

## **Classified Annual Retreat 2017**

### **The GlenArden Club, Glendale**

The 2017 Classified Annual Retreat was held on April 17 and 18 at The GlenArden Club. The change in venue from Malibu to Glendale encouraged more employees to attend. Since the retreat did not require an overnight stay, those with family obligations could return home on both days.

Its objective is to enhance staff knowledge and understanding of GCC policies and campus issues, to familiarize staff with the functions of each department, and to promote camaraderie.

The retreat is always scheduled on the Monday and Tuesday of the academic calendar spring break to minimize its impact on student services and administrative offices. With Dr. Viar's consent, staff is released from their duties for the duration of the two-day retreat.

There were 73 who signed up for the first day and 68 on the second day, representing Accounting and Business Services, Admissions & Records, CalWorks, Computer Labs, Continuing and Community Education (Garfield), Facilities, Disabled Students Programs & Services, Foundation, Health Services, Human Resources, Instructional Services and Divisions (Biology, Business, Credit ESL, Health Sciences, Mathematics, Physical Science, Technology & Aviation), Student Outreach Services, and Workforce Development.

## **College Update**

**Speaker: Dr. David Viar, President/Superintendent**

By Dominique Margolis



Dr. Viar opened the retreat and complimented staff on the new Glendale location for this year's Classified Retreat. He then focused his informative presentation on the following:

- **Accreditation:** Dr. Viar explained the accreditation process and gave a brief history of GCC's accreditation status. In 2017, Glendale Community College was awarded Reaffirmation of Accreditation for a seven-year period, the highest level of accreditation.

- Measure GC: GCC needed funding to upgrade old facilities. 73% of local votes went in favor of the \$325-million facilities bond that will pay for the work needed. Dr. Viar praised CSEA members for their active role in the election process. Over the next three years, \$125 million will be used to improve the parking situation at the Garfield and Verdugo locations and to expand and retrofit the physical education building.
- Election of board members: April 2017 was GCC's first district-based election. Yvette Davis is the new board member elected for the District 4 seat.
- Budget: This year the legislature proposed less money for community colleges. Also, the funding formula for growth changed. GCC's student growth comes from outside the district but we are not funded for that growth. Dr. Viar stressed that, as we push for enrollment, we also focus on keeping the students we have. Staff members play a key role in student retention, especially when we are welcoming and informative.
- Reclassification Study: The classification and compensation study will start in May. In the end, CSEA members hired before the completion of the study will not have their pay reduced and new hires will be paid at the new level decided. Pay increases, if needed, will not happen all at once.



## **Outcome Measures**

**Speaker: Dr. Edward Karpp, Dean of Research, Planning and Grants**

By Meg Chil-Gevorkyan

### GCC's Mission + Goals

Accreditation standard to review our mission and goals every year

### California Score Card Data

#### Persistence rate:

Compared to students in the state of California, GCC students have a higher persistence rate. They go on to the next semester and beyond.



#### Completion rate:

Students at GCC complete 30 units, high rate of completion

- More students who come in with remedial math/English are passing English 101.
- Equity measures are addressing success and completion rates of students, Latino/a student and African American students.
- CTE completion rates are at standard.
- Non-credit students and how they transition to credit. How can we better help students complete their goals.
- 2014-2015: 1600 Transfers to University.

#### Associates Degrees for transfer:

Since implementation, we have increased the number of associate degrees awarded

### **Program Review**

**Speaker: Dr. Daphne Dionisio**

By Ricroasha Thomas

Accreditation and Program Review are major institutional processes of evaluation. Accreditation consists of a self- and peer-evaluation of the college while program review is a self-evaluation of each department. Accreditation and Program Review serve to provide a mechanism of quality assurance and continuous improvement. Program Review is performed by student services, administrative services, and instructional services departments to identify strengths and weaknesses, gauge effectiveness and efficiency, and recognize needs. Departmental performance data and operations are evaluated and an action plan for improvement is implemented and carried out. Personnel and non-personnel resource requests may be submitted through the Program Review process. The college strives for continuous improvement by engaging in "Integrated

Planning" which is the cycle of planning, Program Review, and resource allocation. At GCC, Program Review is completed using an online system.



At the Classified Retreat, attendees were shown the major sections of a Program Review online form, as well as the data and questions that each department must respond to. Although Program Reviews are typically submitted by a department manager or division chair, it is ideal to gather input from all members of a department (including student workers if available, and classified staff) when the Program Review is being prepared.

## **Safe Zone**

**Speaker: Hoover Zariani, Program Manager**

**Multi-Cultural & Community Engagement Center**

By Patrik Namagardi

## **What is a safe zone?**

A safe zone identifies places on campus where a student can go and talk to someone about LGBTQ. Safe zones allow students to feel comfortable when talking to someone and be listened to without being judged. These places want to let students know that they are understanding, non-judgmental, here to listen, and, most importantly, an ally.



**Are safe zones only for Glendale Community College?**

No, safe zones were created for the purpose of LGBTQ awareness and have been spreading around campuses of higher education to non-profits, healthcare settings, and other organizations. Students who are LGBTQ know what a safe zone is. It is a national thing.

**Are safe zones marked?**

Yes, in most cases offices display a safe zone sticker on the door allowing students to recognize which office is a safe zone.

**Can my office become a safe zone and what are the rules?**

Yes, any office can participate in becoming a safe zone. Contact Hoover Zariani in the Multicultural Center to acquire information on how to become a safe zone. There are some ground rules office workers are supposed to follow when they are considered a safe zone. These rules include: everything stays confidential, no questions asked, no phones, don't share the information, and be open.

**Who handles complaints?**

Complaints are handled by Dr. Perez who is also the Title IX coordinator. Title IX offers protections to students and staff. However, any cases of bullying, intimidation, or violence should be directed to campus police immediately.

**Some statistics:**

Being a higher education campus, we receive a great number of students coming from high schools. Did you know that in high school:

- 82% of students had problems with bullying
- 64 % of students felt unsafe
- 32% of students did not attend school for at least one day
- 44% of students went through some physical harm
- 22% of students endured violence
- 61% of students never reported their incidences
- 31% of students say the school made no effort to respond to the attacks

**Training:**

Full training will be offered on May 22<sup>nd</sup> for both students and staff.

**Know your rights**

**Speaker: Noelia Cintron, CSEA Labor Rep**

By Chaminda Hettige

It is important that you read the contract with your employer.

If your supervisor calls you into a meeting with you and, if you do not know the purpose of the meeting, you can always ask the supervisor the purpose of the meeting. If it is related to a disciplinary matter, you can and arrange to have a union representative present.

If you happen to know that the meeting leads to discipline, only during the meeting, you have the right to ask that the meeting be stopped until you can arrange to get representation by the union. You cannot simply walk out of the meeting which is considered insubordination. If the meeting is not stopped, you must stay, take notes and then call the union representative for appropriate action.

The supervisor does not have the authority to change the job description, change the number of work hours, job duties or wages. Those are negotiable items and they have to be negotiated with CSEA.

In case of your evaluations, make sure that you carefully read the evaluations and whether you can agree with it. Your evaluation may not be true and accurate. If you do not agree with it, you have a right to attach a written response to your evaluation, which goes to your official personnel file that the District stores in Human Resources. You have access to your personnel file. Make sure that your name and job title correctly appear on the file. For disciplinary purposes, a supervisor cannot use information placed in a site file.

Educational Employment Relations Act (EERA) gives CSEA the right to negotiate contracts with the District. CSEA and the District negotiate contracts and create binding rules that cannot be changed without future negotiations. Violation of the contract is called a grievance while a violation of the EERA is called an Unfair Practice Charge (UPC). Furthermore, California Education Code outlines most of the rights of classified employees.

Under the EERA, classified employees have the right to be represented by CSEA in meetings with District management on wages, hours and working conditions, meetings leading to disciplinary action as well as grievance meetings.

Employees have a right to “due process” when facing a disciplinary action and must receive a notice of disciplinary action. Employees have a right to tell their side of the story in writing or in person at a “Skelly meeting”. The governing body makes the final decision on all discipline related matter.

If you decide to hire an attorney to represent you in a workplace related matter, CSEA will no longer represent you.

## **Hiring Process**

**Speaker: Val Dantzler**

By Austin Kemie

Hey, do you have your hiring cheat sheet?

On the second day of the two-day annual CSEA retreat, members had the opportunity to hear from Val Dantzler, current Human Resources manager. Val provided invaluable information about the hiring process from recruitment to “getting the job”. She elaborated on developing personal brand so members have a sense of how to approach the interview process successfully. Here are some highlighted areas that you need to be aware of if you decide to go through a hiring process:

### **Hiring Process**

Position approval can take 2-3 months before it is filled due to hiring process.

Positions can be held up in several points through the process

- Manager unaware of program review process.
- Classified Hiring Allocated Committee (CHAC) schedule.
- President decide position is not part of college plan.
- Governance committees can be a long process.

### **Application Process**

Application are posted for 10 days or more

Read the entire application thoroughly

Follow the instructions as specified

Fill in all information that is applicable

Submit only required documents

Understand the job

Review and /or have someone review your application before you submit

Ensure information is accurate, complete and current.

No typos or misspelled words

Submit before the deadline (If you have question you have time to get answers).

### **Testing**

After posting there will be test. For lateral transfer there is no test.

Anyone who qualifies based on job description may take test

All internal applicants who pass the test will be interviewed.

If you don't pass a test

- After 90 days you can retest if position is again advertised.
- Position have to be advertised for an opportunity to retest.

Tests change when job description changes due to responsibility change

Tests are updated when it becomes outdated due to long job vacancy

### **Interview**

Expect a panel interview with classified rep, manager, and EEO (Lab positions will have subject matter experts)

After panel interview, a final interview with hiring manager will follow to make final decision.

### ***Before Interview***

Prepare

Ask yourself...why do I want the job?

Review job description and identify your related experience in each area.

Talk to other people who do or know the job.

### ***During Interview***

Arrive early

Make eye contact with everyone in the room

Think about the questions before you answer (Don't feel rushed to respond)

Be specific and give examples-what have you done, soft skills

Manage your time (You have only 30-45 min)

### ***After Interview***

You got the job...congrats

If you weren't selected...

The interview was a learning experience and opportunity to practice

Identify what you would do differently

Talk to someone about interview (Do not contact any member on the hiring committee)

Consult your PB

### **Personal Branding (PB)**

Selling yourself in a way that set you aside from everyone else.

What is your personal brand? It will help yourself in an interview.

Who are you? In an interview you should have 1 different questions.

Reflecting back on you and who you are and carry it forward every day and in the interview.

## **Nutrition and Exercise**

### **Speaker: Erin Calderone**

By Alexandra Yeterian

At the CSEA Classified Retreat on April 18, 2017, GCC Instructor Erin Calderone spoke to a group of members about fitness and nutrition. Calderone first talked about setting goals and having something to look forward to when thinking about diet and exercise. She mentioned that she wanted to live for a long time doing what she wants, as well as being happy. She spoke about nutrition, different ways to keep you on track, and our new Wellness Program at GCC and at Garfield Campus.

In the next portion, she spoke about nutrition. She reiterated the motion that diet and exercise work best when they are paired together. Choose My Plate offers a diagram of what your meals should look like: mainly vegetables and protein. Food and activity trackers like Lose It and My Fitness Pal are apps available on all smartphones and can assist with keeping track of what you eat and how often you exercise. If these tips are not helping you lose weight, there could be underlying problems like hormones, lack of sleep, or your metabolism. She suggested to see a licensed physician for help on these conditions.

Lastly, Calderone talked about our new Wellness program at GCC. These are classes that are held for staff and faculty only to encourage movement while at work. This has been going on at the Verdugo Campus for a few weeks now, but on April 25<sup>th</sup> it will also be conducted at the Garfield Campus. Finally, Calderone showed us how to do some simple stretches in order to keep our blood circulating throughout the day.

Erin Calderone shared her knowledge with our CSEA members and enlightened us about simple ways that we could keep our body moving, stay healthy, and lose weight. By maintaining a healthy diet and a regular exercising schedule, we can live happier and healthier lives. We should be able to motivate ourselves by wanting to achieve our goal more than giving into temptation.

One of Calderone's key points was to enforce a SMART goal – specific, realistic, time frame, reasonable, and action oriented. She mentioned that utilizing this will keep you on track and ensure that your goals are attainable. When talking about weight loss, Calderone spoke about the basic equation where energy out should be more than energy in. In other words, you should be burning more calories during exercising than the calories you are taking in. For those trying to maintain their weight, they would be exercising for at least 30 minutes, five times a week, and for those trying to lose weight, they should double that to 60 minutes a day.



## **Classification and Compensation Study**

**Speaker: Saodat Aziskhanova**

By Eunice Patron

- An outside agency has been hired by the college to analyze and update our job descriptions and also compare our pay rate with surrounding colleges.
- It has been made clear by CSEA that after this study has been finalized no changes will be made to our current wages if it is declared that your current job is being over compensated. Our current wages will be grandfathered in and your current earning cannot be touched.
- If after the study it is declared that your job is either under or overly compensated or even stays the same, it will still go through your point person, to you and CSEA for negotiations. This agency does not have the final word.
- If it is declared that that you are under compensated, then that will be negotiated as well and some kind of plan will have to be created for your compensation to carry out. At this time there is no concrete lay out on how the college is planning to pay out increase in wages.
- It is also a study that we will all be able to participate in by filling out questionnaires regarding our job duties

There are seven classified staff that have been chosen to represent the different staff groups:

- Paul Vanhuizen-Facilities
- Adrineh Dilanchian-Student Services
- Armen Mnatsakanian-Administrative Services
- Mabel Cortez-IT
- Nancy Yaldizian-Instructional Services
- Saodat Aziskhanova-CSEA
- Jessica Lo Guercio-CSEA

There will also be 3 managers that will be appointed which are yet to be determined.

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## **How to Find What & Where on the New Website**

**Speaker: Patricia Chamroonrat**

By Armenuhi Andzhu

Since its creation in 2002, the GCC website has evolved to suite the student's needs and become more user-friendly.

The latest version delivers well on mobile devices as opposed to the previous ones. This means that you can see the web site on your mobile device exactly as it is displayed on a computer.

The screen is divided into separate categories:

- Main Menu
- News Items
- Why GCC

- Locations
- Footer

Faculty/Staff is located in the Footer. By clicking on Faculty/Staff you will have access to Share Point, PeopleSoft, Moodle, Webmail, Human Resources, Information Technology, CSEA, Governance, Office 365 (free) and all other related links that is used by faculty and staff. To view your vacation balance, click on SharePoint tab, Admin login, and View Accrual Balances. The Campus Directory is located on the upper left corner. If you cannot find your information in the Directory, contact PBX to add you in.

IT is currently working on making reading the class schedule pages easier.

Some old links are not functional on the new website. If you cannot find content, e-mail the Help Desk.

If you need the information that was available in the printed class schedules, such as the Important Dates, Office Locations and Hours, etc., you can access them from the "About GCC" tab. Click on "Public Information", "Class Schedule", "Printed Class Schedule".

Use the "Search" box if you cannot find what you are looking for. The "Live Chat" tab can be used for questions as well, and depending on the browser used, it can be somewhere on the left side of the GCC picture.

## **Health Benefits**

**Speaker: Menchie Braza**

Frezoli Gille

### **Coverage**

The District provides all employees with the same access to benefits regarding health, vision and dental. Full-time employees have coverage for their whole family, while 20-hour employees have individual coverage.

### **Life Insurance**

Full-time employees have a life insurance coverage of \$50,000. Certificated employees are covered for \$25,000. Administrators are covered for twice the amount of their annual salary. Once an employee leaves Glendale Community College, their life insurance coverage is cancelled.

### **Paystub Breakdown**

Menchie Braza showed a sample paystub on the screen for members to use as a reference. She advises all to personally take a look at their deductions to ensure that their money is going in the right place.

### **Retirement Benefits**

The minimum qualifications an employee must meet for retirement are to be at least 55 years of age and a Glendale Community College employee for at least 9 years. Retirees who wish to keep their Blue Shield PPO membership current may pay \$187 a month. Once they reach age 65, they are eligible for Medicare and their Blue Shield PPO membership will cancel out. There is no premium required for Kaiser Permanente members. Once they reach age 65, they will be moved to the Senior Advantage Plan.

### **Opt Out (Current Employees)**

Employees have an option to opt out of the District's medical plans. In order to qualify, they must provide proof of group coverage through a spouse or domestic partner. Those who opt out will receive a stipend of \$550 a month payable every 6 months (July and January). Each payment is for the previous six month period.

### **Opt Out (Retirees)**

Retirees also have an option to opt out of the District's medical plans. In order to qualify, they must provide proof of group coverage through a spouse or domestic partner. Those who opt out will receive a stipend of \$425 a month payable every 6 months (July and January). Each payment is for the previous six month period.

## Q&A

A question was raised regarding the possibility of receiving a Blue Shield rebate. M. Braza says it will have to be evaluated since the paid-loss ratio was higher this year. While our paid-loss ratio is normally in the 70<sup>th</sup> percentile, this past year it was in the 80<sup>th</sup> percentile.

A question was raised regarding accident insurance. M. Braza says voluntary accident insurance is available.

## “Develop Your Inner Leader”

**Speaker: Marc Cardenas**

By Paul Baza

It was the end of the day and people were antsy and wanted to go home. I thought, just one more speaker then I can go, plus Nonah asked me to summarize his speech, so let me take notes.

The gentleman gets to the mic and begins his speech about leadership, blah blah blah...The usual corporate rhetoric I remember hearing while taking a 12-week course on leadership through the Dale Carnegie seminars...I was tuning out! But then he struck a chord.

He asked “who influenced me the most”? My Dad immediately came to mind and I wanted to tell him why! He also presented a short film from Joseph Campbell’s Leadership Theories “Hero’s Journey”. I had seen it before plus I love anything Joseph Campbell did. It explained that the cave you fear to enter holds the treasure you seek! It was a short film yet it was profound and it rang true with me on more than one occasion. He explained that leadership is a choice and that life presents us with an opportunity because of the influence we’ve established, not because of the possessions we hold. Marc went on to explain that “if we’re not growing as leaders then something’s wrong,” that we learn from our personal failures and that a leader needs to take accountability.

He finished the lecture with “The 5 Levels of Leadership”.

1. Position: Leader in name only.
2. Permission: Relationships in social currency.
3. Production: Results.
4. People Development: Developing other leaders.
- 5 Pinnacle: Integrity, legacy leader.

In close I feel that Marc Cardenas was an interesting and dynamic speaker. He lifted the room and made us all think of what we might accomplish if we can tap into our inner leaders.

