

LRSA Executive Board Meeting
1/13/2016, 7:00 a.m.
Mel's Diner, 565 Howe Ave., Sacramento

ATTENDEES

Genevieve Siwabessy, Denise Booth, Katie DeLeon, Becky Halligan, Sam Coquerille, Cindy Velez, Peter Bowman, and Betty Hall (advisor)

Absent: Gerald Nuckols, Salena Mamuyac

Quorum established

UPDATES

Membership Changes:

- 1 new Police Captain position has been approved and is currently posted
- Maricela Arevalo is currently the interim Admissions and Records Supervisor at ARC (replacing Benjamin Baird)
- Counseling Supervisor (ARC) is open (replacement for Dawn Siracusa)
- Harris Center Communications and Marketing Supervisor (FLC) (replacement for Brian Kameoka). This position may change to a Director position
- IT Systems (DO) (replacement for Kevin Flash) interviews have happened. Notification is pending.
- Purchasing (DO) Paula Gordon (replacement for Jennifer Alford)

DISCUSSION ITEMS

Annual Membership Dinner – select Date and Location:

Discussion about whether attendance was better or not when the training and the meeting were on the same date. It didn't seem to make that much difference. One problem is the inaccuracy for the number of expected attendees. Too many meals are being purchased based on RSVPs. It was suggested to have a save the date email sent out first and then get a RSVP count later when it was closer to the actual date. This may help with the count being more accurate.

Kim Goff was looking into a venue for the annual meeting where we could have some entertainment available as well – she was thinking along the lines of Karaoke. She was not in attendance so Gen will follow up with her.

Outreach to Membership:

It was suggested that the board members and campus representatives take the initiative and call other supervisors at their campuses and encourage them to come to the trainings/meetings. Maybe these more personal invitations along with the email invitations will generate more of an interest and get some that haven't been coming in the past to come.

Future Training Topics (they included but not limited to):

- How/where does DO post open Supervisor positions when recruiting?
- What can we do to help promote open positions? What can we do to promote retention?
- When does Supervisor take the lead on hiring committees and when do Deans take the lead? Can supervisors be more involved with second level interviews? (Evidently this doesn't happen at all campuses)
- Establishing a framework for a New Supervisors Orientation at a training and establishing a work group to develop the Orientation. Included in this training would be a Mentorship program.
- Discussion about supervisors individual "Tips and Tricks"
- Understanding the Employee Evaluation process
- How do you transition from peer to supervisor?

Gen was going to talk to Ryan Cox about the possibility of combining some of these topics with a representative from DO presenting on them to us at a future training.

Other: Work is being done to establish a website for the LRSA where meeting agendas, minutes, membership lists etc. can be shared. Gen will keep us posted on that.

Meeting adjourned at 8:10am (but it was pouring down rain so we didn't leave until 8:20am)



Submitted by Becky Halligan