Heiden called the meeting to order at 9:10 a.m.

1. **Approval of the February 6, 2013 Agenda:**
   Heiden added a discussion on the projected overage one-time funds and a possible $250k to Professional Development
   It was MSC, with no objections, to approve the agenda as amended.

2. **Public Comment** - None

3. **Announcements** – Boland announced that the career master plan has been completed. Heiden encouraged the committee to attend the DVC performance of “The 25th Annual Putnam County Spelling Bee” this weekend.

4. **Strategic Planning Update** – Moved to further in agenda to accommodate President Garcia.

5. **Classified Exemplary Nominations** – Heiden met with Jeannie Dewhurst and Cindy Goga to brain storm ideas on getting more nominations for 2013. The nomination process will be streamlined (removing three required signatures) and both faculty and managers will be encouraged to nominate classified staff.

6. **Classified Professional Development Update/Input** – Teresa Towers and Julie Catalano were present from the Budget Committee to assist in the discussion regarding the 3.5 million one-time funds and the proposed $250k to be given to professional development. Patton expressed concern that the professional development funds were not process through the correct procedure (including program review and resource allocation). Other members were concerned how the funds were to be divided up among the groups. Towers and Catalano clarified that the funds did stem from the all-college day discussions and will relay the concerns of the committee to the Budget Committee at their meeting on Friday, February 8.

Heiden commented that the classified professional development committee is actively reviewing and approving (and in some cases denying) applications for professional development funds. The committee currently has $16k for 2012-13 and has spent approximately $4200 this fiscal year. Employees are encouraged to apply for funding for conferences, training and classes. The committee is also in talks to host a networking event for classified this semester. Other ideas include specialized Datatel training, customer service/social skills, wellness, Excel and OMNI update (DVC website) training.
7. **Employee Termination for No-No’s** – Heiden and Patton met with President Garcia and he wanted the classified staff to be aware of some employee issues that have come up in the district. Terminations are becoming an issue for things that have previously gone unnoticed. Some examples include allowing staff to be in classes and not be on rosters, preferential adds to classes (waitlists), mishandling of petty cash, misuse of parking permits, etc. It was mentioned that a better list of what types of behavior are considered eligible for termination would help employees. It was suggested that this discussion be continued to include President Garcia and in the interest of time, will be put on a future agenda.

8. **Classified Involvement – Bring a friend** Tabled for a future meeting

9. **Strategic Plan Update** – President Garcia was present to update the committee on the work on the strategic plan. He noted that the flex day was very successful and there was a lot of good feedback. The next step is to get a draft proposal written up. He is looking to create a writing team of approximately ten faculty, managers and staff to assist in the writing process. A format needs to be developed and an early draft is going to be the goal for the next few weeks. Newin Orante and Lindsay Kong are working with President Garcia on finding the correct role that students will play in the development of the draft. Garcia commented that he is anticipating approximately 20 hours of work time and can work with the classified managers to work around the schedule of any employee that was interested in participating.

10. **Meeting Future Days & Times** – The committee wanted to be back on the 2nd and 4th Wednesday of the month schedule and will meet again on Wednesday, February 13 if needed.

Heiden adjourned the meeting at 10:12 a.m.