CLASSIFIED SENATE

Minutes

Friday, April 4, 2003
9:00 - 11:30 a.m. - Library Conference Room

Present: Marianne Martinez, Mary Mathie, Ann Patton, Sue Rohliceck, Beverley Walker
Absent: Cathleen Ingersol, Rhonelle Mims-Alford, Sonja Nilsen, Simi Zabetian
Guests: Rose Desmond, Jeanie Dewhurst, Sue Garcia, Nancy Harvey

Public Comments and Announcements:

The Classified Senate will meet with the accreditation team on Thursday, April 10. If anyone has anything for their cluster rep to go over, let them know, or email Marianne.

Ann announced that Laurie Lema is ending her second term as Staff Development Coordinator. There will be a reception on May 8 to honor her work at the Staff Development Center. Ann said there might not be anyone in the coordinator position next year, but the campus is committed to keeping the committee structure and the center open.

Approval of Minutes

The March 7 Minutes were approved with one change. Anne Hallett and Nancy Harvey are on hold for now as cluster representatives for Clusters 7 and 9. Four clusters are presently not represented at the Classified Senate Council. Marianne is going to try to reach as many people as possible to make another attempt at finding someone from within these clusters to act as the cluster rep. Hopefully someone from within the unrepresented clusters will come forward. If not, Marianne wants to make sure everyone in these clusters is aware that their representative on the Classified Senate would not be from within their cluster. Nancy pointed out that it is very hard to represent a cluster when you don’t work within it.

Distribution of Minutes

Minutes will be posted on the U-drive (“Everyone on Cheers”) and distributed via email. Paper copies will be discontinued, except for copies to those clusters or individuals who we can identify that do not have email. For now, we will continue to send a paper copy to Buildings and Grounds, Cafeteria, and Custodians, and request that this copy be posted where everyone can see it. Please contact Sue Rohliceck at ext. 2241 if you would like to receive a paper copy of the Minutes.

Marianne suggested that the Classified Senate review the Brown Act at the next meeting.

Cluster Representatives
Mary Mathie asked about Cluster 4 for the science areas. This cluster includes physical science and life science. There are no classified in the health science building. The Math Building will be part of Cluster 5. One of next year’s Senate projects will be a review of cluster organization.

Accreditation

Jeanie Dewhurst is a classified representative on the Accreditation Task Force. She reviewed the Task Force response addressing the accreditation team recommendations and progress to date on the five areas of program review, curriculum, student records, roles and responsibilities, and climate.

There was not a lot of input by classified staff in the program review area. In the curriculum area, a full-time classified staff person was assigned to the office of academic affairs to focus on curriculum issues and to coordinate the curriculum review process. In the student records area many changes have been made in Admissions and Records, such as implementation of a system of internal transcript coding to ensure student transcripts are complete and all mediums have been checked and verified, district-wide meetings, and creation of procedure manuals.

The two most difficult areas are roles and responsibilities and campus climate. The team recommended that the entire campus community take responsibility for ensuring that constituent agendas become secondary to collaborative efforts in order to more effectively accomplish college goals. A College Communication and Decision Making Matrix Task Force has been established with representation from faculty, staff, students and administration. Collaborative efforts to address many needs still exist, particularly in the areas of tutorial services and budget decisions in the current budget crisis. Until the legal question surrounding the division chair reorganization has been settled progress in some areas will be difficult. The response states a specific area of concern is that classified staff feel they are not sufficiently consulted or included in meetings that address the shared governance process even though the president meets with the classified senate leadership and other groups of the classified staff. Related areas of concern for classified staff and faculty include the hiring process itself and the fiscal ramifications of the reorganization.

Consistent with the college’s culture, students continue to be served effectively by all constituent groups. Many college goals are being accomplished despite the disagreements between constituent groups, particularly faculty and administration.

The accreditation team’s final recommendation is that the college should clarify the role of constituent groups in the establishment of the campus organizational structure and other decision-making processes in order to improve the campus climate and more effectively serve students. The report recognizes that there may be a correlation between this recommendation and the previous one emphasizing the importance of collaborative efforts to achieve college goals. The Decision Making Matrix Task Force has begun work to develop a process to determine how decisions are made, who are the key stakeholders, and which persons and/or groups are ultimately responsible for those decisions. The report states that another area of concern is that classified staff is being left out of the conversations on roles and responsibilities. This is partly because the major disagreement has been between faculty and administration. But however the disagreement is ultimately resolved, the jobs of at least some classified staff will be affected, and classified staff would like some forum in which their voices can be heard.

The accreditation team response states that on many issues of campus concern, members of each of the constituent groups are clear about their roles in the processes and work effectively and collaboratively to serve students.
The Accreditation Task Force will meet with the accreditation team on Thursday, April 10. If anyone has any comments or concerns, please contact Jeanie Dewhurst. Jeanie stressed that the college needs to solve its problems and not jeopardize our accreditation.

Marianne thanked Jeanie for her work on the Accreditation Task Force and the detailed information provided to the Classified Senate.

**Career Ladders**

District Office decided to offer Career Ladders in place of Job Links, which was formerly organized entirely by classified staff. Coordination of Career Ladders is handled at the District Office.

The Classified Senates Coordinating Council sent a memo to Chuck Spence urging that the money being spent for Career Ladders should go toward the operational budget of the District’s colleges. The memo states that if it means the difference between keeping a program from being cut, a class from being canceled, a staff, faculty or administrator position from being eliminated, this is clearly more important to us than even our own staff development activities. When monies become available again, we would appreciate the opportunity to once again plan, organize and implement a District-wide Job Links.

The origin of Job Links was developed through the collective efforts of many Classified Senate members. The intent was to network with our counterparts at the other sites to share experience, processes, and improvements about District-wide services, programs and skills. Job Links has been showcased at the CCLC Annual Conference and the Classified Leadership Conference. Many community college districts have copied the concept that we developed, and CCCCD classified are proud of the success of Job Links.

Career Ladders will go forward as planned at DVC on April 25, 8:30am-4:00pm. Registration information is available from Pat Kaya at ext. 1204 at the District Office. The cost of lunch is $5.00. A separate account is being set up so that individual checks will not go into the general fund. Career Ladders is an opportunity to collectively get together with our colleagues at LMC, CCC and SRVC.

**Reports from Meetings:**

Sonja provided written Committee Updates. A copy of the update is attached to these Minutes.

**Other:**

Beverley brought up the issue of SARS and how it affects people working in the public. We have many international students and there is concern about how vulnerable we are at DVC.

**Next Meeting:**

The next Classified Senate meeting is on **Friday, May 2, 2003, 9:00-11:30am** in the Library Conference Room L218.
Accident Prevention Committee
Classified Representatives:
Teresa Meyer & Mary Rock
The Accident Committee has been busy bringing DVC up to code with regard to Hazardous Materials Compliance, Emergency procedures and general campus safety. A final draft of the DVC Emergency Procedure guidebook as well as the Injury and Illness Prevention Plan have been completed and approved.
Submitted by: Mary Rock

Budget Oversight Committee
Classified Representatives:
Sue Handy & Barbara Mackie
Usually the Budget Oversight Committee works with the DVC Divisions to disperse funding increases for instructional equipment and program augmentation. This year, the Committee is instead grappling with the task of formulating recommendations for Operating Budget reductions at DVC to cope with the Governor's Budget Proposals. We recently teamed up with the Planning Council to hold a Budget Workshop for the DVC community. Through explaining the impact of the Governor's proposals and the proposed recommendations, we worked to inform and clarify the need for thoughtful long-term planning. With input from all, we will be presenting recommendations to the President for this year's mid-year budget cuts and for next year, in order to protect the access of our students to our services and programs.
Submitted by Sue Handy & Barbara Mackie

Classified Senate Coordinating Council
Classified Representatives:
Marianne Martinez & Sonja Nilsen
The council discussed a letter which is to be sent to the Governing Board regarding the District Office's inflated budget in light of cut-backs the rest of the district campuses are upholding and contributing. Career Ladders was a topic which several have decided should be better left as an effort made possible by the work of classified as JOBLINKS.
The next Classified Senate Coordinating Council (CSCC) and District Governance Council (DGC) will meet on Tuesday April 15th. The agenda for the CSCC consists of reviewing the District Governance Council meeting which immediately follows.
Submitted by Marianne Martinez & Sonja Nilsen

Classified Senate Newsletter Committee
Committee members:
Julie Catalano, Toni Magaldi, Debi Noonan, Jeanette Peavler & Linda Robbins
The newsletter committee will be going on hiatus until September.
Submitted by Julie Catalano

Classified Senate Selection Committee
Committee Members:
Sue Garcia, Anne Hallett, Sonja Nilsen & Ann Patton
The Selection Committee has been keeping busy by selecting people to serve on the hiring committee for the Vice-President of Academic Affairs. We are always interested in volunteers to serve
on various committees. There are two vacant slots on the Diversity Committee and we still have three Cluster Representative positions open for the Classified Senate Council. The Senate Selection Committee meets the first Wednesday of each month from 10:00-11:00 in the Staff Development Center.

We are also beginning to create an interest survey for classified staff. Please keep your eyes open for this and take a few minutes to complete it. If you have any questions or concerns, please contact any member of the Selection Committee.

Submitted by Sonja Nilsen

**Developmental Education**

**Committee Members:**

Anne Hallett & Jean Phillips

The Developmental Education Committee’s primary focus at this point in time is to find ways to minimize damage to ESL and Basic Skills programs due to budget cuts.

Submitted by Anne Hallett

**Diversity Committee**

**Classified Representatives:**

Ann Williams & 2 Open Positions

This committee has not met recently.

Submitted by Ann Williams

**District Governance Council**

**Classified Representatives:**

Marianne Martinez & Sonja Nilsen

Beginning Fall 2003, parking fees are scheduled to increase from $25 per semester to $35. In addition, a fee of $20 will be charged for summer session, beginning Summer 2004. Hendrickson also indicated $200K from the General Fund will no longer be used for parking facilities, but from the increased parking fees. John Hendrickson has sent letters to the various Associated Student Presidents throughout the district to discuss the increased parking fees.

Submitted by Marianne Martinez

**Governing Board**

**Classified Representative:**

Marianne Martinez

At the March 26th meeting of the Governing Board, it was reiterated by several speakers the concern for potential cuts to courses and programs throughout the district and how this will affect businesses and vital support services within the community. Counterproposals for both Local 1 and UF to the District’s Initial Proposal on Benefit Cost Containment were included in the Board Report. No comments were made by Local 1, UF, or Board members regarding their stated counterproposals.

Submitted by Marianne Martinez

**Leadership Council**

**Classified Representative:**

Marianne Martinez

DVC policy development and the role of the Leadership Council was discussed. Policies and procedures must reflect that of the District and Ed Code, as DVC’s do. It was noted changes in DVC’s policies and procedures that are in writing should go through the Leadership Council.

Mark stated there will be a 6% reduction in courses for Fall 2003 and he anticipates the college’s share of overall cuts between $1.1 to $1.6 million.

Submitted by Marianne Martinez

**Matriculation Committee**

**Classified Representatives:**

Erlinda Fiorendo & Kim Hughes
We had more discussions about budget issues and how matriculation money is currently being spent. Many worthy areas may need to see cuts or find funding from other areas. There has been a unit change in the Counseling 105 course from 0.5 units to 0.3 units and we are no longer signing students up for a zero unit assessment class, but doing drop in assessment. We were updated on research projects that were currently being undertaken that the matriculation site review team noted as areas needing validation. We still have yet to receive the final review from that visit and we are working off of the preliminary information that was provided shortly after their review.

Submitted by Kim Hughes

Planning Council Update
Classified Representatives: Cindi Doell & Sonja Nilsen

The Planning Council has been and will continue to meet and discuss budget options. A special meeting was held on March 31st in which the members of this group reviewed those programs that have been funded using Partnership for Excellence money. This group has some very difficult decisions to make and will keep the campus as informed as possible during this time.

Submitted by Sonja Nilsen

President's Advisory Council
Classified Representative: Marianne Martinez

The DVC Foundation is asking for contributions and participation from DVC employees. This is an opportunity to help our college community by contributing what we can. Contact the Foundation Office if you would like to contribute. DVC has 4 different areas which deal with waste reduction and recycling. The recycling activities include mixed paper containers, green waste, toner cartridges, and is proposing a beverage container recycling program. Dr. Edelstein indicated there have been 70+ classes cancelled this Spring due to low enrollment, but next year will be different. He also indicated the district will make mid-year cuts of $5M, of which $1.7M DVC is responsible.

Submitted by Marianne Martinez

Staff Development
Committee Members: Diane Ferguson, Sue Garcia, Sonia Herz, Audrey Johnson, Sonja Nilsen & Jeanette Peavler

The Staff Development Program recently completed its Strategic Plan for the next three years. Laurie Lema presented this plan to the Planning Council on March 7th and it was approved. In this document, goals, strategies, and outcomes were created as a way to guide the Staff Development Program in the future. Members of all Staff Development committees have worked very hard to create a document which will help the program survive during this budget crisis and ‘snap back’ when funding again becomes available. If you have any questions regarding Staff Development, please contact any member of the Classified Staff Development Committee.

Submitted by Sonja Nilsen

Tutoring Program Advisory Committee
By: Anne Hallett, Jean Phillips

The Tutoring Program Advisory Committee meets monthly. The group is currently working to establish criteria for recruiting, training and hiring student tutors for the satellite and central tutoring centers, to identify budgetary requirements for the different centers, and to establish faculty links to the various centers. The primary goal is to improve tutoring services across campus.

Submitted by Anne Hallett

If you see something of interest regarding these committees, please feel free to contact any of the classified representatives or any member of the Classified Senate Council.
<table>
<thead>
<tr>
<th>Committee</th>
<th>Chairperson(s)</th>
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<tbody>
<tr>
<td>Accident Prevention</td>
<td>Teresa Meyer, Mary Rock</td>
</tr>
<tr>
<td>Accountability &amp; Research</td>
<td>Tia Gardner, Dale Craig</td>
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<tr>
<td>Accreditation Task Force</td>
<td>Jeannie Dewhurst, Gena Gruber</td>
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<tr>
<td>Achieving PFE Goals Task Force</td>
<td>Dale Craig (open)</td>
</tr>
<tr>
<td>Budget Oversight</td>
<td>Sue Handy, Barbara Mackie</td>
</tr>
<tr>
<td>Budget Review</td>
<td>Mary Long</td>
</tr>
<tr>
<td>Classified Senate Newsletter Committee</td>
<td>Julie Catalano, Toni Magaldi, Debi Noonan, Jeanette Peavler, Linda Robbins</td>
</tr>
<tr>
<td>Classified Senate Selection Committee</td>
<td>Sue Garcia, Anne Hallett, Sonja Nilsen, Ann Patton</td>
</tr>
<tr>
<td>Decision Making Matrix</td>
<td>Nancy Harvey, Jeanette Peavler, Lori Vickers</td>
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<tr>
<td>Developmental Education</td>
<td>Anne Hallett, Jean Phillips</td>
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<tr>
<td>Diversity Assessment and Strategy Planning Task Force</td>
<td>Ann Williams (open), (open)</td>
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<tr>
<td>First Year Experience</td>
<td>Cathy Ingersol, Leslie Mills</td>
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<tr>
<td>Information Technology</td>
<td>Toni Magaldi, Linda McEwen, Ann Patton</td>
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<tr>
<td>Matriculation</td>
<td>Erlinda Florendo, Kim Hughes</td>
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<tr>
<td>Orientation Committee</td>
<td>Nancy Harvey, Linda Robbins, Robert Trujillo, Lori Vickers, Beverley Walker, Simi Zabetian</td>
</tr>
<tr>
<td>Planning Council</td>
<td>Cindi Doell, Sonja Nilsen</td>
</tr>
<tr>
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<td>Diane Ferguson, Sue Garcia, Sonia Herz, Audrey Johnson, Sonja Nilsen, Jeanette Peavler</td>
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<tr>
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<td>Linda Robbins, Jeannie Dewhurst</td>
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<td>Support Services Building Advisory</td>
<td>Kathy Reilly, Ron Tenty</td>
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<tr>
<td>Tutoring Program Advisory</td>
<td>Anne Hallett, Jean Phillips</td>
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<tr>
<td>Workforce Development</td>
<td>Nicole Gomes</td>
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data compiled by Sonja Nilsen
4/3/03

Classified Senate Council Members

President: Marianne Martinez
Vice-President: Sonja Nilsen
Secretary: Sue Rohlicek

Cluster 1 Ann Patton - AB/LA/FO Bldg & Central Services (Debi Noonan, alternate)
Cluster 2 Rhonelle Mims-Alford - Family Life, Women’s Center, Applied & Fine Arts
Cluster 3 Beverley Walker – Media Services, Library, Computer Services, FO ANX, Learning Center
Cluster 4 Mary Mathie – Physical and Life Science Areas
Cluster 5 Cathleen Ingersol – Counseling, Student Services, Assessment, ET Building, Math Building (Diane Ferguson, alternate)
Cluster 6 Open Position – A/R, Cashiers, ASO, BFL (formerly BE 2nd Floor)
Cluster 7 Open Position – Custodians
Cluster 8 Open Position – Maintenance, PE
Cluster 9 Open Position – Bookstore, Cafeteria
Cluster 10 Simi Zabetian – SRVC

Minutes by Sue Rohlicek, Corresponding Secretary
“Participation is the key”