CLASSIFIED STAFF ADVISORY COUNCIL (CSAC)

Tuesday, March 11, 2014
3:30 p.m.
SDS 127

Agenda

1. Call to Order

2. Approval of Minutes

3. College-Wide Committee Reports
   a. Accreditation Council (Donna Jamison)
   b. College Council (Bryan Justin Marks)
   c. Distance Ed Committee (Vacant)
   d. Facilities Council (Angie Vizcarra)
   e. Instruction Council (Pat Wallace)
   f. Professional Development Coordinating Committee (Donna Yarnal)
   g. Resource Allocation Council (Judy Gonzales)
   h. Student Services Council (CSAC Rep)

4. CSAC Committee Reports
   a. Book Club
   b. Building Tours
   c. Classified Staff Development Day - Wednesday, May 21, 2014
   d. Great Classified Staff Retreat
   e. Professional Development Workshops
      i. MJC Foundation Grant - CSEA Workshops
   f. STAR (Staff, Talent, Ability, & Recognition)
   g. Wellness

5. Discussion Items
   a. CSAC Meeting
      i. Format Change

6. Action Items

7. Announcements

8. Other

9. Adjournment

“Improving yourself is the first step to improving everything else.”
CLASSIFIED STAFF ADVISORY COUNCIL (CSAC)

Tuesday, March 11, 2014
3:30 p.m.
SDS Room 127

Minutes

1. Call to Order
The meeting was called to order at 3:40 p.m.

2. Approval of Minutes
The February CSAC meeting minutes were provided by email.

3. College-Wide Committee Reports
   a. Accreditation Council (Donna Jamison) – Update not available.
   b. College Council (Bryan Justin Marks) – Update not available.
   c. Distance Ed Committee (Carol Ellis) –
      i. The Distance Ed Committee has been collaborating with the college and district to secure a product to create integrated online forms. Currently Brian DeMoss is to organize a few vendors to present their product.
      ii. In May 2014 a Summer Summit Institute for faculty will be held for those who teach or would like to teach online courses.
   d. Facilities Council (Angie Vizcarra) –
      i. Tim Nesmith continues to work with arborists in identifying trees that need attention and selecting new trees to be planted. President Stearns requests MJC staff, faculty, and management are vigilant and report tree safety concerns to campus safety.
      ii. The East Campus bookstore is being remodeled and painted. Our facilities department is staging the work with bookstore staff and keeping the store open for students. Work should be completed within about 45 days.
      iii. The traffic signal on Blue Gum is experiencing an unexpected delay. There have been some unforeseen complications in the purchase of the property needed for the easement. District is working to resolve the issue.
      iv. The new District Office building is in the design phase.
   v. YCCD was awarded Prop 39 energy efficient funds. New energy efficient lighting will be added to the MJC Men’s Gym, Agriculture instructional, tennis courts, parking lots, automotive and machine shop.
   vi. Risk management reported that large ceiling tiles became wet from rain leaking through the ceiling, and fell in Building 6000. No students were hurt, and facilities repaired the damage.
vii. Campus Safety reported that West Campus Parking Lot 201, by the District Offices is currently underutilized and encouraged staff to take advantage of the spaces. Approximately 16 additional staff spaces and 20 motorcycle spaces have been added in the vicinity of the Science Community Center and old Receiving Building.

viii. College Facilities reports that with the over-lapping summer schedule, there are not many additional rooms available. Friday and Saturday classes are scheduled in the Science Community Center for summer.

ix. The new Vice President of College Administrative Services, Albert Alt will assume the position of Chair of the Facilities Committee for the April meeting.

x. Instruction Council (Pat Wallace) –
   a) 1/28/2014, Summary of Meeting
      a. Special IC meeting to hear presentations for Growth Positions was moved to February 7, 2014. Divisions are to submit up to five proposals and present on two for up to five minutes per position.
      b. Reviewed IC Charge, Responsibilities and Guiding Principles. Any changes will need to go through the review of Engaging All Voices to begin in April.
      c. Reviewed new state guidelines on credit course repetitions.
      d. Constituency and Council reports were given by respective reps.
   b) 2/7/2014, Summary of Special IC Meeting
      a. Listened to Division presentation of Growth Positions. (Child Development, Speech/Forensics Coach, Director of Choirs, Administration of Justice, Accounting, Automotive Technology, General Counselors (2), Spanish, Reading, Athletic Trainer, Assistant Football Coach, Engineering, Astronomy, Ag Mechanics, Animal Science).
      b. Unanimously approved to fill the vacated Speech position (that of Charles Mullins, deceased) as a replacement for 2014-15.
   c) 2/25/2014, Summary of Meeting
      a. Reviewed composite ranks and scores and discussed findings of Growth Position presentations. Broke one tie by show of hands.
      b. Rankings will be forwarded to College Council for review and approval.
   e. Professional Development Coordinating Committee (Donna Yarnal) – The Professional Development Coordinating Committee has met College Community Diversity Committee to discuss a combined space/sanctuary for faculty, staff, and management that will serve needs of both committees.
   f. Resource Allocation Council (Judy Gonzales) – No update to provide.
   g. Student Services Council (??) – Update not available.
4. CSAC Committee Reports  
   a. Book Club – Bryan Justin Marks continues to facilitate the CSAC book club meeting every other week to discuss a chapter in the book *Developing The Leader Within You* by John C. Maxwell. All classified staff are encouraged to join!  
   b. Building Tours – Cheri Garcia is coordinating the next building tour to either Receiving’s new building on West Campus or the Library and Learning Center on East Campus. A Transportation tour is being coordinated for the summer.  
   c. Classified Staff Development Day – Wednesday, May 21, 2014 – The Classified Staff Development Day will be a half-day event this year. Breakfast will be provided along with a De-Stress for Success Workshop. A Team Building Workshop will also be conducted and lunch will be provided. Postcards will be distributed to classified staff in April.  
   d. Great Classified Staff Retreat – The GCSR committee is meeting and moving forward with the organization of the Great Classified Staff Retreat. Additional funding is needed to meet the needs of the attendees.  
   e. Professional Development Workshops – It was requested by those in attendance that reminders be sent out in regards to upcoming workshops. Attendance is low.  
   f. STAR (Staff, Talent, Ability, & Recognition) – Bryan Justin Marks is coordinating this committee to recognize our talented classified staff.  
   g. Wellness –  
      i. A wellness bus trip is being planned for Friday, June 20, 2014 to Angel Island. Cost will be approximately $15.00 per person.  
      ii. It was recommended that a reminder be sent concerning the Biggest Loser competition that started in March.  
      iii. Wellness activities on both campuses need to be restarted; walks, stairs, etc.  
   Action Item: Judy will work with classified staff on both campuses along with Nancy and Cecilia to create a flyer highlighting wellness activities/locations on each campus.  

5. Discussion Items  
   a. CSAC Meeting  
      i. Format Change  
         i. Lack of attendance is evident at monthly CSAC meetings. It was proposed that meetings be conducted on both campuses to allow shorter “commutes” for those interested in attending.  
      Action Item: Judy will reserve locations on both campuses for the monthly CSAC meetings. Judy will also learn more about ways to conduct more inclusive CSAC meetings.  

6. Action Items – None reported.  

7. Announcements – None reported.  

8. Other
9. Adjournment
   a. The meeting adjourned at 4:50 p.m. The next meeting will be held on Tuesday, April 8.