

Classified Annual Retreat 2016
Steven Breuer Conference Center, Malibu

The Classified Retreat is held annually to enhance staff knowledge and understanding of GCC policies and campus issues, to familiarize staff with the function/s of each department, and to promote camaraderie. Sponsored by the College, accommodations and meals are free to attendees and speakers. With Dr. Viar's consent, staff is released from their duties for the duration of the two-day retreat. It is always scheduled at the start of the academic calendar spring break to minimize its impact on student service needs.

Twenty-five classified staff attended the two-day retreat this year. They represented Admissions & Records, Accounting, Center for Student Involvement, Disabled Student Program & Services, Facilities, Foundation, Instructional Services and Divisions (Aviation and Technology, Biology, Chemistry, Physical Science, Visual and Performing Arts), Payroll, and Student Outreach Services.

Monday, April 11, 2016

What to Expect during the October 2016 Accreditation Site Visit

Speaker: Jill Lewis, Liaison Officer, Accreditation

By: Zaruhi Grigoryan

In February of 2016, Glendale College started getting ready for the Accreditation Committee's visit in October. The committee will be on campus from October 3, 2016 through October 6, 2016. Glendale College formed 9 teams to address the following 4 standards: mission, instructional programs, human resources, and leadership and governance. These standards are considered met. The following two items must be included in the Self-Evaluation portion of the report: quality focus essay, and additional data on outcome and narrative on the college's compliance with Commission and US Department of Education.

Student Outreach Services

Speaker: Olga Tovar, Student Services Technician

By: Victor Castellanos

Olga Tovar, Student Services Technician, gave a presentation on Student Outreach Services (SOS). SOS is mostly responsible in recruiting new students to Glendale Community College. SOS is instrumental in helping the college meet its growth targets and enrollment goals. SOS promotes our college by engaging in numerous recruitment efforts. These include and are not limited to: campus tours; hosting on-campus junior high and high school visits; hosting community, career, and college fairs; conducting workshops and presentations on and off-campus; and staffing the soon-to-be Welcome Center.

SOS provides an invaluable service to the district. They give approximately 50 campus tours a year. Their visits to high schools have tripled to 175 visits from 46 during the last full academic year. They bring exposure to our exemplary instructional and student services. SOS is staffed by caring student-centered employees and student workers (trained student ambassadors, student mentors, and student advisors) who are dedicated to making our current and prospective students know that GCC is a place where their academic goals can and will be achieved.

In addition, SOS is charged with organizing annual events such as: GCC Shadow Day, GCC Welcome Day, and High School Counselor Day. They hold workshops, which include application seminars, financial aid primers, and an overview of GCC and the community college system as a whole. They also market the programs of: Early College Acceptance Program (ECAP), the Math Collaborative, Jump Start, and Dual Enrollment.

Ms. Tovar and the rest of the SOS staff are located in Sierra Madre 266. Their phone number is (818) 240-1000 ext. 4SOS (4767).



College Update

Speaker: Dr. David Viar, President/Superintendent

By: Olga Tovar

Dr. Viar started his presentation by saying that GCC Mission Statement is a reminder of what we are about, to inspire us to be a premier learning community in the L.A. region. He explained how we match up according to the accountability measure in the region: Completed 30 unit #1, Units completed with "C" or better #1, Transfer rate #1, Persistence #2, CTE certificates #3, etc.

Student Success and Support Program (SSSP) and Student Equity Programs are to provide funds to increase student access and success with core services and for students to achieve their goal according to their level.

GCC has a comprehensive community college curriculum for Basic Skills, Garfield Adult School, Citizenship and others that help us to be a premier learning institution. Glendale is one of the smallest city with a community college providing opportunities to our community. The state funds we receive is based on the enrollment and it is adjusted on the apportionment base. We need to bring back the base funding in 2 years.

86.2 % of the budget is spent on salaries & benefits. According to the state budget this year the money available to community college is 1.4%, no state bond this year, and this coming June the city of Glendale will take the tax increase proposal to the board.

CSEA Update

**Speakers: Saodat Aziskhanova, President, CSEA Chapter 76
Don Snyder, Area Director**

By: Andrineh Dilanchian

One of the agenda items on the first day of CSEA retreat was CSEA Updates by Don Snyder and Saodat Aziskhanova. Don Snyder informed us that Michael Bilbrey resigned from his position as the president of CSEA due to family issues. Ben Valdepeña, the first vice president, became the president and the first vice president's position stays open until election, based on the CSEA constitution. Martha Penry, the Area A Director, was selected to fulfill the duties of the first VP. In June the political kickoff will start.

At GCC signatures are being collected by several CSEA members for the Children's Education and Health Care Protection Act. According to this initiative, only people who make \$250,000 or \$500,000 per couple will be affected. Under this measure, Prop 30's quarter-cent sales tax increase would not be extended and will expire as scheduled in 2016.

He also briefly went over Friedrich's vs CA Teachers Association case that went to the US Supreme Court and, because of the death of Justice Antonin Scalia, the court issued a split 4-4 decision. The passing of the case would cripple the ability of public sector unions to collect union fees from its members. CSEA would lose around \$10 million. He also mentioned that CSEA wants to change the annual conference to a biannual conference which would result in almost \$1.5 million savings for CSEA.

Classified Staff Development

**Speakers: Austin Kemie, CSEA Rep, Staff Development Committee
Nonah Maffit, Classified Staff Development Coordinator**

By: Diane Chia

I would like to express my sincere thanks to Saodat and those who helped make this retreat a great success. Not only did we learn extensively about our rights as Classified Employees, we'd also expanded our knowledge through various presentations such as accreditation processes, student outreach services and the implementation of Classified Staff Development in the new academic year.

Austin briefly discussed the background of classified staff development. Our CSEA has successfully negotiated a 2-year pilot Classified Staff Development Program. A sub-committee has been established with Nonah Maffit being our new Classified Coordinator. The mission is to provide professional and personal development for classified staff through ongoing training programs. With this new program, the committee can specifically work towards developing workshops and presentations for within the classified staff, bringing direct benefits to enhance our job performance, and therefore better serve our student to succeed in their academic endeavor. The following training topics were suggested during the retreat: customer service, how to use file maker, how to read your pay stubs, how to use Oracle program to access your vacation, sick, and personal necessity balances, as well as how to use Microsoft Office such as Excel and Microsoft Word programs which I find the most helpful. Classified employees are encouraged to attend trainings as a way to show enthusiasm and secure funding for subsequent years.

Tuesday, April 12, 2016

Saodat started Tuesday's program by thanking Nane Kakosian, CSEA Public Relations Officer, who coordinated this year's retreat. Everybody applauded, and thanked Saodat as well. The invitation of the speakers and the preparation of the agenda, the arrangements for the accommodations, the meals, the sunset walk on the beach, the wine-and-cheese afterward, and the late night parlor games -- all made the two-day retreat a memorable experience. First-time attendees expressed their compliments.

Know Your Rights

Speaker: Mari Nikogosyan, Labor Rep, CSEA Region

Mari proudly introduced herself as a GCC alumna (2006-2007). She is our interim labor representative while Tron Burdick is on leave.

She began her talk with a quick Q&A on Do You Know Your Rights? For example, does your supervisor have the authority to give you a raise, cut your hours or change your job description? The answer is No; all those points must be negotiated with CSEA. The sources of our rights are our Contract (Collective Bargaining Agreement) with the District,

the Educational Employment Relations Act, the California Education Code and other laws relating to our employment.

We have the right to representation, specifically by CSEA, on all matters affecting hours, wages and working conditions. We have the right to due process. We have the right to participate in union activity.

Mari explained the grievance procedure and the steps it may go through before a resolution is reached.

Management Rights, on the other hand, include the hiring, firing and laying off of classified employees; however, management must abide by the Contract and the law.

Mari answered questions, encouraging everybody to contact Saodat or her if they feel that their rights were being violated.

Evaluation Procedure

Speaker: Saodat Aziskhanova, President, CSEA Chapter 76

Our CSEA chapter has recently ratified changes to the Collective Bargaining Agreement. The updated successor agreement will soon be printed for staff who have limited or no computer access.

Article XVII of the contract is on Evaluation Procedure. Each section of the article was explained and the changes were discussed. Saodat outlined the objectives of Evaluation and the schedule: probationary employees should be evaluated after their second and fifth months of employment; permanent employees, at the end of their first year and every other year thereafter on or before their anniversary month.

Upon presentation of the evaluation by the supervisor, the employee should sign the evaluation form, acknowledging receipt. The employee's signature will be not be construed as agreement to the contents of the evaluation. An unsatisfactory evaluation should contain a plan for improvement from the immediate supervisor and it should be presented to the employee no later than 5 days after the unsatisfactory evaluation is completed. A permanent employee has the right to submit a written response to a written evaluation and it will be filed in his or her personnel file.

Saodat then held an open forum. The informal setting made it conducive for attendees to ask Saodat questions specific to their job situation and concerns they had.

Finally, Saodat distributed survey questionnaires on negotiation openers for next year. The survey will be emailed to the rest of the staff the following week.

We concluded the retreat by thanking the staff at the conference center. We were treated to a build-your-own ice cream sundae before we departed.