



Classified Unit Business Support Senate Meeting Minutes – February 12, 2020 Professional Development Building

CUBSS CUBE Members

Roxanne Braswell, Wynona Byrom, Stacey Cederquist, Tiffany Cooper, Barry Jager, Tiffany Cooper, Michelle Fey, Jeanette Garcia, Donna Marr, Tina Martinez, Mary Mayorga, Sara Sanchez, Susan Wise

Attendees

Debbie Arnold Haro, Debby Bagdasarian, Felicia Bower, Edith Cantu, Tami Cogburn, Cindy Collier, Shawna Cook, Shareen Crosby, Katharina Dotson, Linda Elia, Kelly Fourchy, Katie Froman, Kristi Gilbert, Shelly Gingold, Diane Giovannoni, Debby Gossett, Vicki Gostanian, Andrew Hendricks, Valerie Hendrix, Sue Hirata, Trina Hooke, Teri Ireland, Sandy Hulbert, Lisa Levatino, Cyndi Massa, Joan Matsunaga, Janelle McDonald, Sherry Motte, Cindy Norman, Dawn Peisch, Angela Perez, Jaylene Phillips, Karen Randall, Sheryl Revilla, Melinda Reyes, Sandy Sanchez, Ranae Sandoval, Teri Smart, Cyndee Smith, Lara Stinecipher, Sonna Swiderski, Janis Tatum, Tam Tran, Leticia Valencia, Cynthia Woods, Kathy Zamora

Welcome and Introduction

Barry welcomed members at 2:02pm.

Minutes

Minutes were approved as written. Barry reminded the Senators to bring forward topics that they would like CUBSS to address.

CUBE Report

The Fresno County Office of Education Educators of the Year nominations from Clovis Unified are Derrick Davis – Clovis East Teacher, George Petersen – Liberty Elementary Principal and Jesse Ceron – School Resource Officer, Kastner.

Superintendent's Staff is working on possible themes for 20/21. This year we will be celebrating the CUSD 60th Diamond Anniversary.

The Health Center is averaging 1,400 visits per month and 95% gave them the highest mark in a survey sent to people who have utilized the center.

In the Know – Barry Jager

A CUBSS committee came together to nominate classified employee Jesse Ceron for the Fresno County Office of Education Employee of the Year. Thank you and kudos to the senators who assisted in making this important decision.

Our Board was presented with a petition for a Charter School Proposal. After information was gathered and presented to our Board, a vote was taken and the Board decided to deny the application. The Board worked with our District administration to ensure that all questions were answered and addressed.

The former position of Associate Superintendent of Instruction was reinstated and will have the direct oversight of Nursing Services, CI&A and Special Education. The filling of this position now opens up the Assistant Superintendent of Buchanan Area. This position will be filled at the same time as the Assistant Superintendent of the Clovis East Area. We will continue to grow our leaders and administrators moving forward and with the hiring season currently underway, positions will continue to go before the Board for approval moving into March and April.

As we review our Classified hiring process, please note that we will be adding an Executive Assistant for the new Associate Superintendent of Instruction. In the event of current staff deciding to retire mid-year, we will continue to hire as needed for immediate backfill while working with the Classified hiring timeline when necessary.

Overtime, Casual Labor, and Mileage

In order to provide some clear understanding, it was requested that CUBSS present a clear understanding regarding overtime and casual labor. Funds for overtime and casual labor are available and are budgeted by area. Tiffany Cooper added that overtime and casual labor are granted per site and that the Clovis North area meets with office managers to inquire about needs and how this will be granted per site. Roxanne clarified that these are area and site based decisions.

In regards to mileage, Barry shared that the expectation is that employees are submitting mileage when it is called for. It was asked about certificated mileage and how it is shared between sites. Vicki Gostanian added that Special Education Program Specialists turn it in

monthly and that the funds are budgeted. Raj Nagra added that Technology uses their travel budget and it is turned in once a month. Mileage should come from the site budget and there is an approval process. After the meeting, further clarification was received from Assistant Superintendent Susan Rutledge, *“Mileage stipends are funded at the District level. Non-stipend mileage is funded with the code used by the site. If they are traveling, it's typically charged to the funding source used for their travel/conference. If they are traveling between sites, it's charged to the program.....for example, SPED.”*

PN Days Clarification

Barry has worked with Faculty Senate on clarification for use of Personal Necessity (PN) days. Barry gave a brief history of PN days and explained the process used to develop the current plan offering PN days.

Classified Job Fair QIT

Melissa Manion shared that we are working to unify the look of our hiring flyers, handouts, web and email advertising. The Eventbrite for the Classified Job Fair is live however, we will not be accepting registrations until February 24th. At the job fair we will have staff representing Sports and Rec, Campus Catering, Special Ed, Nursing Services, Custodial, Maintenance, Grounds, Transportation, Clerical Sub, Campus Club and Child Development/Preschool. Melissa is coordinating with departments to provide a sheet that can be given to candidates that attend the Job Fair and it will contain a QR code that will take them directly to the EdJoin listing of the department on the sheet. We will send out another reminder via email, PeachJar and through our CUSD social media.

We have a sign-up sheet that is going around and we will be asking our CUBSS members to sign up to work this event.

Barry reminded the Senators that the Classified Professional Development is still available and we are working with Technology to offer classes for our classified staff during the year.

I'd Like to Run Wild -

Donna and Wynona covered two chapters in the book that focused on stress. Stress is linked to the six leading causes of death. On a regular workday, 1 million people miss work due to stress. Looking at ways to relieve stress you can consider yoga, deep breathing, or visits to the coast. The book also discussed the benefit of having dogs as a stress reliever. In order to help us relate, we had a fun visit with Murphy the golden doodle.

Classified Longevity

Barry shared and clarified that longevity has been a hot topic for CUBSS but when presented to ECC it was not the highest priority when considered with other pressing issues needing to be addressed. Once ECC is presented with group, department, and site priorities, they vote to determine what priorities will be brought forward to be addressed.

In the past when stipends were increased, a CUBSS member brought it forward and presented the agenda. The two issues being brought forward at this time are Increasing Classified Longevity and Classified vs Classified Management.

In order to help CUBSS develop a proposal to be presented to the Employee Compensation Committee (ECC), Roxanne suggested that we bring a subcommittee together to look at data and develop information to bring forward at ECC. ECC meets on a monthly basis and allows our employees to make educated decisions regarding compensation that includes benefits, retirement and salary. We process with ECC our priority topics and we need CUBSS to be the vehicle to drive the proposal that is brought forward to ECC.

Barry asked each table to bring questions forward regarding Longevity and Classified vs Classified Management.

Classified Longevity Stipend – Look at the cost of suggestion, realistic with how and what has been done in the past. The tables offered the following feedback:

- How many people are in each category for Classified vs Classified Management?
- Grandfather in those current employees moving forward.
- Office Managers are required to attend all management trainings.
- What deems Classified Management.
- Who attend management training?

- When was it decided to move the 30-year stipend and roll into the 25 years?
Answer: The change was made to match Certificated and to allow those who are going to retire to receive their money earlier.
- Add back the 30-year stipend.
- Move the stipend to an earlier timeframe starting at 5 years.

Climate Assessment

The Climate Assessment opened on February 3 and will be open to accept responses until February 28. We have upwards of 55% of our employees take this assessment. There is work that will continue to be done to allow our employees the opportunities to take this survey.

Classified Master Stipend

This stipend was added to those Classified employees who have Master degrees. They just need to turn in paperwork to Human Resources.

Committee Reports

EBC is meeting tomorrow and looking at data.

ECC meets next Thursday.

BOND – Measure A.

Calendar – Next year after the first semester, the committee will meet again to compile information and determine calendars moving forward.

Next Meeting: March 11, 2020

Respectfully submitted,

Tina Martinez

Executive Assistant, Human Resources