

*
em "all LPE"
after party #5.



AGENDA - March 22, 2012
2:30 p.m. - Room 2411A

Todd
SG
Jeff
SD
Julie } Attendees

NOG of L

- 1) Welcome/Call to Order 2:41
- 2) Introduction of New Attendees & New Staff
- 3) Approval of Today's Agenda / Review of Minutes (if available)

4) Treasury Report \$ 5943.87
 a. Report of Fund Balance

5) Committee and Officers' Reports
 a. Committee Reports (if any Verbal Reports) - Also see written reports

- b. President's Report
 - ✓ i. Report on Mar. 20 Board Meeting, Todd Steffan
 - ii. 4CS Annual Meeting, Ventura, CA, June 14-16, 2012

Pass Minutes at LAC
 Fac. at CC presntn
 on \$ & mapping
 + Trustees said
 place to discuss

(*)

1. Seeking interested attendees who will be on Governing Council next year - SD @ JT: DJunk@ both - find both.

c. Sunshine Report
 add another \$150 whenever needed - JT just em SD

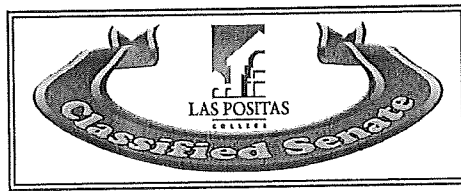
d. Fundraising Report
 i. Silent Auction status, try for April 17 or after? / Balero

- e. Activities Report/Planning
 - i. Flex Day March 29 - update and CONFIRM VOLUNTEERS
 - ii. # of RSVPs for sessions so far 32
 - iii. # of RSVPs for lunches so far 4

no stipend for Brent Jones needed by him

6) Old Business
 a. _____
 - do gift basket

(*)



TASK LIST FOR:

Classified Professionals' Flex Day * Thursday, March 29, 2012

	SESSION	WHO HELPS (remove this column on published copy)	ROOM
8:00 – 8:30 a.m.	Check In * Coffee * Light Snacks Health Center funds, \$ ²⁰⁰ 250 ✓ Julie : yES Who shop? ✓ Julie & Jeff (or Sharon)	Check in Desk: Heidi ___ Jared ___ Carol Edson ___ Set up coffee/food: Renee Pegues	Lobby of 4000
8:30 ish	DRUM CAFÉ' ARRIVES HELP SET UP IN BL. BOX:	Sharon G.	Black Box Theater
8:30 – 9:30 a.m.	<i>Back by popular request!</i> Speed Relating + Human Bingo Your Leaders: Jeff Sperry & Leslie Gravino	___ Cindy B. & Leslie G. write up a Human Bingo Card & ___ PRINT AND BRING TO FLEX DAY Answer Questions & get people moving around: Jeff Sperry Leslie Gravino Sharon D. Renee	Lobby (No chairs, Stand and circulate party-style)
9:30 – 9:45	Break	About 9:40: Round up the crowds and get into Black Box: Jeff Sperry Leslie Gravino Sharon D. Renee	Get the excitement going for people – Drummers will be 'drumming us in' !
9:45 – 10:45	Drum Café	SET UP WILL BE FRONT AREA FOR LEADER, AND CHAIRS FOR ALL PARTICIPANTS They will put drums on chairs for each person	Black Box Theater

CO-CURRICULAR ACCOUNTS						ACCT. BALANCE
DATE	CK #	PAYEE	ACCT #	TRANSFER	EXPENSE	INCOME
Dep.			BEG BALANCE			
953081						Dr. Walthers
Classified Senate - Social Account						Sharon Davidson
1-Jul		BALANCE FORWARD	\$ 3,933.61			
YTD TRANSFERS						\$ -
12-Jul	8552	Karen Kit - Engraving of Plaque for Classified Award			\$ 12.24	
3-Aug	8583	Sharon Gach - Going Away - Elizabeth Noyes			\$ 25.00	
YTD EXPENSE						\$ 37.24
25-Aug	1210	Classified Senate - Lunch Fundraiser			\$ 98.50	
19-Sep	1213	Classified Senate - Book Sales			\$ 133.00	
19-Sep	1213	Classified Senate - Donation			\$ 20.00	
18-Oct	1217	Classified Senate - Book Sales			\$ 278.00	
27-Oct	1218	Classified Senate - Basket Fundraiser			\$ 383.00	
8-Nov	1220	Classified Senate - Cookbook Sales			\$ 42.00	
14-Dec	1223	Classified Senate - Book Sales			\$ 30.00	
14-Dec	1223	Classified Senate - Book Sales			\$ 16.00	
31-Jan	1228	Classified Senate - Book Sales			\$ 125.00	
31-Jan	1228	Classified Senate - Book Sales			\$ 241.00	
9-Feb	1230	Classified Senate - Book Sales			\$ 370.00	
29-Feb	1231	Classified Senate - Book Sales			\$ 146.00	
YTD REVENUE						\$ 1,882.50
BALANCE-CLASSIFIED SOCIAL 2/29/2012						\$ 5,778.87

- 4.4.3 The Governing Council shall approve expenditures of the Classified Senate and forward for full senate membership approval (at the next meeting of the Classified Senate.)
- 4.4.4 The Governing Council shall approve expenditures of the Classified Senate in emergency situations.
- 4.4.5 The Governing Council shall assist in implementing Senate decisions and policies.
- 4.4.6 The Governing Council shall approve the meeting agenda for all Classified Senate meetings.

Article 5 ***Officers and Senators***

5.1 Duties

5.1.1 Classified Senate President

The President shall prepare Classified Governing Council and general Senate meeting agendas as well as preside at all Classified Senate Meetings. The President shall also act as the liaison officer to the students, staff, college administrators, district administrators, and the Board of Trustees.

The President or her/his proxy shall attend all regularly scheduled Board of Trustee meetings and workshops, College Council ¹, Chancellor's Council meetings, and shall represent the Senate where deemed appropriate by the Senate or the College President and report back to the Senate any relevant information.

The President will collaborate with the Union Representative to appoint or fill vacancies on college standing committees, college and district task forces and hiring committees.

The President shall review all budget matters of the Classified Senate and approve operating expenditures for the Classified Senate.

The President will establish goals, at the beginning of each academic year, in collaboration with the Classified Governing Council.

5.1.2 Classified Senate Vice President of Communications

The VP of Communications shall serve as an officer on the Governing Council and advisor to the president. This position will be responsible for preparing and sending

and preparation of deposits and disbursements of funds. The Treasurer shall review all financial reports for accuracy and report briefly on the finances of the organization at each Classified Senate meeting.

5.1.7 Senators

Senators shall be responsible for attending Governing Council meetings and general Classified Senate meetings and present any received proxy votes.

Senators are responsible for welcoming new Classified employees to their representative group and making arrangements to provide new employee(s) a copy of the Classified Handbook, Senators will introduce new employee(s) to the Senate-at-large.

Senators shall maintain open communication with their area regarding Classified Senate matters, and distribute information by the most efficient method and report to the Governing Council on matters of concern or interest from members of their group.

Senators will be responsible for soliciting at least one member (including themselves to serve on Senate activities or fundraising committees).

The Senators shall perform other duties as may be requested by the Governing Council or Classified Senate President.

The Governing Council shall have one Senator to represent each of the following groups:

- 1) Group I - classified staff from buildings 100, 400, 500 and 1800.
- 2) Group II - classified staff from buildings 700, 900, 1000 and 1500.
- 3) Group III - classified staff from buildings 1600, 2000, 2100, 2400 and 2500
- 4) Group IV - classified staff from buildings 300, 800, 1300 and Maintenance and Operations (M&O) staff including Grounds and Custodial staff.

Every attempt will be made to nominate a senator from the respective area. If such attempts are unsuccessful nominations will be solicited from the general membership.

Las Positas College ASB/Co-Curricular

Advance Check Reconciliation Spreadsheet

Check issued to:	Sunshine Fund - CR	Date Issued:	3/30/2010
Check Number:	7897	Advance Amount:	\$ 150.00

51.28 2011 CARRYOVER

Receipt / Vendor Name	Receipt Date	Receipt Amount	Description	TOTAL
	1/20/2012	\$ -	PJ Johnson - Get Well Card mailed	0
	1/26/2012		Connie Hildebrand - Get Well Card mailed	0
	3/1/2012		Helen Machuga - Get Well Husband mailed	0
			CLOSING 2012 BALANCE	

CLPCCD Classified Professionals Job Shadowing Pilot Program Guidelines for Spring 2012

Purpose:

- To support productive working relationships across the two campuses
 - To exchange ideas and best practices within job classifications/areas
 - To develop an understanding of the uniqueness of each person's job
1. This program is strictly voluntary for all Classified Professionals.
 2. Staff will work with their manager to arrange for a four (4) hour visit each semester (8 total hours per calendar year) to visit their counterpart at either LPC, Chabot, and/or District office. This release time does not include travel time. Staff members should schedule at least one additional hour to account for travel time. Participants will not be reimbursed mileage for their visits.
 3. Staff may visit their counterpart at the sister college or District office or another staff member in another department with whom they work very closely. Visits can be done with staff members with the same or different job classification. All visits must be approved ahead of time with approvals from the supervising manager of each area at each site.
 4. Staff may make a visit in a small group (2-3 people), as appropriate and with approvals of the supervising manager of each area at each college.
 5. Staff members are individually responsible for working with their respective managers to schedule their own visits with the staff member or group they would like to visit at either the District Office or sister college.
 6. Only one visit is allowed per semester and one visit to each site per year is allowed.
 7. Classified Professionals must receive approval for their visit from their manager.
 8. All participants (the members being visited and the members visiting) must complete the Pre- and Post-Meeting Form (see attached) before and after their meeting and submit it to their immediate supervisor and the Lead Contact at their respective site at the end of their visit.
 9. If you need assistance in finding your counterpart, contacting people at the other sites, or have any questions about the program, contact the Lead Contact at each site [District: Joanne Bishop-Wilbur, x5225; Chabot: Katrin Field, x6722; LPC: Todd Steffan, x1571].

Suggestions for the Visit

1. Please spend 15-20 minutes just observing your counterpart. Think....
 - What did you notice?
 - Did you notice things they did differently or the same?
 - Which things? Would you want to do them the same way?
 - Take a look at how they organize their desk, space, filing cabinets, etc...
 - Ask permission to snoop, but don't be afraid to snoop!

2. Then ask him/her/them some questions about their job based on what you noticed or what you are curious about. Potential questions to ask could be:
 - How long have you worked here in your position? At the college?
 - Describe a typical day for you. Was what I just observed typical of your job?
 - What do you find to be the hardest part of your job and what have you done/created/set up, etc. to make it easier?
 - What are three things that you've created or that you use that are the most useful? For example, forms, processes, policies, instructions, brochures, etc.
 - What do you like the best about your job?
 - What are you most proud of?
 - Do you work with any outside organizations (outside of the college) that help you in your work? – Opportunities for partnership?
 - Do you have any advice for me?

CLPCCD Classified Professionals Job Shadowing Program

Pre- and Post-Meeting Form

Instructions: Every visiting member and every member visited during an exchange visit must complete this form. Once complete, please submit one copy to your immediate supervisor and one copy to your site's Lead Contact [District: Joanne Bishop-Wilbur, x5225; Chabot: Katrin Field, x6722; LPC: Todd Steffan, x1571].

Date of visit: _____ Location of visit: _____

Home College: Chabot College Las Positas College District Office

Staff member and Department:

Staff member and Department Visited:

Pre-Meeting Questions:

List 5 questions you would like to ask during your visit. Feel free to use the suggested questions listed in the guidelines.

Post-Meeting Questions:

Would you say this visit was helpful? Yes No

In just a few sentences, what did you learn from the other person/group? What things were the most helpful?

Name at least one thing that you plan on doing or will approach differently as a result of this visit.

Would you like to continue the job shadowing program? Yes No

Is there anything else you would like to add or any suggestions for improvement for the program?

HOME SUPERVISOR SIGNATURE: _____

VISIT SUPERVISOR SIGNATURE: _____

THANK YOU FOR PARTICIPATING!