1. **Welcome and Opening Remarks**

   Patrick Nichelson, Chair  
   Board of Trustees  

   Tom Carter, CSEA President  

   Marcia Fierro, Classified Senate President

2. **Excellence in Performance and Student Success**

   **Safety** - Dorothy Ehrhart-Morrison

   - The District needs to stress the importance of safety at on and off campus sites
   - The emergency preparedness manual and emergency contact lists need to be current
   - Disaster Preparedness committee is in process of implementing a training plan
   - A schedule of drills is planned for all sites which will include evacuation assembly areas
   - Workplace safety action request forms are kept in managers’ offices; the plan is to make them available on the SMC website
   - Campus police provides escort service at night which acts as a deterrent to crime
   - Chief of Police has main role as emergency commander of campus during an emergency
   - We need to look at communications process during an emergency in the event the telephone system is down
   - Explore the availability of CPR training, perhaps through the Red Cross, and emergency management training by the Fire Department
Solutions to encourage employee involvement in decision making:
• Develop measurement/assessment of employee involvement
• Hire an ombudsperson for conflict resolution
• Use website and workflow technology to reduce overhead
• Evaluate managers
• Have training and workshops for classified and managers
• Provide employee orientations
• Involve classified in purchases, acquisitions, policies and procedures; let them know their opinion matters

Classified Employee Professional Development - Carole Currey
• Professional Development funds are available through AB 1725; how the money is spent is determined by the committee. $20,000 for classified employees, $500 per person
• Administration needs to encourage more staff to take advantage of staff development opportunities.
• It would be helpful for supervisors to review list of workshops and encourage an individual to develop skills useful to their position
• The Human Resources Department should be the clearinghouse for professional development opportunities; put professional development information and forms on a Human Resources website
• As an incentives to encourage more participation, add the opportunity for AB 1725 professional development to the employee evaluation form, including the supervisor’s permission to participate
• The District needs a full-time Professional Development Coordinator to do a brown bag series, newsletter, collect brochures, and outreach
Communication - Herbert Roney
- The District should provide formal orientation for new employees and include the manager walking the new employee through the campus
- Board to encourage the managers in orienting and welcoming new employees to campus
- Communication through satellite services; posting location for events on main campus, use of internet/e-mail, shuttle use
- Management training is needed, especially for those managers who worked their way up through the classified ranks, such as conferences, mandated 1-2 weeks of training
- Board of Trustees should visit campus regularly, not just for special events; visit departments, be accessible to employees

Classified Employee Appreciation - Annette Shamey
- Classified staff would like to be appreciated by students, would like support of managers when dealing with abusive students
- Managers should select an employee of the month
- Employee recognition for good work with website access for reporting recognition
- Use Classified School Employees Week for managers to recognize and appreciate classified staff
- Change the pecking order – we are all in this together
- Administration should be available for dialog with employees
- An ombudsperson could identify problems and trends

Employee Morale - Margaret Quiñones
- Classified employees are experts in their fields and should be a part of the decision-making process
- More staff meetings would be helpful
- Evaluation of managers is important
- Designate a neutral ombudsperson
Technology - Nancy Cattell-Luckenbach

- A computer use policy is needed for staff and students
- Need research and development grants to keep up with latest technology
- Value of organizational culture
- How can technology help during an emergency; employees (faculty and staff) become state emergency workers during an emergency; fire drills needed; prepare for biological, terrorist, earthquake emergencies; better communications network throughout the campus; examine telephone system
- Policy to upgrade old computers with a cascading plan to benefit student services.
- Universal access to technology

Classified Staff Primary Issues

— Ombudsperson (neutral, independent)
— Evaluation of Managers
— Professional Development Opportunities/Coordinator
— Improve communication with managers