**MEETING OF AUGUST 4TH, 2014**

**Month of July Meeting and Evaluation Forms**

The July extended meeting held in Oakdale moved the Evaluation process draft forward. The Highlights for that month were not published because the only item of discussion was the Evaluation forms and process. All constituent feedback was reviewed during this meeting. Although finalization of the forms is still pending, Shawna met with HR as scheduled the following day (7/17/14). She received positive and encouraging feedback from the VCHR. Final Evaluation documents will be sent out to all Leadership Team as the talks with HR progress.

**Confidentialis- Reclassification News**

As of July 1, 2014, Confidentialis are no longer contracted employees; they are permanent employees with rights to due process according to ed code. It was agreed that membership in Leadership Team and representation on LTAC will continue. HR has drafted new LT Handbook language to address the requirements for the group specifically. Sections H, L, M, N, will be modified and a section “O. Classified Confidential Employees- Due Process and Discipline” will be added. An email with the details of the proposed new language was sent to all effected 7/24/14. Shawna encourages all Classified Confidential Employees to carefully review the draft language she sent out and respond to her immediately. She will bring the feedback to HR in her next meeting on August 26th.

**Reports**

**President-** Shawna had the following meetings since the last Highlights were published:

- June Board Report – Many Leadership Team members attended to graduate and show support for other LT members in the Leadership Academy (a new professional development program sponsored by the Chancellors office).
- August Board meeting- Mike T. will present for LTAC about Amy and Jillian attending Admin 101 through PEP and LTAC sponsored funds.
- Meet and Confer –
  - Evaluations- feedback/questions raised are being researched. Another meeting is scheduled for August 26th to further review the components of the forms and processes. The LTAC recommendations will be forwarded to HR to continue the conversation.
  - Confidentialis- see notes above. Language is being added to the LT Handbook. Look for updates published online only.
  - A table showing salary placements for classified staff promoting in to management will be placed in the LT Handbook to clarify the process. This table does not change any written process. **See attachment to this document.**
  - Benefits MOU signed- see Benefits Committee notes below.
  - Matrix of classifications and respective representation is being developed by HR and will be added to the beginning of the LT Handbook- this will clarify role of Executive levels (not dues paying/voting members of LT but enjoy the benefits as outlined in the LT Handbook).
  - “Review of Personnel File” language is being considered for addition to the LT Handbook, based on an Accreditation recommendation at MJC. YFA and CSEA contracts will be reviewed by LTAC to help craft the language.
- District Council – Did not meet in June or July. Next meeting scheduled for August 27th.
Policies & Procedures - No meeting was held in June or July. They are searching for a new chair to the committee to move forward.

Benefits committee - SISC has been selected to continue to offer three health care plan options (one at a zero-employee cost) and Kaiser will continue to offer their single zero-employee cost plan. See sheet sent by Shawna previously to all LT members. Some typos were found and corrected. Many questions have been directly answered by Shawna to members who emailed her. The corrected comparison sheet will be sent out with the official "open enrollment" email from the Benefits Office.

College Council -
- MJC - no report.
- CC - no report.
- Instructional Council - no report.

Treasurer - Jim has proposed a LTAC Operating Budget process. This is under review by the members and will be continued at the October meeting. Various assignments were made for further inquiries.
- Two memorial donations were made in the month of July.

ACCCA - Click link for updates directly from ACCCA. ACCCA has helpful STRS reclassification information on their website for those interested. Amy Nilson and Jillian Daily attended ACCCA Admin 101 in July. Their report of their use of LTAC and PEPs funds will be reported out at the August Board Meeting.

Contact your campus Rep today about becoming a member: Anneka Rogers Whitmer or Shirley Miranda.

Other Updates
- Clarification was received from the Chancellor’s office - Vice Presidents are not part of Leadership Team. They are their own group, part of Executive Team but not Cabinet. Any dues that may have been paid have been refunded. However, VPs are covered under the provisions of the LT Handbook but do not vote on behalf of LT.
- After publication of the June Highlights, Mike Sundquist withdrew his request for LTAC funding for Institute Day.

Next Meeting
The September meeting is canceled due to the Labor Day holiday. Our next meeting is scheduled for Oct. 6th, 2014 at District offices. All agenda item requests can be sent to any LTAC member.

Leadership Team Advisory Council

<table>
<thead>
<tr>
<th>Name</th>
<th>Organization</th>
<th>Term Ends</th>
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<tbody>
<tr>
<td>Shawna Dean, President</td>
<td>Central Services Classified Managers</td>
<td>2014 (2nd Term)</td>
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<tr>
<td>Jim Codoni, Treasurer</td>
<td>Central Services Classified Managers</td>
<td>2015 (1st Term)</td>
</tr>
<tr>
<td>Anneka Rogers Whitmer, Recorder</td>
<td>Columbia College Classified Managers</td>
<td>2015 (1st Term)</td>
</tr>
<tr>
<td>Lisa Husman</td>
<td>Confidentials</td>
<td>2015 (1st Term)</td>
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<tr>
<td>Lloyd Jackson</td>
<td>MJC Classified Managers</td>
<td>2015 (1st Term)</td>
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<tr>
<td>Michael Sundquist</td>
<td>MJC Educational Administrators</td>
<td>2014 (2nd Term)</td>
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<tr>
<td>Mike Torok</td>
<td>Columbia College Educational Administrators</td>
<td>2015 (1st Term)</td>
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LTAC Website: [http://ltac.comm.yosemite.edu/](http://ltac.comm.yosemite.edu/)
G. COMPENSATION

1. Salary Schedule Placement Procedure
   a. New Appointments:
      New appointees with no previous out-of-district management experience will be placed at Step A. Year-for-year credit for prior out-of-district management service will be provided to a maximum Step C placement if the experience was accumulated in a Leadership capacity. Any recommended placement above Step C will require Chancellor pre-approval.
   b. Promotional Appointments:
      Management experience in the Yosemite Community College District will be credited on a year-for-year basis without limit.
   c. Bargaining unit members (CSEA and YFA) promoting to a management position:
      • Will receive credit for prior non-management experience in the Yosemite Community College District on a ratio of one column for each three years of service with a maximum placement at Step C; and
      • Will be placed at that step of the applicable salary range which results in no less than a five percent salary increase, not to exceed Step F.

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Step Placement</th>
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<tbody>
<tr>
<td></td>
<td>A</td>
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<tr>
<td>Minimum 3 Years</td>
<td>B</td>
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<tr>
<td>Minimum 6 Years</td>
<td>C</td>
</tr>
</tbody>
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AND

Step placement which results in no less than 5% salary increase, not to exceed Step F.

b. Interim Appointments:
   Interim appointments shall be placed at Step A of the applicable salary range. If Step A placement results in less than a 5% increase of base pay, salary placement will be determined at the appropriate step of the range which results in no less than 5%.