CLASSIFIED SENATE
Minutes

Friday, May 2, 2003
9:00 - 11:30 a.m. - Library Conference Room

Present: Marianne Martinez, Sonja Nilsen, Ann Patton, Sue Rohlicek, Beverley Walker, Simi Zabetian
Absent: Cathleen Ingersol, Mary Mathie, Rhonelle Mims-Alford
Guests: Rose Desmond, Mark Edelstein, Sue Garcia, Nancy Harvey, Leo Lieber, Bill Oye, Bob Trujillo

Public Comments and Announcements:

Sonja Nilsen has temporarily moved to Fine Arts Division Secretary in FO205. Her extension is 2311.

Minutes:

The April 4 Minutes were approved as written. The Minutes will be emailed to classified staff at DVC and SRVC, and posted on the U-drive. Paper copies will be distributed to departments without email.

Cluster Reps:

Marianne is talking to people about filling the open clusters. She hopes to resolve this in the next two to three weeks. If it isn’t resolved by then she will ask Nancy Harvey and Anne Hallett for their assistance. Participation is the key, especially now during the budget crisis and cuts to classified staff.

Budget:

Mark Edelstein addressed the issue of budget cuts. He provided copies of State Budget Update #16 (5/2/2003) regarding the 03-04 budget. The Legislature still is a long way from agreement on the budget, but no one appears willing to support the Governor’s proposed $530 million in proposed cuts. This year’s May revision of the budget is expected to add an additional $2 billion to the deficit. The Republican position calls for balancing the budget without new taxes. A compromise bill is getting a lot of support because it raises fees in stages of $5.00 per unit each year over a three-year period. Mark said this makes more sense so we don’t drive students away with one large increase.
Mark provided copies of the 02-03 Midyear Budget Reductions Recommended by the Planning Council and the Budget Oversight Committee. The Budget Oversight Committee passed and Mark approved this plan which includes reductions in operating funds and hourly teaching budgets. Mark said DVC kept the same schedule for Spring and is absorbing the cuts of $1.7 million this year. The current year operating budget reduction is 3%. The conservative approach by Chris Leivas in past years has permitted DVC to use a combination of current year operating budget reductions and one time monies to cover the midyear budget reduction.

The Budget Oversight Committee is working with Chris Leivas to devise a plan for next year. This year’s 3% cut is being used to create a fund for development of initiatives to save costs or reduce expenses.

Mark discussed the Draft Budget Oversight Committee Recommendation on Reducing Operating Funds for 03-04. The District budget assumes the current worst case of $16.7 million cut District-wide. This plan calls for reducing management and classified salaries by 10% or approximately $1.1 million, reducing PFE funding by 33% or $870,000, and reducing operating funds by $937,192.

Mark said it is important that the college be in a good position when we come out of this budget crisis. We were not ready in 1996-97 to grow again, after budget cuts at that time. The 10% across-the-board reduction will hurt, but the Budget Oversight Committee believes we can still preserve an acceptable level of service by the divisions and departments. Some of the President’s emergency reserve fund will be used to offset the reductions in classified staff. In past years DVC fought to build up classified staff levels. In 1997-98 we were 25 positions below acceptable levels, and now we are going to have to move backward in the area of classified staffing. We will freeze positions where we can. He expects the Budget Oversight Committee to approve the draft in about two weeks, then submit it to administration.

Student services will be affected due to the reduction in staff, but bond money for the new student services building cannot by law be used for staffing. Parking fees are going to go up. Nancy suggested raising parking fees in increments. Mark said fees had been kept artificially low, and we should have started fee increases years ago. The daily fees are not used by most of our students. Parking fees go to parking lot maintenance and Police Services.

The bumping process for classified layoffs was discussed. Positions, not persons, will be laid off, and that starts the bumping process. The Board will decide on layoffs at the May meeting so that 30-day notices can be given by the fiscal year end. In principal, a permanent laid off person would be able to take a temporary position. Mark said this will be worked out through District Human Resources and Local One. Mark said he hopes layoffs will be handled well and sensitively. No matter what list the District develops it will be less than the 10% reduction in classified staff. This is very difficult because there will be an impact on services to students, such as reductions in hours of availability of assistance.
Budget cuts at the District Office were discussed. Mark said District cuts will be announced some time this month, after discussion with the people affected. Mark said the District is actually going to have a budget rather than spending as they go. The District cut is 10% of District office classified staff and management. Mark said he would like to see the District do more, taking a bigger hit than the colleges to set an example. He is working with the District to ensure that everything is transparent. Mark said Local One and Classified Senate should continue to make their position known.

Mark said the good news is that DVC and the District are well positioned to meet this crisis. Other Districts are terminating even more people. We have been through cycles like this before, and the California economy will recover.

**Emergency Procedures:**

Bill Oye, Dean of Student Services, is working with Stacie Shears and Kathleen Costa to create a task force to develop a crisis response plan. The plan will include SRVC. Sanford Ohren is working with emergency planning for a large disaster such as earthquake or toxic chemical release. Bill is looking into the situation of a person who is a victim of a hate crime, rape, death, murder, civil disobedience, major protests, classroom disruption, etc. We want to have a plan in place so we can avoid being caught by surprise and we want to make sure we are taking good care of each other when something happens.

The Selection Committee will look into who will be on the task force. The task force will work on this over the summer. Bill is also going to ask student government for their executive group support and plans to include them on the emergency team.

Bill said it is not unusual for a campus this size not to have an on-site health center because there is no residence community. He is working with county health department to bring more services to students on campus.

**Leadership Council:**

Marianne asked for feedback on a proposal to revise the Leadership Council to increase the membership by two additional members from administration and two additional members from faculty. These changes were recommended by Dianne Smith, a consultant who attended both Leadership Council and Planning Council meetings. The Leadership Council was formerly the DVC Governance Council. It often deals with matters of the Education Code and Title 5. Classified staff would continue to have 2 members on the Leadership Council. The Leadership Council would schedule additional meetings if issues come up.

The Leadership Council is a DVC campus committee that is supposed to represent people equally. There were questions about how other colleges structure their leadership council, and concerns about hiring a consultant during the budget crisis. The Decision
Matrix often shows the Leadership Council as the deciding group on issues that do not include the Education Code or Title 5. This is not a done deal so please let Marianne know what your concerns are.

There was discussion about the difficulty for classified staff to attend meetings and the importance of classified participation. Classified staff who do attend meetings have to make their work up somehow. Advance notice of meetings is essential. If a committee member cannot make a meeting, they should check with other classified staff to see if they are willing to go.

Marianne would like email or voicemail so she can respond to the Leadership Council about classified staff concerns regarding the restructuring of the Leadership Council. She asked the cluster reps to talk to their clusters about this.

**Career Ladders:**

Sonja reported that everyone on the committee considered this year’s event a success. Evaluation summary reports were very positive. About 125 people including presenters attended. The remaining funds will be put toward a classified staff development event next year. The event was taped and will soon be available.

**Next Meeting:**

The next meeting of the Classified Senate will be on Thursday, June 5, 9:00-11:30am in the Library conference room L218. Everyone is welcome.

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**Classified Senate Coordinating Council and District Governance Council**

**Classified Representatives:**

Marianne Martinez & Sonja Nilsen

The Classified Senates Coordinating Council met recently and discussed the District Governance Council agenda. Andrea Gonzalez-Lewis of the District Human Resource department joined the group to discuss the upcoming Career Ladders classified event. She brought with her the groups budget and explained that although the committee had been allocated money out of District funds, the group had worked to produce a self-funded event.

Submitted by Sonja Nilsen

**Classified Senate Newsletter Committee**

Committee members:

Julie Catalano, Toni Magaldi, Debi Noonan, Jeanette Peavler & Linda Robbins
The Classified Senate Newsletter Committee is on hiatus until September.  
Submitted by Julie Catalano

Classified Senate Selection Committee  
Committee Members:  
Sue Garcia, Anne Hallett, Sonja Nilsen & Ann Patton  
The Classified Senate Selection Committee has changed their meeting dates and times to be the first Wednesday of each month from 10-11 in the Staff Development Training Center. Everyone is welcome to join us.  
Submitted by Sonja Nilsen

Leadership Council  
Classified Representative:  
Marianne Martinez  
Bill Oye spoke to the Leadership Council regarding crisis response on emergencies. He will address the Classified Senate in regards to assisting in developing procedures. Dianne Smith, a consultant to the Leadership Council, offered recommendations on the structure and possible reorganization of the council. This will be discussed further in a special meeting with Dianne. Chris Leivas spoke to the council regarding the budget for 2002-03.  
Submitted by Marianne Martinez

Matriculation Committee  
Classified Representatives:  
Kim Hughes  
The Matriculation Committee meeting was cancelled last month due to the articulation site visit. We are scheduled to meet again next week.  
Submitted by Kim Hughes

Orientation Committee  
Committee Members:  
Nancy Harvey, Linda Robbins, Robert Trujillo, Lori Vickers, Beverley Walker & Simi Zabetian  
This committee will begin developing a classified staff orientation.  
Submitted by Sonja Nilsen per Linda Robbins

Planning Council Update  
Classified Representatives:  
Cindi Doell & Sonja Nilsen  
The DVC Planning Council has been hard at work on Partnership for Excellence funding priorities. In the past weeks we have reviewed all of the programs that are funded entirely, or in part, by PFE monies. We have asked certain programs to submit updates of their programs and are working to make as minimal an impact on the  
Submitted by Sonja Nilsen

President’s Advisory Council  
Classified Representative:  
Marianne Martinez  
April 3, 2003  
A video was presented by Sanford Ohren about the Northridge earthquake and how it affected Cal State Northridge. It was pointed out the responsibility falls on all of us during such crises. Joe Zagorski presented the one-year progress report on
accreditation and indicated DVC has taken positive steps on improving the recommended points by visiting accreditation team. It was mentioned that in light of the possible fee increase, there is an anticipated drop of enrollment in FTEs.

Submitted by Marianne Martinez

**Staff Development**

**Committee Members:**

*Diane Ferguson, Sue Garcia, Sonia Herz, Audrey Johnson, Sonja Nilsen & Jeanette Peavler*

The Classified Staff Development Committee will be meeting one more time before the end of the fiscal year to begin planning the next year of activities. Please contact any member of the committee if you have suggestions regarding staff development.

Submitted by Sonja Nilsen

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>Members</th>
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<tbody>
<tr>
<td>Accident Prevention</td>
<td>Ken Hein, Teresa Meyer, Mary Rock, Jim Seibert</td>
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<td>Accountability &amp; Research</td>
<td>Tia Gardner, Dale Craig</td>
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<td>Accreditation Task Force</td>
<td>Jeannie Dewhurst, Gena Gruber</td>
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<td>Achieving PFE Goals Task Force</td>
<td>Dale Craig (open)</td>
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<td>Budget Oversight</td>
<td>Sue Handy, Barbara Mackie</td>
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<td>Budget Review</td>
<td>Mary Long</td>
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<td>Classified Senate Newsletter Committee</td>
<td>Julie Catalano, Toni Magaldi, Debi Noonan,</td>
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<td>Jeanette Peavler, Linda Robbins</td>
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<td>Classified Senate Selection Committee</td>
<td>Sue Garcia, Anne Hallett, Sonja Nilsen, Ann Patton</td>
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<td>Decision Making Matrix</td>
<td>Nancy Harvey, Jeanette Peavler, Lori Vickers</td>
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<td>Developmental Education</td>
<td>Anne Hallett, Jean Phillips</td>
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<td>Diversity Assessment and Strategy Planning Task Force</td>
<td>Ann Williams (open),(open)</td>
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<td>First Year Experience</td>
<td>Cathy Ingersol, Leslie Mills</td>
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<td>Information Technology</td>
<td>Toni Magaldi, Linda McEwen, Ann Patton</td>
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<td>Matriculation</td>
<td>Kim Hughes</td>
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<td>Cindi Doell, Sonja Nilsen</td>
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<td>Staff Development, Classified</td>
<td>Diane Ferguson, Sue Garcia, Sonia Herz, Audrey Johnson, Sonja Nilsen, Jeanette Peavler</td>
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<td>Staff Development, College Wide</td>
<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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<td>Tutoring Program Advisory</td>
<td>Anne Hallett, Jean Phillips</td>
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<td>Workforce Development</td>
<td>Nicole Gomes</td>
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**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”