

## **LRSA Executive Board Meeting**

Mel's Diner – Howe Ave.

September 14, 2016

7:00am

### Members

Present: Denise Booth, Peter Bowman, Sam Coquerille, Katie DeLeon, Yolanda Garcia, Kim Goff, Becky Halligan, Karen Hubbard, Gen Siwabessy

Absent: Cindy Velez

### **AGENDA**

- I. Call to Order – 7:11am by Denise Booth
- II. Introductions – none necessary
- III. Approval of Agenda – approved as is
- IV. Approval of Minutes - Yolanda was complimented on her great minute taking skills in the absence of Becky last month. Katie moved and Kim seconded that the minutes be approved. All in favor.
- V. Reports
  - a. Site Reports & Membership Changes
    - i. ARC - ARC will be announcing an interim FA Supervisor position. It has not been announced yet. An interim PIO just started. The PIO will now be required to do staff performance reviews for those he/she supervises.
    - ii. CRC – Becky mentioned the recent opening of the Hawk Spot. This is a food pantry to support students who are dealing with food insecurities. It is a collaboration with the Elk Grove Food Bank. Our advisor Betty Hall is a board member of the Elk Grove Food Bank and she mentioned they are thrilled to be assisting student by providing the Hawk Spot with food items. It is currently located in the Student Life and Leadership office.
    - iii. DO – Denise reported that payroll is still trying to fill one opening, and there are no Supervisor openings at DO at this time.
    - iv. FLC – College President Rachel Rosenthal announced her retirement at the end of Fall 2016 semester. The recruitment efforts will begin soon.
    - v. FM – Peter mentioned there are no Supervisor openings at this time. However, there are 8 open positions they are currently trying to fill.

vi. SCC – Sacramento City College is in the middle of their President search. There are 2 Student Service Supervisor positions that is open.

- b. Policy Reports - Gen asked how the roll out of the new No Smoking, No Tobacco, No Vaping policy has been going at all the campuses. No one had any problems to report.
- c. Budget Committee report – Denise reported a few items from her recent attendance at the meeting. For 16-17 year they are not expecting a COLA. We will not be reporting the Summer 2016 and Summer 2017 numbers to address the “stability” findings.

## VI. Discussion Items

### a. LRSA Fall Training

- i. LRCCD equity training, October 7 – All are encouraged to support as many people in their offices to attend the training at FLC. Denise Booth motioned and Sam Coquerille seconded to have a LRSA hosted lunch during the break at the training. All were in favor. Gen will send out an invite and reserve a room for the lunch.
  - ii. LRSA semester training, November 18 – The training has been schedule to be at the Ethan Way training room 12:00pm -4:00pm. Some planned topics are Chairing a Hiring Committee, Hiring Federal Work Study Students. If you have other topics you are interested in please send them to Gen.
  - iii. New Deans’ Academy nominations – If you are, or you know of any other Supervisor that is interested in participating in this year’s New Deans’ Academy please submit the names to Gen.
- b. LRSA Recordkeeping – what to keep, where, how long. Gen led a discussion on how long we should be holding on to LRSA related documents. Betty Hall asked relevant to the conversation what kind of organization we are and if we should be filing taxes. Gen agreed to discuss the issue with Ryan Cox and JP Sherry before deciding if/when some old documents should be destroyed. Karen was going to supply a record keeping template she used to use in a previous position for consideration as we move forward.
  - c. Joint Job Study Committee for Student Services – the review has been completed. Some language was changed and a broader heading was used for some Student Services areas so the position could be more easily tailored for the needs of the

college when posting an open position. The next job classification to be reviewed in Fall 2017 is the Business/Fiscal Supervisors. It was pointed out that just because a job description has been rewritten it is not automatically a reason to increase the salary. Salary reviews are independent of job duties/responsibilities reviews.

- d. Website Development – Gen gave Becky Halligan and Cindy Velez access to upload information or make changes to the website as needed. They will be trained on the process during this semester.
  
- VI. Announcements – Katie announced that the PIRT was going to be visiting the CRC campus next Monday, September 19. Katie, Becky and Yolanda were invited to meet the team and take part in discussions with them during the visit. She was interested to know if other Supervisors had been invited to participate at their colleges.
  
- VII. Future Agenda Item Requests – send to Gen if you have any.
  
- VIII. Next Meeting: October 12, 2016
  
- IX. Adjournment at 8:08am – Gen