



**CONFIDENTIAL & SUPERVISORY TEAM
DRAFT MINUTES**

September 18, 2002

A meeting of the Confidential and Supervisory Group was held on Wednesday, September 18, 2002, *at 2pm in room S-7*

A. Call to Order

Jo Anne Giese called the meeting to order at 2:05 p.m.

B. Roll Call

Members Present Jenny Atkins, Cheryl Ashour, Linda Cox, Marsha Gable, Kara Garavito, Jo Anne Giese, Lee Hoffmann, Suzanne Holt, Nancy Horio, Rick Kratcoski, Arlene Martinez, Diane McAllister, Sandy Nanninga, Donna Renner, Peggy Richardson, Josie Silva and Jim Williamson

Members Absent: Ralph Baker, Barbara Baldrige, Jason Blacklock, Susan Coleman, Diane Cummins, Ken Dodson, Judy Duncan, Dan Early, Terry Gray, Donna Greene, Mike Hill, Lorraine Lopez, Frank Mendez, Phil Morgan, Jamie Moss, Marilyn Starwalker, Roy Vick and Stephanie Zimmerman

C. Minutes

There were no minutes to approve (first meeting).

D. Unfinished Business

There was none to report (first meeting).

E. New Business

1. Reiterate reason for split (exempt/non-exempt)

Jo Anne briefly shared that the reason why the split was needed.

2. Executive Council/Committee

The Confidential Supervisory Team will need to consist of a President, Vice President, Secretary/Treasurer, Supervisory Representative and a Confidential Representative. It was the consensus of everyone present that Donna Renner serve as Secretary/Treasurer.

3. Handbook

Jo Anne briefly shared that the District has ensured the Confidential Supervisory Team that we will not lose any benefits we had while we were part of the Administrative Association. The first priority of our team is to create a handbook. Volunteers were requested to serve on a task force to evaluate existing handbooks from Foothill-DeAnza and Grossmont-Cuyamaca. The following members volunteered: Cheryl Ashour (Confidential), Jo Anne Giese (Confidential), Nancy Horio (Supervisory), Donna Renner (Supervisory), Peggy Richardson (Supervisory) and Josie Silva (Confidential). Jo Anne will send each task force member a copy of the above referenced handbooks as well as the draft copy of the Confidential Supervisory Team handbook.

4. Constitution

Jo Anne briefly shared that we will need to establish a constitution so members should be thinking of items they feel would be relevant.

5. Meet & Confer (working conditions)

The Confidential Supervisory Executive Council will need to meet with the District (Joe Madrigal and Jack Miyamoto) on a monthly basis. First item would be the final draft of our handbook.

6. Shared Governance Representation

The District (Executive Administration) is current perusing the existing shared governance structure. Once they have completed their evaluation we will know better how the Confidential Supervisory Team will be represented in the shared governance structure and on the new councils.

7. Elections/Employee-of-the-Year/Governing Board Representation

The Confidential Supervisory Team will need to establish election procedures once the handbook and our constitution have been completed.

We will need to establish procedures to select a Confidential Supervisory Employee-of-the-Year (this employee would receive \$1000). We need to inform the college community that unless the nomination form is completely filled out (addressing all the points in the nomination), the form will no longer be accepted. It is our hope that this will eliminate the multitude of nominations.

We will need to establish a Governing Board Representative to attend the monthly pre-board meetings and the Governing Board meetings.

8. Approve Task Force to get the "Ball Rolling"

Please refer to E.3. Handbook.

9. Future Meetings

It was the consensus of everyone present that the first priority is to create a handbook for our group. Once a draft has been established it should be sunshined to the membership for their comments. Once the final draft has been completed, the Confidential Supervisory Team will again meet.

10. Other

It was noted that even though our group is eligible for overtime not all departments have the budget to pay for it (reminder: overtime is not a perk).

It was recommended that the Confidential Supervisory Task Force include in the Handbook: Lateral Transfers¹

It was also recommended that we meet occasionally with the Administrative Association Executive Council for updates on shared governance activities.

There was a brief discussion regarding the Administrative Association Handbook. Donna will distribute draft copies to Jenny Atkins, Cheryl Ashour and Kara Garavito. She reminded those present that she is currently updating this handbook and hopes to have it on-line soon.

There was some concern regarding our negotiating power with the District but everyone was assured that we would have a strong presence on this campus.

There was a brief discussion regarding a permanent name for our group. One suggestion was CAST (Confidential and Supervisory Team). If you are creative, please submit your suggestions to the Task Force members listed below:

- Cheryl Ashour <mailto:cashour@palomar.edu>
- Jo Anne Giese <mailto:jgiese@palomar.edu>
- Nancy Horio <mailto:nhorio@palomar.edu>
- Donna Renner <mailto: drenner@palomar.edu>
- Peggy Richardson <mailto: prichardson@palomar.edu>
- Josie Silva <mailto: jsilva@palomar.edu>

F. ADJOURNMENT

There being no further business, the meeting was adjourned at 2:45 p.m.

¹ Lateral Transfer: When a new position is established or an existing position becomes vacant and is not abolished, the District shall post the vacancy for no less than five (5) working days in places routinely visited by employees or through announcements generally distributed to employees. An employee must apply in writing within the time allowed on the notice to the Director of Human Resources Services or designee. The notice of a vacancy shall clearly state the position that is vacant. The notice of a vacancy also shall provide sufficient information about the position, which will provide reasonable opportunity to employees to determine whether they should apply for the vacancy. If the position is a new position, the notice of vacancy shall include the hours, work year, salary range and job classification. The District may not post a notice of vacancy whenever an employee is to be transferred to avoid a layoff or a reduction in hours.