CLASSIFIED SENATE
Minutes
Friday, June 5, 2003
9:00 - 11:30 a.m. - Library Conference Room

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

Public Comments and Announcements:

Marianne announced that the Leadership Council has decided to have equal membership. There will be four classified members on the Leadership Council.

The campus is considering reestablishing a voluntary college hour on a trial basis. Each constituent group will take responsibility for one college hour during the Fall semester. All groups are invited to participate in each college hour session, but communication will be geared toward that particular group. Marianne asked that classified staff think about when and where the classified college hour will be held. Everyone is welcome to participate.

Introductions:

Paula Bryson attended as an alternate for Rhonelle Mims-Alford of Cluster 2.

Minutes:

The May 2 Minutes were approved with one change under Cluster Reps information. If the open clusters cannot be filled from within the cluster, Marianne will ask Nancy Harvey and Anne Hallett for their assistance. 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.

Brown Act:

The senate reviewed the Brown Act, which establishes basic procedural requirements for open meetings such as Classified Senate Council meetings. All regular meetings must be open to the public and must provide the opportunity for the public to address the senate.
Agendas for meetings must be posted 72 hours prior to a regular meeting. The senate agreed to try to follow the rules under the Brown Act.

Cluster reps need to take responsibility for posting in their areas to make sure classified staff in their cluster who do not have email receive notice of meetings and copies of minutes. Cluster reps need to share what’s going on with your cluster and encourage people to come to meetings.

Individuals on committees need to find alternates when they cannot make it to regular meetings. Nancy suggested that it works well if representatives on committees email reminders to other reps on the committee and check to see if they are able to attend.

Marianne and Sonja are going to develop a calendar of all campus and district meetings that classified staff might want to go to. They would like to have more classified staff involved in campus meetings.

Marianne said she appreciates the efforts of everyone who is on committees and attending meetings. The selection committee has done an excellent job this year of finding representatives for campus committees. She wants to remind all classified staff that they are welcome to attend Classified Senate meetings.

**Welcome Back Meeting in Fall 2003**

The senate is planning a welcome back meeting for all classified staff in September. Refreshments will be served. The meeting is tentatively planned for Wednesday, September 10, at a location to be determined. The senate scheduled a summer meeting on July 10 from 9:00-11:00 in L218 to go over ideas from the Granlibaaken conference and plan the welcome back meeting.

**Granlibaaken Conference**

The Granlibaaken Conference for classified staff will be held June 17-19 in Lake Tahoe. Several staff members from DVC are attending and they will share ideas with the classified senate at the next meeting on July 10.

**Schedule of Meetings for 2003-04**

Classified Senate meetings were scheduled for the following dates:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>Thursday, July 10, 2003</td>
<td>9:00-11:00</td>
<td>L218</td>
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<tr>
<td>Wednesday, September 10, 2003</td>
<td>9:00-11:30</td>
<td>Location TBA</td>
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<td>Friday, October 3, 2003</td>
<td>9:00-11:30</td>
<td>Location TBA</td>
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<td>Friday, November 7, 2003</td>
<td>9:00-11:30</td>
<td>Location TBA</td>
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<tr>
<td>Friday, December 5, 2003</td>
<td>9:00-11:30</td>
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<td>Friday, January 30, 2004</td>
<td>9:00-11:30</td>
<td>Location TBA</td>
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<tr>
<td>Friday, March 5, 2004</td>
<td>9:00-11:30</td>
<td>Location TBA</td>
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Friday, April 2, 2004 9:00-11:30 Location TBA
Friday, May 7, 2004 9:00-11:30 Location TBA
Thursday, June 3, 2004 9:00-11:30 Location TBA

The first meeting of the Fall Semester on September 10, 2003, will be a welcome back meeting with refreshments. The October 3 meeting will have a “bring a buddy” theme. We are hoping more classified staff will come to the classified senate meetings. Everyone is welcome.

Agenda meetings for senate officers were set on the following dates:

Tuesday, August 26 9:00-10:00 L240
Tuesday, September 23 9:00-10:00 L240
Tuesday, October 21 9:00-10:00 L240
Tuesday, November 18 9:00-10:00 L240
Tuesday, January 13 9:00-10:00 L240
Tuesday, February 17 9:00-10:00 L240
Tuesday, March 23 9:00-10:00 L240
Tuesday, April 20 9:00-10:00 L240
Tuesday, May 18 9:00-10:00 L240

The meeting was adjourned at 10:40am.

Minutes by Sue Rohlicek, Corresponding Secretary
Approved 9/10/03

“Participation is the key”