AGENDA – October 27, 2011
2:30 p.m. – Room 2411A

1) Welcome/Call to Order   Todd

2) Introduction of New Attendees & New Staff   Todd

3) President Walthers: Meet Our President & Discuss What's on Your Mind

4) Approval of Today's Agenda / Review of Minutes of Sept. if available   Todd

5) Treasury Report
   a. Report of Fund Balance *p.4*   Sharon D.
   b. Plan this year's budget

6) Presentation of Waitlisting Committee Work   *p.5*
      and Student Svcs changes in Priority Numbering   Stacey Followill
   (when she arrives, approx. 3:15 p.m.)

7) Committee and Officers' Reports   All
   a. Committee Reports (if any Verbal Reports) – Also see written reports   All
                                                p.8
   b. Sunshine Report   Julie T.

   c. Fundraising Report   Cindy B.
      i. Raffle Basket results!
      ii. Employee 'recognition' event/spa/games Sales on Nov. 2 – Hold ??
      iii. Scholarship Goal for May 2011, make a decision on our goal

   d. Activities Report/Planning   Renee
      i. Fall Social Gathering   Cindy A & Team
         - Last week in Nov., (28th, 29th or 30th), 12-Lunch? Or 2:30 Cookies?

8) Old Business
      i. Summary of Staff Development discussion at Coll. Council   Todd

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9) New Business
     i. Support for 4CS – do we want to send a token support amount?   Sharon G.
     ii. Planning: Voluntary Cross-Training with Chabot & District staff/
        The 3 Classified Senates - A Joint Initiative   _P.II_   Todd

10) Other/Good of the Order
    - Reminder: Fillable pdf forms can be created For YOU by Jeff Sperry!
    - If you only do Fillable Forms a few times a year: "Just ask Jeff, Ext. 1655"

11) Adjournment

*** *** ***

The Classified Senate of Las Positas College
is a participant in the College Governance System
and
welcomes all Classified Professionals,
as well as all Campus & District colleagues, to meetings.

2011-12 Senators and Officers to Serve You!			
Position	*Name*	*Ext. #*	*Buildings*
President	Todd Steffan	1571	
VP of Communications	Sharon Gach	1001	
VP of Fundraising	Cindy Balero	1548	
VP of Activities	Renee Pegues	1641	
Treasurer	Sharon Davidson	1632	
Senator Group I	Cindy Ahre	(email)	100, 100B, 300, 400, 600, 4000
Senator Group II	Frankie Alexander	1690	800, 1700, 1800, 1900
Senator Group III	Julie Thornburg	1421	700, 900, 1300, 1300A, 1300B
Senator Group IV	Jeff Sperry	1655	2000, 2100, 2300, 2400, 2500

SIGN IN 10-28-11

Quorum? Yes

gov. council (5)   members (5)

Name	gov. council (5)	members (5)
Sharon Davidson		
Sean Day		1
Cindy Balero	2	
		2
Carol Edson		
Todd Alt	3	
Diana N. Kleinschmidt		3
Julie Thornburg	4	
Mary Haugsin		4
William Eddy		5
A. Albrecht		6
Jeff Sperry	5	
Meghan Swanson		7
Yessica Hansen		8
Cindy Ahl	6	
Sharon gach	7	
	⑦	⑧

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Classified Senate Proposed Budget for 2011-2012

Ending Balance in the social account as of 9/22/11: **$4,147.87**

10/12/11	Book Sales	+ $278.00
10/20/11	Raffle	+ $383.00

Final Balance as of 10/27/11   **$4,808.87***

* * *

2011-12 *Proposed* Budget Plan:

- Keep **$1000** in reserves**

- Outstanding Classified Award Expense: $200 award + $50 plaque = **$250**.

- Provide 2 student scholarships at $250 each for a total **of $500**.

- Provide a stipend not to exceed **$750** for the Classified Senate Pres. attending Board meetings.

- Provide **$1000** toward attendance to the Annual 4CS meeting in Southern CA.

- Provide **$1000** toward flex day.

- Put **$100** toward the Sunshine Fund.

* * *

Proposed budget (expense)	**$3,600**
plus Reserves **	$1000
Total *Proposed* Expenses	**$4,600**

* * *

* Final Balance 10/27/11	**$4,808.87**
Less Planned Expenses 2011-12	**-4,600.00**
Remainder/Extra Cushion	**$ 208.87**

Discussion: _____

Approved? _____   (4)

Chabot·Las Positas Community College District

Waitlist Frequently Asked Questions for Students

Chabot College and Las Positas College have implemented a waitlist system effective Spring 2012. Before the start of instruction, if a class is closed, you may place yourself on a waitlist anytime on or after your priority registration date. If a student drops and a seat becomes available, **you will be notified via your Zonemail student email account** that you have 72 hours to register for the class. If you do not register before the notification expires, you will be removed from the waitlist. It is recommended that you monitor your waitlist status regularly on The Zone or CLASS-Web, in addition to checking your Zonemail.

> **It is the student's responsibility to REGISTER ONCE NOTIFIED and pay any additional fees.**

1. **What is a waitlist?**

   A waitlist is a registration feature available in The Zone and CLASS-Web. It is a way to prioritize the enrollment of students after a class has reached its enrollment limit. Prior to the start of instruction, if a class is closed because it has reached its enrollment limit, students may place themselves on a waitlist. As seats become available, students are notified by email to register via The Zone or CLASS-Web. Students can monitor their waitlist status in The Zone or CLASS-Web.

2. **How do I place myself on a waitlist?**

   In The Zone or CLASS-Web, go to Add/Drop Classes and register for a class. If the class is closed and has a waitlist, you can add yourself to the waitlist under "Registration Add Errors".

3. **What happens if a waitlist is full?**

   If both the class and the waitlist are full, you should look for another section to add. As students drop and students on the waitlist are notified, waitlist seats may become available. You can view availability of classes on The Zone or CLASS-Web.

4. **Can I place myself on the waitlist if I don't meet the prerequisite/corequisite?**

   No. If you do not meet the prerequisite or corequisite for a class, you cannot place yourself on a waitlist.

5. **Can I place myself on the waitlist if there is a time conflict with my current schedule?**

   No. You cannot place yourself on a waitlist if the class overlaps with any class in which you are already enrolled.

6. **Can I place myself on a waitlist for one class and enroll in another section of the same class as a backup?**

   No. You cannot be registered for one section of a class and waitlisted into an additional section of the same class.

7. **What if the class doesn't have a waitlist?**

   Not all classes will have waitlists. If a class is closed and does not have a waitlist, you should look for an open section.

8. **Can I see my position on the waitlist?**

   You can always check The Zone or CLASS-Web to see your current position on a waitlist. The position number changes as students drop; therefore, it is important to check your waitlist position on a regular basis.

9. **How do I get registered in a class from the waitlist?**

   If you are at the top of the waitlist and a student drops, a seat becomes available and an email is sent your Zonemail student email account notifying you to register. You will have 72 hours to register from the time the notification is sent to your Zonemail. If you do not register within the allotted time, you will be removed from the waitlist.

10. **What happened to Add Authorization Numbers?**

    Students who remain on the waitlist at the start of instruction and who still wish to add should attend the first class meeting to be considered for adding into the class if space is available. Instructors will issue add authorization numbers to students in order that they appear on the waitlist. If space is still available after the waitlist students have been added, or if a class has no waitlist, instructors may issue add authorization numbers to students based on priority numbers.

11. **What if I don't have an email address?**

    All students at Chabot College and Las Positas College are given a Zonemail email account when they apply for admission. Zonemail is accessible by logging on to The Zone. You can choose to forward email from Zonemail to an email address of your choice. Go to http://www.clpccd.org/tech/documents/ZoneHelp2010.pdf for more information about Zonemail.

12. **What if I want to remove myself from a waitlist?**

    To remove yourself from a waitlist, go to Add/Drop Classes in The Zone or CLASS-Web and drop the class the same way you would if you were dropping a class in which you are already enrolled. If you change your mind, you may place yourself on the waitlist again, but you will added to the bottom of the list.

13. **Can I place myself on multiple waitlists?**

    You can be on multiple waitlists as long as they are for different classes. You can only be on the waitlist in one section of any given course.

14. **Will I be charged any fees for being on a waitlist?**

    You are not charged for being on a waitlist. Fees will be assessed once you register for the class.

15. **How many students can be on a waitlist?**

    Waitlist capacity may vary. Once a waitlist is full, students attempting to register for a course will receive a message indicating that the waitlist is closed.

16. **Can I place myself on a waitlist if I'm already enrolled in 18 units?**

    You cannot put yourself on a waitlist if adding the class puts you over the maximum unit load of 18 units.

17. Can I place myself on a waitlist for a class I've taken but haven't passed?

If you are registering for a class in which you've already received a substandard grade, you may place yourself on a waitlist, as long as you haven't repeated the class more than twice.

For further information regarding waitlists or registration:	
Chabot College	**Las Positas College**
Office of Admissions & Records	Office of Admissions & Records
Building 700	Building 700
(510) 723-6700	(925) 424-1500
ccarcom@chabotcollege.edu	lpcarcom@laspositascollege.edu

For assistance with Zonemail or registration via The Zone:
The Help Zone
(925) 424-1710
helpzone@clpccd.org
http://www.clpccd.org/tech/documents/ZoneHelp2010.pdf

- Reviewed the committee representation and will clarify the designations of Classified Senate and Classified.

- Received draft copies of the: Board Policy 3110 (revision) and District Budget Study Group, By-laws. There was some discussion, mostly pertaining to the proposed committee membership. The Board Policy sub-committee will review the comments and develop alternate membership options.

- Sarah Thompson gave a presentation of the Draft Recommendations from the state Student Success Task Force (authorized by SB1143) http://californiacommunitycolleges.cccco.edu/PolicyInAction/StudentSucces sTaskForce.aspx. These recommendations are intended to encourage student goal setting/ completion and address issues that delay student completion such as basic skills and making student ed plans. Much of this is focused on student services areas however, there is a strong suggestion that funding be associated with student success and improvement (for right now the funding piece is on hold due to a lack of a clear vision on how it would work). Comments on the draft recommendations are currently being submitted from the public. The report/ recommendations are expected to go to the legislature in March for approval.

- A sub-committee to prepare a response addressing the accreditation recommendation regarding the budget was formed.

Heidi Ulrech
Telecommunications Coordinator
Las Positas College
Office of Technology

Brief Summary of the Technology meeting October 2011:

Jeannine Methe explained how the Waitlist system works. Will be crucial to reach STUDENTS so that they know that they must either use their Zonemail or set it to forward or they will miss the information being sent by the college and their instructors. There are video screens to follow but the student must know to access it.

Technology needs another Classified member if anyone is interested.

Steve G. reported on finishing out the lifecycle of on campus computers; there are 21 classrooms to go.

Scott V. reported on the online tutoring pilot which was used for some math classes. There was a discussion of the fees charged by textbook publisher websites for student access. People feel that Pearson's Course Cartridges are too expensive given that the student pays 75.00 and has nothing they can keep at the end ie no CD or DVD.

Electronic pay stubs were discussed by Bob K. It was noted that one can see their paycheck online in Class web now.

The new document system will make the online version look exactly like the paper one which is not possible now. Discussion of who makes the decision to go to paperless system- Possibly College Council? WIll determine under what conditions paperless and electronic signatures can be used, based on security issues and the document's sensitivity.

Carol Edson
Geology Lab Technician

PBC - no meeting

Staff Development: a) Planned Fac. Flex Day 11-1-11
  b) approved 2 small conference fees
  c) discussed Ac. Senate proposal to
     have Staff Dev. report to Fac. Senate.
     [further info avail.]   (9) (8)

- quick review of charge as posted on the Grapevine
  - Tech Comm reports to Planning & Budget Comm
  - the passing of the bond resulted in the tech aspects of the bond superceding other long-term technology plans
  - current committee re-approved the charge of the Tech Comm
- S Gunderson report – IT has done a lot!!!
  - Steve gave details, see full minutes for specifics
  - Bob K. acknowledged that Steve and Heidi have gone above & beyond to make the campus function with the high-tech that it does
- Heidi U. report
  - copy center Track software
  - goal: by Spring almost all copy submissions will be through Track
  - MAC users can now print directly to copies (PC users could last Spring)
  - MSEPS folks whose office MACs do NOT currently print directly to the convenience copiers – send an email to Heidi U. and Steve G.
  - Printers will be going away (you should be using the convenience copiers)
  - Personal laptops will not get access to print to the convenience copiers
- Scott Vigallon report
  - Online tutoring is going Live this term (for a few classes). See the full minutes for details.
  - SLOs
    - Elumen upgraded
    - Scott has an alternative way to enter data into elumen – if you didn't go to one of the Fall workshops before classes started, see Scott for details
- LPC Webmaster
  - E. Noyes has not been replaced
  - it will be monitored/overseen District-wide
  - LPC campus still has the ability to modify things through Contribute
  - details still to be determined/specified/announced
- Digitizing all of the forms on campus
  - Any forms that you know of that aren't in digital form yet?
    – send an email to Angela Amaya (chair of the Tech Committee)
- Software Purchasing Process – subcommittee is going to continue to work on this
  - working on coming up with a process and form
  - if you have input or interest – contact Angela Amaya, Steve G. or John Gonder

Classified Exchange Program Guidelines

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 be released from duty for four (4) hours each semester (8 hours per year) to visit their counterpart at either LPC or Chabot. 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 (i.e. person with the same job classification at the sister college) or another staff member in another department with whom they work very closely. All visits must be approved ahead of time with approvals from the supervising manager of each area at each college.

4. Staff members are individually responsible for scheduling their own visits with the staff member or group they would like to visit at the sister college.

5. Only one visit is allowed per semester and one visit to each campus per year is allowed.

6. 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.

7. Classified Professionals must receive approval for their release from their administrator.

8. All participants (the members being visited and the members visiting) _must_ complete the Pre- and Post-Meeting Forms (see attached) before and after their meeting and submit them to their immediate supervisor and the Lead Contact at each college.

9. If they need assistance in finding their counterpart, getting in touch with him/her/them, or have any questions about the program, contact the Lead Contact at each college [Chabot: Katrin Field, x6722; LPC: Todd Steffan, x1571].

Guidelines 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.

3. Other 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 thins 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?

Classified Professionals Exchange Program
Chabot – Las Positas College

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 college's Lead Contact [Chabot: Katrin Field, x6722; LPC: Todd Steffan, x1571].

Date of visit: _____

Home College:　　　　☐ Chabot College　　　☐ Las Positas College

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 one thing that you will do or approach differently as a result of this visit.

Would you like to continue the exchange visit program? ☐ Yes ☐ No

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

THANK YOU FOR PARTICIPATING!

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