

STTACC Board Meeting Minutes  
Cascadia College  
February 19, 2015  
9:12 a.m. to 4 p.m.

1. **Call to order Sandy Johnson**
2. **Roll Call Chelcie Bailey  
   In attendance:**Sandy Johnson, Glorianne Bora, Kristine Horndt, Steve Evans, Paula Boerner, Jim Sorenson, Marion Heard, Shylowe Statzer, Chelcie Bailey.

**Absent:** Jan Beatty-Adams, Walla Walla conference committee group.

1. **Welcome from STTACC President: Sandy Johnson**

Members went around and introduced themselves to new secretary.

1. **Minutes of Past Meeting: Chelcie Bailey***Approved with changes*

Minutes of past meeting were approved with the correction of the total expense in the treasure’s report for the summer quarter board meeting dinner. The amount should be $432.00 and not $435.00.  
The amount of $432.00 is based on the highest Washington State per diem rate $36 x 12 (the number of board members).

Motion by: Shylowe Statzer to approve minutes as changed  
second by: Paula Boerner

1. **Welcome from Cascadia College President:** **Dr. Eric Murray - 9:30am**  
   Dr. Murray gave the suggestion of connecting with college presidents to help implement staff training resources. We will be reaching out to presidents this year in hope to get their support with staff training resources.
2. **Treasurer’s Report Attached: Glorianne Bora**

[Copy of 2-20-15 Budget Report for STTACC.xlsx](Copy%20of%202-20-15%20Budget%20Report%20for%20STTACC.xlsx)

So far this fiscal year, we have had four expenses totaling $2,270.84.

$4200 dollars has been collect for the dues of 14-15. Only 6 colleges have unpaid dues.  
  
 $2000 dollars has gone to Walla Walla for the 2015 summer conference.

Balance in account as of February 20, 2015 $9,514.49

Will discuss possible increase of registration fees for STTACC conference at the next meeting in May with conference committee.

1. **Conference committee Walla Walla Report:** Walla Walla is deep into planning the conference and things seem to becoming along well. Registration is in process, hotel rooms are blocked, venue and menu has been set, key note speaker locked in, and most of the workshops have been set and employees are getting signed up. We will be checking to see if there is a per diem rate at the Marcus Whitman for the STTACC meeting in May.

**VIII. Possible Conference Ideas for 2016:**

2016 conference will possibly be held at Clark Community College. Paula is in the process of working with her connect from Clark Community College to see if it will work out for them or not. The board needs to send out the procedures of a conference and the commitment it takes to hold one. We can then see if any staff members are willing to commit and have the time to invest in holding a STTACC conference. Another possibility for 2016 is Cascadia Community College. Marion will check to see if any fellow staff members are interested.

1. **President Elect Report:** **Kristine Horndt**  
     
   Past Communication Coordinator is no longer with us. The region D Coordinator is still vacant. Kristine is trying to reach out to region D colleges to see if someone is available. Many schools are preparing for the conversion of CTC Link. If you are interested in this position or the Region D Coordinator position, please contact Kristine Hornet. Kristine will be reaching out to region D college presidents and Human Resources to see if they can help find support to fill these two positions.
2. **Past President’s Report: Jim Sorensen  
     
   Dropbox Cloud**Past President has been working with Dropbox so we have electronic documentation. In the near future, we would like to make drop box available to all current board members (read only). This will also make an easier transition for future board members.

**College Contact Job Description:**The following changes have been made to the college contact job description. Line D has been added in and line A has been edited to include staff development/ training committees when forwarding correspondences from STTACC.

The College Contacts Shall:

1. Forward correspondence from the STTACC Board to all Classified Staff, the HR Director, the President, **and any staff development/training committees at your college.**
2. Forward any communications from your campus(es) to the STTACC Board through the proper Region Coordinator including:
   1. STTACC Chat Articles for publication.
   2. Any questions or concerns about STTACC.
3. Promote STTACC with other classified staff, administrators, and faculty at their campus(es).
4. **Inform region coordinator if you must leave your position as college contact as soon as possible.**

Motion by: Shylowe Statzer  
Second by: Jim Sorensen

1. **Communication Coordinator’s Report: Vacant** This position is currently vacant. The fall issue of STTACC chat went out a little late. We are currently working on the winter STTACC chat article and it should be out in the near future.
2. **Webmaster’s Report: Steve Evans**

Steve is working on sorting out and cleaning up state region contacts. The idea of creating a simple access database address book for region contacts has been brought up. The board is working on updating and expanding the training resource library. Making sure all links are current and up to date will be an ongoing task.

1. **Regional Reports:**

**Region A: Paula Boerner**Centralia just had a quarterly meeting and are planning the classified retreat for this spring.   
  
Clark College has a Wellness Program and a Buddy Program in place. They have also formed a Teaching/Learning Advisory Committee.

Grays Harbor College had their all college day February 2015 and had guest speaker, Dr. Donna Beegel, come and talk about poverty awareness. Grays Harbor College is planning their staff break away day for this August.

South Puget Sound is possibly looking for a new college contact**.**

Lower Columbia College will have a guest speaker, Ellis Anders who will give an all-day presentation on Crisis Intervention. This campus wide activity is being sponsored by the classified employees.

**Region B: Marion Heard**

Bellevue College

Workplace *Behavior Training* was provided for WPEA employees only!

Human Resources and Washington Public Employees Association Higher Education (WPEA) are offering two training sessions on Workplace Behavior Training.

North Seattle College showed their Seahawk pride! Proclamation for Blue Week at North Seattle College from President Warren Brown. Seattle Seahawks Recognize North as a Champion of Sustainability. North Seattle College was recognized as a Champion of Sustainability at the Nov. 23 Seahawks game.

Lake Washington Technical Institute

Exciting changes are taking place on their campus concerning Staff Development! They have reopened their Teaching Learning Center. Rhonda DeWitt was appointed Interim Director of Staff Development for Faculty & Staff.

Classified staff continue to take many classes both at the college and others through the state fee waiver program. Staff attended various other trainings such as Form 1-9 Training by Lynda Buehring of Department of Homeland Security, 7-Hour HIV/AIDS Training for custodial staff.

Effective the end of April, Kathy Johnson will be resigning from Lake Washington Technical Institute and will no longer be the college contact. She is working to find a replacement before leaving.

Renton Technical Institute  
No report available at this time.

**Region C:  
 Jan Beatty-Adams**Report unavailable at this time.

**Region D: Vacant**Region D is currently vacant and the quarterly report is unavailable at this time**.**

**Region E:**  **Shylowe Statzer**TCC has a new president coming on board after 17 years. A student at Tacoma Community College had a perfect score on their SATS and he is a running start student!  
  
Pierce has a staff development training coming up on March 26th. (Saturday training to help make up for the 3% loss) Pierce has put in a request for a new building for Veterinary Technology.  
  
 Pierce College also offers free fitness classes such as yoga and dance for classified staff.

**XIV: Current Business:  
 Training Resource Library**

Two years ago, STTACC created the training resource library on the STTACC webpage. The board is hoping to expand and add to these resources. Staff members should have year around access to resources and training options.

Resources include: key note speakers, ideas for training and conferences, and links for personal and professional development. We will be sending out a survey to all classified staff around the state to see what kind of resources and training modules they would like to see in the training resource library.

Jim Sorensen has received permission to add meditation and relaxation links to our training resource library for staff members to use. By May meeting, all board members are to bring back at least two resources to put on the training resource library. We will also be following up with the information we receive from the survey we are sending out to all classified staff members.

**XV: New Business:**

**College Contacts**

Making sure all college contacts send out STTACC emails to classified staff. Sandy will be emailing and touching bases with college contacts.

The STTACC Board would like to start taking time after the summer conference for board members and all college contacts to meet together. This way, new board members and college contacts can get any questions they might have answered and old board members can pass out copies of the STTACC by laws.

**Exemplary Awards:**   
  
We would like to send out nomination forms for the exempt awards sooner to make sure all award winners are notified in advance. We are hoping to send out the nomination emails towards the end of May.

**Next Meeting:**Thespring board meeting will be held on Friday, May 15, 2015 at Walla Walla Community College.

**Meeting Adjournment:**   
  
Winter board meeting adjourned at: 2:25PM