

MINUTES
OUTSTANDING CLASSIFIED EMPLOYEE SELECTION COMMITTEE
Thursday, October 18, 2016
HR Conference Room
10:00 a.m.

Members Present:

Lynn Laughon, Mary D'Etorre, Richard Garcia, Lori Thomas, Danylle Williams-Manser, Kim Applebury, Ilda Cardenas, Monique Valencia, Monica Acuña, Alva Acosta

Members Absent:

Samuel Chavez, Timothy Juntilla, Regina Ybanez, Harry Joel, David Moore

Welcome: Mary D'Etorre welcomed the group.

Minutes:

Lynn motioned to approve the minutes. Kim seconded the motion. Alva abstained

Nomination Process:

The committee suggested adding the criteria above the nomination boxes. Monica will make the changes and send it out to the committee for review.

Box 1

Nominees must perform their job duties with distinction and also make a positive contribution to students, fellow employees, or the college community.

Box 2

Examples of positive contributions to the college community may include but are not limited to:

- serving on a committee or as a club advisor
- improving or creating a new procedure, guideline or process
- participating in campus programs, events or student activities.
- doing volunteer work on campus or off-campus

Discussion:

Follow up discussion was made regarding the Selection Process for letters B and C. No new changes were made.

b. Staff Development Assistant and Committee Secretary will receive all nominations until the 25th of the month. The Staff Development Assistant and Committee Secretary will confer and cross-reference all received nominations on the 26th of the month or the first working day after that. The Staff Development Assistant will deliver the nominations to members at least 24 hours prior to the monthly meeting. Members will bring the nomination packet to the meeting. After voting closes, all votes will be collected and counted by the Committee Chair and

Committee Secretary. Counted ballots will be retained by the Staff Development Assistant. The Staff Development Assistant will collect and shred remaining nomination packets.

c. The committee will maintain a pool of qualified nominations to be considered for Employee of the Month each month. Candidates will be removed from the pool after three months.

Changed to:

b. The Staff Development Assistant will receive all nominations until a week before the following committee meeting. The Staff Development Assistant will review and cross-reference all received nominations. The Staff Development Assistant will send a password protected email of the nominations to members at least one week prior to the monthly meeting. After voting closes, all votes will be collected and counted by the Committee Chair and Committee Secretary. Counted ballots will be retained by the Staff Development Assistant. The Staff Development Assistant will collect and shred remaining nomination packets.

c. The committee will maintain a pool of qualified nominations to be considered for Employee of the Month each month. Candidates will be removed from the pool after three committee meetings.

Committee members that attend division meetings will announce nominating classified/confidential staff.

VOTING:

Monica Castro was selected as the Employee of the Month for October 2016.

Next Regular meeting: November 15, 2016.

Adjourned at 10:56 a.m.

Submitted by: Monica Acuña