

## LRSA Executive Board Meeting (NOTES)

Mel's Diner – Howe Ave.

February 8, 2017

7:00am

### Members

Present: Peter Bowman, Sam Coquerille, Katie DeLeon, Kim Goff, Karen Hubbard, Joe Meyer, Gerald Nuckols, Cindy Velez, Advisor – Betty Hall

Absent: Yolanda Garcia, Becky Halligan

### **AGENDA**

Note: Prior to calling the meeting to order, motions were made to approve the appointments of Gerald Nuckols to LRSA President and Peter Bowman to LRSA Vice-President. All present voted in favor of these appointments, with no objections or abstentions.

- I. Call to Order - 7:05am
- II. Introductions  
Joe Meyer, FM Planning Supervisor, was reintroduced to the Board. He first attended this meeting on January 11. He has agreed to replace Peter Bowman as the FM site representative.
- III. Approval of Agenda – No changes
- IV. Approval of Minutes – No minutes from January 11 meeting were prepared (no quorum)
- V. Reports
  - a. Treasurers Report
  - b. Site Reports & Membership Changes
    - i. ARC Karen
    - ii. CRC Yolanda (absent; Katie provided an update)
    - iii. DO Cindy  
Cindy reported the following:
      - Sue Lorimer - Deputy Chancellor, Education & Technology – Retiring July 1
      - Doug Meline – AVC Information Technology – Retired Feb 1
        - Consultant to be hired for a 2-year stint as Chief Information Officer (CIO)
      - Steve Bowles – Director, Production Services – Retired Dec 31
        - Hiring effort has begun; posting closed Jan 30.
      - Andrew Brooks – Interim Director, Production Services – Eff. Jan 3
        - Andrew's former position: IT Technical Services Supervisor
    - iv. FLC Sam
    - v. FM Peter
    - vi. SCC Kim
  - c. Policy Reports
    - i. District Policy Updates
  - d. New Supervisor Orientation  
Gerald reported that he spoke on behalf of LRSA at the meeting held last week.
- VI. Action Items
  - a. LRSA Spring Training –
    - i. Funding approval for lunch to be considered
    - ii. Date – March 16 at Ethan Way ??? - Date and location confirmed.

VII. Discussion Items

a. Spring Training Topics

Gerald

Gerald noted that the tentative agenda includes updates on the following: Legal (JP Sherry), Benefits (Nicole Keller), Risk Management (Debbie Turner).

b. Other LRSA Training Opportunities

i. LCW Workshop: the Art of Writing the Performance Evaluation – February 9 at FLC at 9:00am

ii. IBA Spring 3-day Training – ~~March 29-31~~ – New dates confirmed (Mar 22-24)

c. New Supervisors Mentor Program

Becky (absent)

Gerald provided a current list of all LRSA Supervisors and asked that everyone review it and forward any updates needed to him. Betty suggested that it would be nice for the LRSA president to send an initial welcome email to new supervisors and, then, follow that with personal contact from the LRSA site representative. All present agreed that this would be a good practice. Following today's meeting, Cindy sent the email below to the distribution list summarizing this discussion.

**From:** Velez, Cindy

**Sent:** Wednesday, February 08, 2017 9:04 AM

**To:** Nuckols, Gerald; Bowman, Peter; Halligan, Rebecca "Becky"; Deleon, Katie; Coquerille, Sam; Goff, Kim; Hall, Betty; Hubbard, Karen; Garcia (Financial Aid), Yolanda; Meyer, Josef

**Subject:** RE: LRSA Eboard meeting Feb 8, 2017 - Follow-up

Hello!

Per our meeting this morning, I am forwarding a copy of the congratulatory email that I have been sending to the new DO supervisors. As I mentioned, I took the email that Denise started sending and made some minor revisions with Gen's input, as well. I believe that we agreed that from this point forward the LRSA President (Gerald) will send out the initial congratulatory email on behalf of LRSA and introduce the appropriate LRSA site representative. Then, the LRSA site representative will send a follow-up email introducing them self and welcoming the new supervisor to their new position. Of course, we need to alert Gerald when someone is promoted to supervisor at our site! It was also suggested that the site rep make personal contact with the new supervisor either by phone or in person. I think these are great ways to extend a warm welcome to those new to the LRSA organization.

It was nice having breakfast with you all this morning. Have a great week!

Cindy

d. Joint Job Study Committee – Business & Fiscal Officers

Gerald

Note: Gerald, Katie and Becky are on this committee.

Gerald provided a handout of LRSA Job Families and explained how the review process is being conducted. Currently, this committee is finishing the review of jobs within the Business & Financial Officers job family.

e. Salary Schedule Review

Katie

Note: Gerald, Katie and Becky are on this committee.

Katie provided an update on the Salary Schedule Review process. She noted that this is an independent effort from the Job Study, although both are being conducted simultaneously.

VIII. Public Comments + Announcements - None

IX. Future Agenda Item Requests

X. Next Meeting: March 8, 2017

XI. Adjournment – 8:10am