



Leadership Summit  
Meeting Minutes – September 16, 2009  
PC Willow Room

Deanna welcomed all who attended and introduced the Executive Board.

Stephen Zipperer presented on communication styles

- Are you a victim, passenger or leader?
- What is the message we send to others?
- Activity: List 1 to 3 things I like about my job?
- Icebreaker: each member introduces themselves and tells one thing they like about their job.

Deanna presented our WIGS to the campus leadership. The action plan is on the District PSA website.

- Unity
  - We would like to work on making the campus By-laws similar District-wide
  - We are working with other Policy Groups to create common verbiage in Policy manuals. This will make all groups stronger.
- Growth and Development
  - We encourage participation and attendance at courses offered through the District such as EOLT, MOSAIC, etc.

Deanna asked the group how they felt about and if they agreed with the WIGS. The group stated that they did agree with them and that they are measurable and attainable.

Teresa Toney, Manager, Office of Public Stewardship

Presentation on appropriate communication within the District, primarily while using email. Teresa stressed that electronic communications are not private. They are considered public record and are subject to release when requested. She urged us to follow the guidelines below:

- Be professional
- Do not include emotion
- State only the facts
- State only what needs to be stated
- Assume that it will be released
- Do not spread rumors

Teresa also warned that we cannot use personal email accounts, such as yahoo, hotmail or gmail, with District equipment. Personal email accounts are also subject to public records releases if used for

business purposes. We also need to remember that as members of PSA and as elected officers, our words and actions carry more weight.

Teresa then discussed her role as the District Ombudsperson. In this position she is a neutral party. Her job is to discover the nature of the issue. She cautioned us that in our role as representatives for our co-workers we need to remain unemotional and conduct ourselves with integrity. Do not make the situations personal. In our role as representatives we need to follow the process outlined in our Policy Manual.

Teresa cautioned us not to strategize via email and reminded us that handwritten records are also considered public record.

If your records are requested you will be notified and asked to submit them. They will be screened by her office before their release. If we delete or withhold records after they are requested we are subject to criminal prosecution under the Public Records Laws.

Teresa informed us that email messages can only be saved if it is kept in your email account for more than 24 hours. Backup tapes are stored at District for 30 days. Her last comment was to remind us that we are all custodians of our own email accounts.

Our next guest was the MAT Executive President, Jim Neuenfeldt who presented an update from our discussion at last years' Leadership Retreat. MAT is working on "mandatory" training for managers to include learning the PSA Policy Manual. They will focus on training new manager first and then try to implement training with the existing managers. Mat is working with All CPD to combine similar areas of the Policy Manuals to make the groups stronger. Jim encouraged us to send any comments or suggestions through the PSA Executive Board.

Anita Dusek presented case studies on Policy, Conflict Resolution and concerns that have been encountered during the last year. The group discussed these to help the campus representatives understand how to facilitate solutions to these issues.

Breakout sessions were held by leadership position so that the groups could discuss ways for us to help each other and make our roles easier.

## Responses from Introduction Activity

- I like my boss, and appreciate his support in my professional growth as a professional staff employee
- I work with great co-workers, and I appreciate their help when I'm really busy
- I like my PSA, and appreciate everything they do for us
- Working w/ employees & students regarding Trip Reduction and it's importance within MCCCCD
- People contact whether it is students, faculty, other staff
- Freedom to come and go to be able to do things I am passionate about along with duties of the job
- Variety of job – as Dept. Sec – there are many things that must be done and this keeps me interested in my job
- The people I work with
- The smiles & hugs from kids
- Freedom to express myself through arranging my classroom how I want & also my lesson plans
- Like my job because of working with students & my coworkers
- I like & appreciate my supervisors and team
- Having the freedom to grow and learn in different areas of the college
- My boss has been very supportive of everything I do (understanding)
- I'm allowed to use my creativity skills to get the job done
- Having a supportive group of coworkers really makes a big difference in a workplace
- Being apart of seeing student accomplish their goals and seeing them graduate
- Being apart of PSA Leadership in this new Leadership change @ MCC, change in culture and change in communication
- Working w/ students & faculty
- Support from my supervisor/boss w/ any role in PSA, very supportive & encouraging
- The ability to work with such great people, both faculty and students, especially helping students
- The variety of things I do and learn each day
- Being treasurer allows me to meet more PSA members at MCC and across the district
- Seeing students grow
- Small office, so we're like family
- Opportunity to know people in all of the offices in student affairs
- Support of management/supervisors
- Interaction with students
- Bosses (I have two, they are both great support to me)
- Working with students
- Hours – the 7-4 and the flexibility to attend meetings or appointments when necessary
- I like helping students who come to the office – people helping
- I like getting accomplished for staff & faculty

- Doing my job – schedule building – getting it done accurately & watching for details – capturing missed information to ensure accuracy in final product
- Interaction w/ chairs, publishers & other depts., vendors
- Problem solving
- Working w/ students & being a part of their educational dreams be fulfilled
- Communicating w/ community to make sure graduates are prepared to be hired by them with the skills they need to be successful when employed by them
- MY BOSS, MY BOSS, MY BOSS, because it is just me & my boss
- Helping people
- Air conditioning
- Setting & meeting goals
- Stellar co-workers
- Good smells in culinary arts program
- Fun – I work with people who like & enjoy their
- Working with the students & faculty everyday
- Freedom to do my work as long as I meet the deadlines
- Working with the athletes & students
- Able to discuss anything freely with my supervisors without any re???? from it
- Great team to work with (focused on students)
- Awesome supervisor who gives me multiple opportunities to lead & implement new ideas
- Great deans & faculty who make it easy to work with all departments

NAME *Executive Board	UNIT	POSITION
Romana Carpio	CG	Treasurer
Stephen Zipperer*	DO	Past Executive President
Donna Warner	DO	President
Marsha Carlen*	EM	Executive Treasurer
Donna Owens	EM	President
Anna Fives*	GC	Executive President Elect
Scarlett Perry*	GC	Executive Secretary
Sally Hervey	GC	PSD Chair
Brigida Banfelder	GC	Treasurer
Dawna Kremin	GC	President
Cullen McCoy	GC	President Elect
Deanna Pritchard*	GW	Executive President
Lan Hoang	GW	President Elect
Patty Kirchner	GW	President
Tricia Phillips	GW	PSD Representative
Anita Dusek*	MC	Policy Chair
Monica Margillan	MC	Co President
Ontonio Ballard	MC	Co President
Shannon Ridgeway	MC	President Elect
Marisol Chavez	MC	Secretary
Cecilia Quiroz	PC	President
Elizabeth Buckton	PV	President
Nancy Epps-McNeil	PV	Vice President
Carol Maffuccio	RS	President Elect
Marsha Nawrocki	RS	Treasurer
Marianna McCullough	SC	Representative
Darlene Hoeg	SC	EBAC Chair
Chris Hoeffler	SC	President Elect
Michael Burtch	SM	President
Dennis Ellsworth	DO	
Mary Schwenck	MC	Treasurer
Arlene Martinson	DO	PG Coordinator
Deniece May	GC	Representative
Jake Cruzen	EM	Representative
Kelly Loucks	PC	Treasurer
Mary Sindel	GC	Representative