STAFF SENATE MEETING MINUTES
WEDNESDAY, FEBRUARY 8, 2012
STUDENT SERVICES 301

Senators: Brenda Braham, Janet Campbell, Loren Carter, Bo Chan, Diane Cockrell, Dawn Drew, Julie Foster, Tracee Matthias, Kimberly McManus, Stacey Miller, Eric Myren, Nancy Nitz, Ed Palaszynski, Carmen V. Poston-Farmer, Jason Rivera
Staff: Sarah Fisher, Joyce Heineman
Invited Guest: Sarah Espinosa, Nick Batselos
Absent: Amy Crowley, Andy Lucido

The meeting was called to order by Julie Foster at 2:00 p.m.

Update on HRDE Changes – Sarah Espinosa provided an update about recent changes in HRDE and responded to questions from senators about the hiring process and employee engagement. The criterion for internal candidates has changed. Temporary employees (casual temporary employees) are considered internal candidates. Internal candidates are not guaranteed an interview for open positions. The changes related to health benefits were driven by cost. Dawn Drew serves on the benefits review committee which makes recommendations on the selection of health benefits for college employees.

Wellness concerns at Rockville – Nick Batselos provided information about the concerns related to use of the gymnasium on the Rockville campus. The use of the gym has become restrictive as college designated use has increased. This semester, the group of employees who regularly play basketball have been told they can no longer use the large gym even when it is not being used for classes or other organized activities. The use of the weight room has also been restricted for cleaning, even though during the requested times the weight room has been vacant and no cleaning was taking place. There seems to be a lack of cooperation between the PE department and the Rockville wellness coordinator who is working to wellness options for employees at the college. Jason Rivera shared at TP/SS; there is very limited access to the any of the physical activity areas for college employees.

Sarah Espinosa is putting together a committee to review and address the wellness equity issues among the college locations.

Approval of November 9th and December 14th minutes – November minutes were approved at the December meeting. December minutes were not available for approval.

Discussion on Transfer of Offsite Senator to Mannakee – Brenda Braham led the discussion about whether Julie Foster could remain senate chair after a job change which moved her office location from OITB to Mannakee. The bylaws (senators – filing senate vacancies section d.) allow the senate to make a decision on a case-by-case basis. Dawn Drew moved to allow Julie Foster to remain as staff senate chair regardless of her office location for consistency. 2nd Diane Cockrell. Motion carries. Julie will send an email to offsite staff to encourage them to continue to bring concerns to her attention and she will continue to represent offsite staff.

Classification Update – Jason Rivera provided an update. The committee has met three times and meets on Fridays from 2-5pm. The charge of the committee is the following:
  • Approving a process to complete the classification renewal so that it can be implemented by July 1, 2012.
• Recommending a compensation structure for staff and administrators to Dr. Pollard.
• Recommending an ongoing evaluation and assessment process for the classification system, including a process to consider individual reclassification requests.
• Recommending title changes for staff and administrators with the goal of providing organizational clarity.
• Considering and recommending a procedure for placement of new hires within the new compensation system so as to ensure internal equity with existing employees.
• Capturing decisions, and recommending updates to College Policies and Procedures, including but not limited to 35001/35001CP Compensation Programs.

The co-chairs will release a bi-weekly bulletin and Cathy Jones will release notices when the committee reaches identified milestones. On Feb 15-17, the committee will host information forums and the following week the committee will host supervisor forums. The committee will recommend the hiring of an external HR specialist to work with HRDE on the classification project. The committee has established milestone dates for the distribution of all information related to the classification process, including the distribution of the class specifications to all staff.

It is important to note that the committee is structured with one faculty member, several staff and administrators who are not human resources expert. The resource team includes the human resources experts who provide research and information related to classification. The senate has been asked to spread the word about the work of the classification committee and encourage staff to engage in the process.

**Academic Assembly** – Brenda Braham and Jason Rivera – no report but the minutes will be forwarded to the senate.

**Staff Senate Chair’s Report** – Julie Foster provided an update from the most recent SVP meetings. The senate executive committee has asked the provosts to review the practice of reserved parking, specifically providing advance notice to the campus community when reserve parking will take place and releasing spaces once event attendees have arrived. Wellness discussions have continued at the SVP meetings related to space and equity. The fulfillment of the diversity training requirement has caused some confusion among employees. The outcome of a meeting with Michelle Scott is that a communication will be prepared in pedestrian language to distribute to all employees about the requirements for diversity training since the four page memo sent to administrators has not been widely distributed to all employees. Also a logo for trainings which fulfill the requirement has been created to identify multicultural training. Each employee has to complete a diversity training each fiscal year. Employee engagement is available to address questions related to the diversity requirement.

**34001 CP – Voluntary Transfer** – There is new language concerning employee transfer stating that all voluntary transfer opportunities will be posted in the same manner vacancies are posted. The college retains the right to involuntary transfer people into other positions and that process has not changed.

**Treasurer Report** – Kimberly McManus (in Amy Crowley’s absence) reported that Staff Senate has not spent funds since the last meeting.

**Communication Committee** – Victoria Lees is no longer the chair of the communication committee. The committee will continue without a chair and Nancy Nitz will serve as the point of contact.


Staff Professional Day – Rose Denegal will provide a written report. The committee met yesterday to discuss ideas about the workshops and select coordinators. Staff Professional Day is May 22\textsuperscript{nd} on the Rockville campus and Michelle Brink will send out the save the date. The S.O.S. committee is meeting today to discuss hosting a customer service focused workshop and the committee will request that Brad Stewart present information about the new governance structure. Other topics under consideration include employee engagement and multicultural/diversity training which fulfills the requirement. She is seeking clarity on the process to request donations on behalf of the college from area businesses.

Taskforce on Governance – Julie Foster provided an update. The information tours happening in February will provide an opportunity to review the demo of the voting software. The nomination period for the constituent and campus councils will be March 5 – 23, 2012. The functional councils will be appointed through recommendations from the constituency and campus councils. The college council will include the chair of each constituency, campus and functional council. Elections will take place April 2 – 11, 2012. The election ballot will only include ballots which you are eligible to vote and will allow voters to identify interest in the functional councils. The election results will be announced on April 13, 2012.

The first meeting of the constituency and campus councils will be held on April 25, 2012 for each council to elect officers and recommend appointments for the functional councils. May 15, 2012 is the first meeting of the functional council to elect officers. May 17, 2012 is the first meeting of the college council. The start of the term will begin in the fall, but the spring meetings will used for the election of officers and appointments to the functional councils. There will also be an evaluation of the nominations, elections and restructuring process.

Next Meeting – Wednesday, March 7, 2012 from 2:00 – 4:30p.m. at OITB 304 with video conferencing available at Germantown SA 121 and Takoma Park/Silver Spring CF 143.