

LRSA Executive Board Meeting

Mel's Diner – Howe Ave.

April 12, 2017

7:00am

Members

In Attendance: Peter Bowman, Sam Coquerille, Katie DeLeon, Becky Halligan, Karen Hubbard, Joe Meyer, Gerald Nuckols, Cindy Velez, Advisor – Betty Hall

Absent: Yolanda Garcia, Kim Goff

Minutes

- I. Call to Order – at 7:08am
- II. Introductions - none
- III. Approval of Agenda – no changes needed
- IV. Approval of March 2017 Minutes
 - a. On March minutes that were submitted change Agenda to read MINUTES
 - b. Joe Meyer should be added to membership list
 - c. V.iii – Thomas Stanford should be Thomas Danford
 - d. VII.B – LRMA should be LRSA in the first line
- V. Reports
 - a. Treasurers Report (Katie) - no report given
 - b. Site Reports & Membership Changes
 - i. ARC (Karen) – Derrick Booth has been selected as the permanent dean of Health Education and Kinesiology. Therefore they will be recruiting for his replacement as Dean of Business. Cheryl Sears has been selected as the new Director of Administrative Services. No new supervisors.
 - ii. CRC (Becky) – nothing to report
 - iii. DO (Cindy) – Mike Day was selected as the Director of Production Services. He was the IT Application System Supervisor . Andrew Brooks moved back to IT Technical Services Supervisor after serving as the interim Director. Mike's vacated Supervisor of IT/Applications will be opened for hiring. A hiring committee for Sue Lorimer's Vice Chancellor of Education and Technology position which she will vacate July 1, 2017 has been formed.
 - iv. FLC (Sam) – no changes in Supervisor's positions. April 28 there are impressions groups for the College President position.
 - v. FM (Peter) – no changes and no current openings
 - vi. SCC – Kim was not present so no report given.
 - c. New Supervisors Mentor Program (Becky) – no new mentors have been assigned
 - d. Joint Job Study Committee – Business & Fiscal Officers (Gerald) – The committee still continues to work on the changes but the next meeting has not been set yet. Some changes to the Sargent job descriptions will be needed when they move to LRSA.

- e. Salary Schedule Review Committee (Katie) – The committee still is working on changes but the next meeting has not been scheduled.
- f. Insurance Review Committee (Katie).
 - i. The committee met on Friday, April 7, 2017. They were presented with an option to add a health savings account to Kaiser, but that would result in eliminating their DHMO. It was decided they would keep the DHMO one more year and consider the option next year. Sutter Health added an HSA option. The Employee Assistance Program will continue and we need to do a better job at promoting the benefits of that program to our members.
 - ii. Discussion followed regarding the options Gerald has sent out to the group regarding how to cover the cost of the premium increases. Peter moved and Cindy seconded to approve option 3.5 (a combination of option 3 and 4) which would increase the members contribution to \$185.00. It passed 8 yes; 0 no; 0 abstain.

VI. Action Items

- a. LRSA Spring Training – March 16
 - i. Funding approval for lunch to be considered – Sam moved and Peter seconded to reimburse Katie the \$537. 72 for the cost of lunch at the LRSA training on March 16. It passed 8 yes; 0 no; 0 abstain
- b. LRMA Spring Training – March 15
 - i. Request for sharing expense – Gerald was approached by LRMA and asked if LRSA would be willing to split the cost of the lunch that was provided at the LRSA/LRMA training on March 15, 2017. Discussion followed about why it was requested after the fact and not prior to the training. After discussion Becky moved and Katie seconded to pay the proposed \$300.00 from Professional Development funds and to request that in the future the request for splitting the cost of a joint training be presented before the training. It passed 7 yes; 1 no; and 0 abstain.

VII. Discussion Items

- a. Alternate Summer Schedules – 2017 (June 5 – July 28) – Gerald shared with us the new MOU for this year that he signed that is similar to ones presented in the past that allow LRSA members who want to work an alternative schedule in the summer months.
- b. LRPD Organizational Changes – Gerald shared that Captain Broussard had requested a meeting with Theresa Matista and LRSA to discuss some changes they would like to see in the LRPD Organizational Changes proposal. Ryan Cox will be setting up a meeting.
- c. Timeline for responding to request for leave of absence – There was discussion about how to deal with the situation when a Supervisor does not get a response from a manger to approve or deny a request for leave in a “timely manner”. The LRSA contract stipulates how far in advance a request should be made but does not stipulate how long the manager has to respond. The SEIU contract does state that if there is no response in 10 days it is automatically approved. We agreed to bring up the matter on our sunshine list when contract negotiations begin again.

VIII. Public Comments + Announcements

- a. Karen brought up the need for future training on how to deal with behavioral issues in the work place. Others commented that sometimes the contract is clear on what types of behaviors are acceptable or unacceptable.
- b. Becky discussed the recent bomb threat at CRC. Discussion followed regarding the issue of what the clear role of supervisors is in situations where staff are at risk or are traumatized by an incident. Do we have the authority to send a staff member home? What are our responsibilities? It was suggested to have the topic brought up for further discussion and as a possible training opportunity.

IX. Future Agenda Item Requests – send to Gerald before the next meeting.

X. Next Meeting: May 10, 2017

XI. Adjournment – 8:14am