiring committee was brought up. Amy Leasure mentioned how there are few people who want to get on the hire committees because the process now is so time consuming. Jennine Boschock mentioned she has heard from several people who are looking as Classified to get on hire committees but Classified Senate is not being contacted, as they are supposed to be, to place classified employees on the hire committees.
- The counsel was not able to get through all the points listed on the agenda to go over with CBT such as the Evaluation Process and Training and Development.
- CBT will be returning again in the spring to facilitate development plans on all three cites, implementation is set for after spring.