CLASSIFIED SENATE
Minutes

Wednesday, September 10, 2003
9:00 - 11:00 a.m. - Library Conference Room

Present: Rhonelle Alford, Cathleen Ingersol, Marianne Martinez, Ann Patton, Sue Rohliceck, Beverley Walker, Simi Zabetian
Absent: Sonja Nilsen, Mary Mathie
Guests: Julie Catalano, Nancy Harvey, Debi Noonan, Bob Trujillo

Public Comments and Announcements:

Introductions were made. Marianne and Bob announced that Nancy Ryanen-Grant’s first Brown Bag meeting is today from 12:00-1:00 in the Trophy Room.

Minutes:

The June 5 Minutes were approved. Only approved minutes will be posted on the U-drive and emailed to all classified staff at DVC and SRVC. Paper copies will be distributed to departments without email.

Cluster Reps:

The Senate lacks cluster representation in Clusters 6, 7, 8 and 9 for Admissions and Records, Cashiers, Associated Students, Business and Foreign Language, Custodians, Maintenance, Physical Education, Bookstore and Cafeteria. Marianne is working with people from these areas to serve as cluster reps. At this time individuals from outside a cluster will not be serving as cluster reps.

Committee Updates

Sonja provided committee information. Most committees are just getting started this year and there is nothing yet to report.

Nancy Harvey reported that the first Fall semester Communication and Decision Making Matrix committee meeting was on August 26. The committee was given the draft Matrix which had been updated over the summer by the Administration. The committee members are now reviewing this draft for changes and the classified working group (Nancy, Lori Vickers and Jeannette Peavler) have met to discuss and figure out a way to communicate to constituents. The matrix is complex and your reps want to further
understand it before trying to explain it to others. Nancy would like to be on the agenda for the next Senate meeting to review and ask for input from constituents. She will email a copy of the matrix to the Classified Senate leaders as soon as it is sent to her electronically. The committee target date to complete the matrix is by the end of Fall semester. Their next meeting is September 11.

**Improved Communication - Invitations to Speakers at Classified Senate Meetings**

Marianne said she would like to invite people from on and off campus to come to Senate meetings and tell us about what they see going on regarding classified staff and give us an opportunity to voice our concerns to them.

If anyone has suggestions for guests they would like to see or specific questions, please let Marianne know. Marianne will check on Mark’s availability for the November meeting.

Marianne said the by-laws indicate that Senate meetings are held on Friday afternoons and the meetings are 2 hours. We may need to update the by-laws to reflect Friday morning meetings. It was agreed that meetings will continue to be held on Friday mornings in L218, except for the next meeting. The next meeting will be on Friday, October 3, from 9:00-11:00 in the Trophy Room. The meeting has a “bring a buddy” theme and refreshments will be served.

**Senate Budget**

The Classified Senate budget is $10,000 per year and unused funds rolls over. The budget is used for classified senate substitutes, travel expenses, mileage, and conferences.

**College Hour**

The first college hour is scheduled for September 11. The classified college hour is scheduled for mid-October, but that may be too soon for planning purposes. If anyone has any suggestions, please let Marianne or Ann know.

**Granlibaaken Conference**

Sonja Nilsen, Debi Noonan, Leo Lieber and Cathy Ingersol attended the Granlibaaken Conference in June. Cathy shared fundraising ideas with the classified senate including selling food or bottled water, a favorite recipe book, and a silent auction.

**Improved Communication – Classified Senate Newsletter**

The newsletter is 5 issues per year. Julie Catalano has chaired and been on the newsletter committee for 12 years and she would like to step down. Other committee members may also want to step down. The selection committee will start looking for newsletter committee members and someone to coordinate the committee. There was discussion of
possible columns and information that might be included in the newsletter and how to solicit articles from classified staff. We very much appreciate Julie’s 12 years of service and her excellent work on the newsletter committee.

**Campus Procedures Manual**

The Campus Procedures Manual is being updated by the Leadership Council and a consultant hired by Mark Edelstein. The manual identifies whether procedures are driven by the Education Code or Title 5 requirements, or District or campus policies, and it goes along with the decision-making matrix. The draft manual is attached to the leadership council minutes on the U-drive.

**Next Meeting: Bring a Buddy**

The next meeting will have a “bring a buddy” theme. The meeting is on Friday, October 3 in the Trophy Room. Refreshments will be served. Everyone is welcome and encouraged to come. An agenda will be sent out prior to the meeting.

**Schedule of Meetings for 2003-04**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>Friday, October 3, 2003</td>
<td>9:00-11:00</td>
<td>Trophy Room</td>
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<tr>
<td>Friday, November 7, 2003</td>
<td>9:00-11:00</td>
<td>L218</td>
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<tr>
<td>Friday, December 5, 2003</td>
<td>9:00-11:00</td>
<td>L218</td>
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<tr>
<td>Friday, January 30, 2004</td>
<td>9:00-11:00</td>
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<tr>
<td>Friday, March 5, 2004</td>
<td>9:00-11:00</td>
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<td>Friday, April 2, 2004</td>
<td>9:00-11:00</td>
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<tr>
<td>Friday, May 7, 2004</td>
<td>9:00-11:00</td>
<td>L218</td>
</tr>
<tr>
<td>Thursday, June 3, 2004</td>
<td>9:00-11:00</td>
<td>L218</td>
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</tbody>
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The meeting was adjourned at 11:10am.

*Minutes by Sue Rohlicek, Corresponding Secretary*

*“Participation is the key”*
CLASSIFIED SENATE
Minutes
Friday October 3, 2003
9:00 - 11:00 a.m.—Trophy Room

Present:  Stacey Bremhorst, Cathleen Ingersol, Marianne Martinez, Sonja Nilsen, Beverley Walker, Simi Zabetian
Absent:  Rhonelle Alford, Mary Mathie, Ann Patton, Sue Rohlicek
Guests:  Julie Catalano, Nancy Harvey, Katherine Jinter, Audrey Johnson, Leo Lieber, Debi Noonan, Susan Sedillo, Jim Seibert

Public Comments and Announcements:
Welcomes and introductions were made. It was announced that Stacey Bremhorst will be the cluster representative for Cluster 6. Marianne asked if anyone was interested in attending the Community College League of California (CCLC) conference this November in Oakland. If people want more information, they can contact Marianne.

Minutes:
The September 10th Minutes were approved with a change being made to remove “holiday” from the cookbook fundraising idea under the Granlibakken section.

Cluster Reps:
Stacey Bremhorst has joined the Classified Senate Council as a cluster representative for Cluster 6, Admissions, Cashiers, ASO, and the BFL building. The Senate lacks cluster representation in Clusters 7, 8 and 9 for, Custodians, Maintenance, Physical Education, Bookstore and Cafeteria. Marianne is trying to work with people from these areas to serve as cluster reps.

Open Discussion
A discussion was opened up by Marianne regarding the Classified Senate. Debi Noonan explained that she initially understood the Classified Senate meetings to be closed groups. Nancy Harvey explained that this should be introduced to all new classified members in an effort to get people involved. It was also discussed that even though there is a hiring freeze, DVC still has new employees from other parts of the District. The orientation committee should be involved in this. Beverley Walker decided to set a meeting of the Orientation committee to meet for the first time. The group felt this was a good idea.

Committee Updates
In an effort to communicate the ‘DRAFT’ of the Communication and Decision Making Matrix to Classified constituents, Nancy Harvey distributed a copy to the Classified Senate leaders and other attending members of the Senate. The group was led in a discussion regarding the purpose, usefulness and complexity of the Matrix. The Matrix is supposed to help clarify the decision-making role on campus. The committee is led by management and it is important that Classified make sure they are represented and it is a useful tool for them as well. It is understood that this creation is a learning process for everyone with the goal of finishing the Matrix by the end of the Fall 2003 semester. Nancy encouraged everyone present to review the Matrix with their constituents and job responsibilities in mind and communicate back to her via email of any questions, concerns or
upgrades. Nancy appreciated the support and involvement of those at the meeting. She was thanked by the Senate Council for her commitment to this process.

Marianne explained that the Newsletter committee would now be chaired by herself. She thanked Julie Catalano for her 12 years of dedication to the newsletter. Marianne asked for people to volunteer to work on the newsletter with her. More will be discussed at a later time.

Sonja provided a Committee Update Handout. She explained that for those committees with multiple classified representatives, she will rotate who she requests the updates from each month. It was suggested that the future handouts be dated. The committee update handout will be distributed with the minutes.

Sonja also announced that JobLinks will be held this year at LMC. The committee will be opened up to all those who would like to be involved. Linda Kohler, from LMC, will be sending out a request for volunteers. There is not going to be money available, and fundraising will be necessary.

Sonja also brought up the idea of doing a recipe book to raise money for the Classified Senate. It was decided that a student scholarship should be the incentive for the fundraiser. Various amounts and strategies were discussed regarding this idea. A suggestion was made to contact Cynthia Heilesen about setting up a scholarship. More information will follow.

College Hour
Sonja explained that someone volunteered the classified staff to host the next college hour, which was supposed to be October 8th. Unfortunately, the Staff Development Committee and the Senate were not notified in a timely manner and there is no time to pull something together. The Staff Development Committee will be contacting Leannah Padilla, former DVC instructor, for ideas about College Hour. Her new college, in Hawaii, has had great success with this group activity. They are hoping to find out what activities have been successful. It was suggested that the committee contact Ted Wieden, as he was actively involved in putting together the September 11th College Hour hosted by the faculty. The classified staff will host the college hour in January. Suggestions should be made to the Staff Development Committee.

Next Meeting: November 7, 2003. Library Conference Room L218

Schedule of Meetings for 2003-04
Friday, November 7, 2003 9:00-11:00 L218
Friday, December 5, 2003 9:00-11:00 L218
Friday, January 30, 2004 9:00-11:00 L218
Friday, March 5, 2004 9:00-11:00 L218
Friday, April 2, 2004 9:00-11:00 L218
Friday, May 7, 2004 9:00-11:00 L218
Thursday, June 3, 2004 9:00-11:00 L218

The meeting was adjourned at 10:50 am.

Minutes by Sonja Nilsen, Vice-President
Minutes Approved 11/7/03

“Participation is the key”
Accountability and Research Committee
Classified Representatives:
Dale Craig & Tia Gardner

The Accountability and Research Committee held its first monthly meeting of the 2003-04 year on Monday, September 22, 2003 from 2:00 to 3:00 p.m. in room FO224 (Planning and Research Office). Present were Mohamed Eisa (Chairperson), Terry Armstrong (Administration), Mark Eastman, Manuel Gonzales (Faculty) and Dale Craig (Classified). The group reviewed the Annual Report for 2002-03, including the goals set for institutional research in 2003-04. They then discussed current priorities, which include program review for both instruction and student services, student learning outcomes, updating the college's strategic plan, and developing a decision-making and data sources matrix. The committee members examined the annual plan, which is a detailed list of projects, responsibilities, and target dates for 2003-04. Finally, the group reviewed two publications, the new Fact Book (July 2003) and the forthcoming third issue of The DVC Researcher. This committee will meet on the last Monday of each month at 2:00 p.m. through May 2004, excluding December.

Submitted by: Dale Craig

Budget Oversight Committee
Classified Representatives:
Sue Handy & Barbara Mackie

The Budget Oversight Committee has not met as yet for this semester.

Submitted by: Barbara Mackie

Budget Review Committee
Classified Representatives:
Teresa Towers

The Budget Review Committee meets once per year if there is surplus funding to be distributed.

Submitted by: Teresa Towers

Classified Senate Coordinating Council and District Governance Council
Classified Representatives:
Marianne Martinez & Sonja Nilsen

Pat Kaya and Andrea Gonzalez-Lewis from the District Office were guests at the CSCC meeting on September 16th to discuss the possibility of Job Links/Career Ladders continuing next year and indicated a vendor has already offered services. Further consideration is necessary, but it looks like the classified will have a Job Links next Spring. Next meeting: 10/21/03

DGC ByLaws need to be reviewed by a subcommittee consisting of a member from each constituency group. Suggested changes will be brought to the DGC for further consideration.

Principles of collaboration statement was presented to the DGC by Chuck Spence. This statement is inclusive of the necessity of cooperation among the DO and the colleges, stressing "greater flexibility in operations, more resource sharing, less duplication of effort, and new sources of revenue." Next meeting: 10/21/03

Submitted by: Marianne Martinez

Classified Senate Newsletter Committee
Committee members:
Marianne Martinez, Sonja Nilsen

The Classified Senate Newsletter Committee is being updated. There will be more information in future Committee Updates.

Submitted by: Sonja Nilsen

Classified Senate Selection Committee
Committee Members:
Sue Garcia, Anne Hallett, Sonja Nilsen & Ann Patton

The Selection committee has been working with the President’s Office on updating the Campus Committee Booklet. The committee has solicited volunteers for a variety of vacancies on campus committees. The appropriate party contacts the Selection Committee when there is a vacancy, or any impending vacancies. At that time any classified who has contacted members of the Selection Committee is notified. In an attempt to get more classified employees involved, requests for volunteers are placed in the Classified Senate Newsletter and e-mails are sent. The current list of classified representatives on the campus committees is at the end of this update. It is vital that we have participation so that the classified staff members have a voice for college matters. If you are interested in serving on any committees, please contact a member of the Selection Committee.

Submitted by Sonja Nilsen
Leadership Council
Classified Representatives:
Nancy Harvey, Leo Lieber, Marianne Martinez & Nancy Ryanen-Grant
The Leadership Council tentatively approved the Handbook on College Committees, pending any changes by 10/01/03. Mark asked when terms for committee members end at the end of June, constituency groups should begin a search for replacements in Spring so the new committee members would be in place for next Fall term. The Leadership Council reviewed the DVC Procedures Manual and will continue review at the next LC meeting on October 13th. Submitted by Marianne Martinez

Planning Council Update
Classified Representatives:
Cindi Doell & Sonja Nilsen
The Planning Council, meets every other Monday from 3:00-5:00 pm in the President's Conference Room. The last meeting, September 15th included a brief discussion on the level of mid-year cuts for the 2003-2004 year. Mohamed Eisa agreed to provide data on the number of possible retirements if the 'Golden Handshake' is implemented. The Council reviewed the progress report for the Strategic Plan and approved it in its current form. The Council discussed moving to a multi-year format to track developments and successes more efficiently. The Planning Council was asked to choose its six priorities for the current academic year and submit the choices to the President’s office by September 19th. The members will choose 3-6 priorities for the 2003-2004 academic year at the next meeting.

Also discussed was the idea of integrating research provided by Mohamed Eisa’s office into the Decision-making processes. The Planning and Research department are currently looking at what data people look for when making decisions. Finally, the Planning Council members agreed that the development of a new DVC Strategic Plan would take a minimum of two years and will be initiated by the Council soon. Submitted by Sonja Nilsen

Classified Staff Development Committee
Committee Members:
Diane Ferguson, Sue Garcia, Sonia Herz, Audrey Johnson, Sonja Nilsen, Jeanette Peavler
The Classified Staff Development Committee met Wednesday October 1st. The budget situation, priorities for this year and the coordination of the next College Hour were discussed. Leannah Padilla, former DVC instructor, recently wrote an article for the Forum regarding her College Hour at her new institution. It was decided that a member of the committee would contact her for some ideas of successful activities. The committee decided that it would try to coordinate with the Classified Senate in order to put together a retreat in May or June of this year. If you have ideas about what you would like to see the committee undertake this year, please contact any member of the committee. Submitted by Sonja Nilsen

If you see something of interest regarding these committees, please feel free to contact any of the classified representatives

Classified Representatives on College Committees

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<thead>
<tr>
<th>Committee</th>
<th>Representative</th>
<th>Start Date</th>
<th>End Date</th>
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<tbody>
<tr>
<td>Leadership Committee</td>
<td>Nancy Ryanen-Grant</td>
<td>July 2003</td>
<td>Ex Officio</td>
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<td></td>
<td>Marianne Martinez</td>
<td>August 2002</td>
<td>Ex Officio</td>
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<td>Nancy Harvey</td>
<td>August 2003</td>
<td>May 2005</td>
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<td>Leo Lieber</td>
<td>August 2003</td>
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<tr>
<td>Planning Council</td>
<td>Cindi Doell</td>
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<tr>
<td></td>
<td>Sonja Nilsen</td>
<td>September 2002</td>
<td>May 2005</td>
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<tr>
<td>Accountability and Research</td>
<td>Dale Craig</td>
<td>November 2000</td>
<td>May 2004</td>
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<td></td>
<td>Tia Gardner</td>
<td>August 2002</td>
<td>May 2004</td>
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<tr>
<td>Diversity Committee</td>
<td>Kathy Reilly</td>
<td>August 2002</td>
<td>May 2004</td>
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<tr>
<td>Budget Oversight Committee</td>
<td>Barbara Mackie</td>
<td>August 2002</td>
<td>May 2004</td>
</tr>
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Sue Handy | August 1999 | May 2004
---|---|---

**Budget Review Committee**

| Teresa Towers | August 2003 | May 2005 |
| Open | August 2002 | May 2004 |

**Developmental Education Committee**

| Anne Hallett (Classified) | May 2004 |
| Jean Phillips (Classified) | May 2003 |

With the elimination of reassigned time for the Developmental Education Coordinator, the charge and membership of the committee are being re-evaluated.

**Facilities Committee**

| Kathleen Gilmore (Classified) | August 2001 | May 2005 |
| Lori Vickers | August 2003 | May 2005 |

**Information Technology Committee**

| Michael Aber | August 2003 | May 2005 |
| Toni Magaldi | August 2001 | May 2005 |
| Linda McEwen (Classified) | August 2002 | May 2004 |

**Matriculation Committee**

| Kim Hughes/Dana Paniagua (Classified) * | August 2002 | May 2004 |
| Open | |

* Dana Paniagua is substituting in Fall 2003 while Kim Hughes is on maternity leave.

**College Wide Staff Development Committee**

| Linda Robbins (Classified) | February 2000 | May 2002 |
| Ann Patton | August 2003 | May 2005 |

**Workforce Development Committee**

| Nicole Gomes | August 2003 | May 2005 |
| Martha Schoonover (student services) | August 2002 | May 2004 |

**Diversity Assessment and Strategy Planning Task Force**

| Dona DeRusso (Classified) |
| Nicola Place (Classified) |
| Ann Williams (Classified) |

**First Year Experience**

| Leslie Mills |
| To be selected (Classified) |

**Classified Senate Committees**

<table>
<thead>
<tr>
<th>Chairperson</th>
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<tbody>
<tr>
<td><strong>Classified Senate Newsletter Committee</strong></td>
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<tr>
<td><strong>Classified Senate Selection Committee</strong></td>
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<tr>
<td><strong>Orientation Committee</strong></td>
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</tbody>
</table>
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 (Paula Bryson, alternate)
Cluster 3  Beverley Walker – Media Services, Library, Computer Services, FO ANX, Learning Center
Cluster 4  Mary Mathie – Science Area
Cluster 5  Cathleen Ingersol – Counseling, Student Services, Assessment, ET Building (Diane Ferguson, alternate)
Cluster 6  Stacey Bremhorst – 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

President  Marianne Martinez – SRVC ext. 5108
Vice-President  Sonja Nilsen – ext. 2228
Secretary  Sue Rohlicek – ext. 2241
CLASSIFIED SENATE
Minutes
Friday, November 7, 2003
9:00 - 11:00 a.m. - Library Conference Room

Present:  Marianne Martinez, Sonja Nilsen, Mary Mathie, Ann Patton, Sue Rohlicek, Beverley Walker, Simi Zabetian
Absent:  Rhonelle Alford, Stacey Bremhorst, Cathleen Ingersol
Guests:  Teresa Meyer, Santina Mongold

Public Comments and Announcements
Welcomes and introductions were made.

Marianne announced that Nancy Ryanen-Grant is seeking ideas on how we can save money in the district. The Governing Board Finance Committee has scheduled a meeting on Monday, November 17, 3:30-5:00pm at DVC. If you can attend this meeting, please check with Nancy for the room location.

The Community College League of California (CCLC) conference is November 20-22 in Oakland. If you are interested in attending, even if only for one day, let Marianne know. Marianne, Leo Lieber and Debi Noonan are attending the conference, and they will bring information back to share with everyone at the next meeting.

Minutes
The October 3 minutes were approved without change.

Guests
Marianne suggested we wait until Spring to invite guests to meet with the Senate, due to the situation in Sacramento. She will try to schedule Mark Edelstein first, but we need to have adequate information regarding the impact of a new governor on the state budget. At this point no one really knows enough to discuss the issues with any certainty. Marianne also plans to invite Carl Doolittle or Mike West from Local One. Beverley Walker suggested inviting a Classified Senate representative from Santa Rosa Junior College, or some other college where there is successful shared governance. Marianne said this is a good idea but bringing a guest speaker from another college to this campus will cost money in release time and travel expenses. Marianne said the Classified Leadership Institute has put out a list of Classified Senate representatives who are interested in communicating with each other. Marianne will forward a copy of this list to cluster reps. If you have an idea of someone you would like to see invited to discuss issues that are of concern to classified, let Marianne know.

College Hour
Marianne Martinez, Sonja Nilsen and Ann Patton from Staff Development are working on the classified college hour, which will be in Spring. They are still looking for ideas. One possible subject for the classified college hour is District sustainability. The emphasis could be on facilities and resources, carpooling, recycling and economizing. Contra Costa County has an incentive program
that offers free transportation coupons. More people are needed to help bring this together. If anyone has ideas or wants to volunteer to help work on this event, please contact Marianne or Sonja.

**JobLinks**
This year JobLinks will be held at LMC on April 14 or 15, during the week of Spring break. Simi Zabetian and Sonja Nilsen reported that the first meeting of the JobLinks committee was held at District Office. The committee is excited about the ideas for the event and they expect it to be successful. They broke into sub-committees working on food, raffle prizes, and speakers. The committee will meet again in December.

**Cluster Reps**
Beverley Walker asked about the status of cluster reps for the open clusters. Marianne is still working on filling the open clusters. Mark Edelstein sent an email to all managers reminding them to support classified staff involvement in shared governance. Marianne will check on how we could reorganize to provide representation to open clusters.

**Classified Senate Newsletter**
Marianne reported that a few people have made inquiries and are willing to write an article or two for the newsletter. She asked cluster reps to work with their groups to see if anyone is willing to be on the committee or contribute an article once or twice a year. Possible subjects include news, entertainment, weather, and sports. People can get involved in the committee without have to write. Ann Patton said that staff development may do a workshop on writing newsletter articles. The newsletter will probably be electronic instead of paper, posted on the U-drive and with a Classified Senate link.

**Technology Use Policy**
The District’s Acceptable Technology Use Policy has been reviewed frequently in campus meetings. The policy includes guidelines for the proper and improper use of computers on campus. Classified staff need to be sure they avoid personal business from computers. The Acceptable Technology Use Policy is available at http://www.dvc.edu/technology/policies.htm. Check with your manager if you have specific questions.

**Committee Updates**
Sonja provided a Committee Update Handout. Beverley Walker provided an update from the orientation committee.

**Next Meeting:** December 5, 2003
9:00-11:00am
Library Conference Room L218

The meeting was adjourned at 11:00am.

Minutes by Sue Rohlicek, Corresponding Secretary
Minutes Approved 12/5/03

“Participation is the key”
November 7, 2003

Accountability and Research Committee
Classified Representatives:
Dale Craig & Tia Gardner

The Accountability and Research members
- critiqued the information in the new Fact Book,
- discussed the new forms for program review, and
- decided on the appropriate format for reporting program review data.

The members were presented with tables showing the number of students transferring to various universities across the nation. Trends in enrollment were discussed.

The members were presented with new survey forms that will measure students’ experiences with DVC services. The forms are standardized and will be distributed at all student service centers.

Submitted by Tia Gardner

Classified Senate Coordinating Council and District Governance Council
Classified Representatives:
Marianne Martinez & Sonja Nilsen

CSCC did not meet on October 21st as the DGC agenda was not large. A discussion took place during the DGC meeting, noting that constituent group representatives need to work together in reviewing the DGC bylaws. The next meeting will be Tuesday, November 11, 2003.

Submitted by Marianne Martinez

Classified Senate Newsletter Committee
Committee Members:
Marianne Martinez & Sonja Nilsen

The newsletter chair sent out an e-mail requesting people to volunteer articles for the newsletter. At this time, a publishing date has not been set. There is still time to submit ideas, articles, or anything of interest to the committee. Please contact either member of the committee with questions or concerns.

Submitted by Sonja Nilsen

Classified Senate Selection Committee
Committee Members:
Sue Garcia, Anne Hallett, Sonja Nilsen, Ann Patton & Simi Zabetian

The Selection Committee reviewed the committees with open classified positions. It was decided to contact the staff members who showed interest in serving on the Leadership Council to fill positions on the Planning Council, Budget Review Committee, Matriculation Committee, the First Year Experience Committee and the Safety Committee. Each member will report back to the group who has accepted new positions. The current list of classified representatives on the campus

~ Committee Updates
committees is at the end of this update. It is vital that we have participation so that the classified staff members have a voice for college matters. If you are interested in serving on any committees, please contact any member of the Selection Committee.

Submitted by Sonja Nilsen

JobLinks
DVC Representatives
Kim Cherry, Sonja Nilsen & Simi Zabetian

The first meeting of the JobLinks committee was held on November 6, 2003 at the District Office. Andrea Gonzalez-Lewis provided the attendees with information from last year’s Career Ladders. A speaker who could be obtained at no charge was discussed, a list of caterers was distributed, and logistics of the LMC location were gone over by the group. Sub-committees were formed from those in attendance. A theme will be decided on as well as a speaker at the next meeting on December 10, 2003. Please contact any member of the JobLinks committee if you would like to participate in setting up this event.

Submitted by Sonja Nilsen

Leadership Council
Classified Representatives:
Nancy Harvey, Leo Lieber, Marianne Martinez & Nancy Ryanen-Grant

Consultant Dianne Smith made her final visit to the Leadership Council to assist in the DVC Procedures Manual. She noted the Council was doing an excellent job working together to formulate the manual. Further work is necessary and constituent groups will work together to have a working version by the end of the Fall 2003 semester.

Submitted by Marianne Martinez

Planning Council Update
Classified Representative:
Sonja Nilsen

The Planning Council meets every other Monday from 3:00-5:00pm in the President’s Conference Room. The next meeting on November 17, 2003 has been cancelled so that the members of the Planning Council can attend the meeting of the District Finance Committee.

John Hendrikson’s summary of the budget was discussed. It is estimated that the district will have an $8.866 million gap between revenues and expenditures for the 2004-2005 budget. The situation has been difficult for everyone involved. The Budget Oversight Committee will start developing a plan as soon as preliminary budget numbers are available.

The Council made a final review of the decision-making points and approved them. Mark Edelstein, Chris Leivas and Mohamed Eisa will start developing data elements and will bring it to the next meeting. Alice Murillo will be revising and providing data elements for the prioritization of hiring new faculty members.

Mohamed Eisa provided data showing the education attainment trends for the past 10 years. This information shows that there has been a decline in service area high school graduates enrolled at DVC. There is also a declining rate of transfer from DVC to four-year colleges. Reports will be provided at the next meeting covering DVC transfer and high school to DVC enrollment patterns. The Council members expressed concern that analyzing data itself does not invoke change; rather, it takes a concerted effort driven by data to create directed change.

Finally, the group will ask Nicola Place to create focus groups through the Transfer Center. The purpose of these groups will be to see what influences students most to transfer.

Submitted by Sonja Nilsen

Classified Staff Development Committee
Committee Members:
The Classified Staff Development Committee met with Carol Maga, the new administrator for the Staff Development programs. The budget reviewed and discussed. Errors were found and recalculations will be made. Once new figures are available, the will be e-mailed to the committee members for review. Carol Maga had done some preliminary work on possible ways to spend the money. One way was on Datatel training. A brainstorming session brought several ideas to the forefront. There is some concern about the Classified Staff Development Budget being spent on something that the District should be providing. More discussion will take place at the next meeting.

Diane Ferguson sent information regarding alternative transportation as a possible topic for the classified staff’s College Hour in January or February. The group discussed ways of broadening this topic, as few thought this would bring in a large audience. The discussion will be continued at the next meeting on November 19, 2003.

Orientation Committee
Committee Members:
Nancy Harvey, Linda Robbins, Robert Trujillo, Lori Vickers, Beverley Walker, Simi Zabetian

The orientation committee meets every two weeks and is considering three missions: to create a classified staff handbook with periodic updates, to establish mentors and to provide group campus tours for new and transferred classified employees. The classified handbook is receiving initial attention and more information will be available as details of its production are identified.

If you see something of interest regarding these committees, please feel free to contact any of the classified representatives

Classified Representatives on College Committees

<table>
<thead>
<tr>
<th>Leadership Committee</th>
<th>August 2003</th>
<th>Ex Officio</th>
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<tbody>
<tr>
<td>Nancy Ryanen-Grant</td>
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<tr>
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<td>Kathy Reilly</td>
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<td>Anne Hallett (Classified)</td>
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<tr>
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<td>Leslie Mills</td>
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### Classified Senate Committees

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CLASSIFIED SENATE
2003-2004
CLUSTER REPRESENTATIVES

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 (Paula Bryson, alternate)
Cluster 3  Beverley Walker – Media Services, Library, Computer Services, FO ANX, Learning Center
Cluster 4  Mary Mathie – Science Area
Cluster 5  Cathleen Ingersol – Counseling, Student Services, Assessment, ET Building (Diane Ferguson, alternate)
Cluster 6  Stacey Bremhorst – 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

President  Marianne Martinez – SRVC ext. 5108
Vice-President  Sonja Nilsen – ext. 2228
Secretary  Sue Rohliceck – ext. 2241
CLASSIFIED SENATE

Minutes

Friday, December 5, 2003
9:00 - 11:30 a.m. - Library Conference Room

Present: Stacey Bremhorst, Marianne Martinez, Sonja Nilsen, Ann Patton, Robert Trujillo, Beverley Walker, Simi Zabetian

Absent: Rhonelle Alford, Cathleen Ingersol, Mary Mathie, Sue Rohlicek

Guests: Nancy Harvey, Jeff Mandap

Public Comments and Announcements:
Marianne welcomed everyone to the last meeting of the year.

Minutes:
The minutes from November 7, 2003 were read and approved.

Cluster Representatives
Robert Trujillo was reinstated as the cluster representative for cluster number eight, the maintenance and physical education areas. This is due to new state laws that have been passed. Marianne and Sonja will be informed of these new laws at a meeting at the Local 1 Union Hall. As of the classified senate meeting, a date and time had not been established.

DVC Procedure 1001, Process to Introduce New or Revise Existing DVC Procedures
Marianne introduced DVC Procedure 1001 which has been worked on by the members of the Leadership Council. It was explained that this was the foundation for the rest of the policies and procedures manual. It is the process by which all other procedures will be approved. There were some questions about wording, which were explained by Marianne. The senate members approved this procedure as written.

Missing Student Art Project
The committee discussed the Missing Student Art Project for Community College Advocacy. Marianne informed the members that the President’s Advisory Council was collecting $20.00 from each of their members in order to purchase two statues. Each statue costs $433.00 and represents 300 students missing from the community colleges as a result of the budget cuts. Questions were raised regarding the auctioning of the statues after March. Jeff Mandap, ASDVC President, explained that the money raised from the auction would be placed into the state students fund to pay for further advocacy for community colleges. The students would have final authority over what the money was used for.

Hearing this information, the senate approved the purchase of one statue and will begin fundraising in the spring term to replace the money. Pizza lunches during the times of the year when food services are not available were discussed. LMC does this type of fundraiser and has raised as much as $300. Marianne will process the paperwork right away and will send the check in before the December 15th deadline. The mannequin will be delivered in February and will be ready for decoration. We will decide how to decorate at a future meeting.
Communication and Decision Making Matrix
Nancy provided copies of the Communication and Decision Making draft. Nancy explained the process by which the matrix was created as well as how the footnotes were used. The Classified Senate’s endorsement, defined as our having seen it and are comfortable with it, was requested. Bev raised the issue of nomenclature, explaining that the phrase “permanent staff” was outdated. This will be raised at the next Leadership Council meeting. The senate decided to endorse the idea of the matrix and agreed that we were comfortable with it. The group thanked Nancy for her ongoing dedication to this process.

Committee Updates
Sonja distributed copies of the Committee updates to the group. A copy is attached to the minutes as well.

In discussion Sonja brought up an idea that was presented at the previous Super Staff Development Committee meeting. It was proposed that the College Wide Super Staff Development Committee include all members of the constituency committee members as well as the current members of the college wide staff development committee. Each constituency will have one vote when necessary. It was determined that this group needs to start working on activities and sponsorship of activities right away so that the committee name was recognized.

Sonja brought up the College Hour stating the fact that the Classified Staff Development Committee had agreed to contact Kenneth Wesson from San Jose to speak. Sonja had heard his seminar last year and several other people were a part of his seminar at this years CCLC conference in Oakland. The senate agreed to pursue this. Sonja has sent a letter to Mr. Wesson and is awaiting his response. More information will come shortly.

Sonja also updated the committee on JobLinks. The next meeting will be Wednesday, December 10th at the District office. The subcommittees are working to get donations, food and information for participants. The date is tentatively set for Thursday, April 8, 2004, as it is a non-instruction day before Spring break. More information will be provided as soon as dates and times are confirmed.

Marianne explained the three members of the newsletter committee will work to set up an initial meeting date and time. It will be publicized for all to attend.

Next Meeting: January 30, 2004. Library Conference Room L218

Schedule of Meetings for 2004

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>Friday, January 30</td>
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<td>Friday, March 5</td>
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<td>Friday, April 2</td>
<td>9:00-11:00</td>
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<td>Friday, May 7</td>
<td>9:00-11:00</td>
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<tr>
<td>Thursday, June 3</td>
<td>9:00-11:00</td>
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The meeting was adjourned at 11:15 am.

Minutes by Sonja Nilsen, Vice-President
Approved 1/30/04

“Participation is the key”
December 5, 2003

Accountability and Research Committee
Classified Representatives:
Dale Craig & Tia Gardner

The Accountability and Research committee met three times this term, the last Mondays of September, October and November. We enjoyed good insights from committee members concerning Division Productivity at the November 24th meeting. The committee continues to guide and advise the Planning, Research and Student Outcomes Office in its work, and we are listening carefully as we continue to revise our planning and procedures.

Submitted by Dale Craig

Classified Senate Coordinating Council and District Governance Council
Classified Representatives:
Marianne Martinez & Sonja Nilsen

The members of the Classified Senate Coordinating Council met on Tuesday, December 2, 2003 and discussed the agenda items for the District Governance Council, JobLinks, the DGC bylaws and received updates from the different campuses. At the District Governance Council, it was decided to bring Student Service Code of Contact (Student Service Procedure 3027) back to the governance councils of the colleges for discussion. The Leadership Council will be discussing it at their next meeting.

Submitted by Sonja Nilsen

Classified Senate Newsletter Committee
Committee Members:
Marianne Martinez, Sonja Nilsen & Sue Rohlicek

The newsletter chair sent out a new e-mail requesting people to volunteer articles for the newsletter. At this time, a publishing date has not been set. A meeting of the committee will be scheduled and advertised in December. There is still time to submit ideas, articles, or anything of interest to the committee. Please contact any member of the committee with questions or concerns.

Submitted by: Sonja Nilsen

Classified Senate Selection Committee
Committee Members:
Sue Garcia, Anne Hallett, Sonja Nilsen, Ann Patton & Simi Zabetian

The Selection Committee reviewed the committees with open classified positions. It was decided to contact the staff members who showed interest in serving on the Leadership Council to fill positions on the Planning Council, Budget Review Committee, Matriculation Committee, the First Year Experience Committee and the Safety Committee. Each member will report back to the group who has accepted new positions. The current list of classified representatives on the campus committees is at the end of this update. It is vital that we have participation so that the classified staff members have a voice for college matters. If you are interested in serving on any committee, please contact any member of the Selection Committee.

Submitted by Sonja Nilsen
Communication and Decision Making Matrix
Classified Representatives
Nancy Harvey, Jeanette Peavler & Lori Vickers

The task force completed its work with a final draft. This document will be sent to the presidents of DVC's organizations, who in turn will schedule open meetings for their members and participants of the task force to provide an opportunity for questions, clarifications, and answers. Each constituency is asked to carefully review and ultimately endorse it.

Submitted by Nancy Harvey from notes by Claudia Eckelmann

JobLinks
DVC Representatives
Kim Cherry, Sonja Nilsen & Simi Zabetian

The second meeting of the JobLinks committee will be on December 10th. At that meeting the date of the event will be finalized, as will the opening speaker and the caterer. Sub-committees have been discussing their charge and making decisions on issues such as the luncheon information fair and the fundraising efforts. The chair of this committee is Anita Rohman from LMC. Please contact any member of the JobLinks committee if you would like to participate in setting up this event.

Submitted by Sonja Nilsen

Leadership Council
Classified Representatives:
Nancy Harvey, Leo Lieber, Marianne Martinez & Nancy Ryanen-Grant

The Council's most recent meeting was held Monday, Nov. 24th. Following are a few of the action items:

- All constituent leaders were asked to ensure that their groups review DVC procedure 1001.
- ASDVC president Jeffrey Mandap introduced 'the Statewide Student Art Project.'
- All leaders were given the Matrix Task Force update
- The Council approved the formation of a one-year, campus-wide Sustainability Task Force to address issues such as energy efficiency, recycling, etc.
- Bill Oye provided an overview & information regarding the proposal of an Appeals Committee.

Submitted by Nancy Harvey from notes by Claudia Eckelmann

Orientation Committee
Classified Representatives:
Nancy Harvey, Debi Noonan, Linda Robbins & Bev Walker

The committee changed status for Simi Zabetian to an inactive member who will provide information about SRVC as needed. Lori Vickers and Robert Trujillo were also dropped from the committee roster but are considered inactive support resources as needs arise. All three of these individuals will be on distribution for copies of meeting minutes.

The committee continued to review the old DVC Classified Personnel Handbook for areas of updates or deletion. By deleting five pages of individual classified employee names plus nine pages of organizational charts (which are included in the existing DVC Classified Staff Information binder) and eliminating one-sided page printing, the new version of this handbook should fit into the existing benefits binder. Linda Robbins pointed out that this would eliminate costs associated with creating an additional binder.

The committee continued to assign update responsibility for the sixty-three (63) existing general information areas described in the handbook. With only four active committee members, each one will be contacting approximately fifteen managers to provide short descriptions or updates of the function for their areas. Linda Robbins prepared a standard memorandum for submittal to
responsible managers by Monday, December 1, with responses requested by Thursday, December 18.

Next Meeting: Wednesday, December 3, 2:30 PM, Room AB202

Submitted by Linda Robbins

Planning Council Update
Classified Representatives:
Sonja Nilsen & Teresa Towers

The Planning Council met on Monday, December 1st. In this meeting there was an update on the presentations that are to be made by the Transfer Center and the Outreach with Schools program. Mohamed Eisa provided a progress report for completing the Program Review Templates for this year. Strategic Plan Priorities for 2003-2004 were discussed and clarified. Activities which address the five highlighted strategic plan priorities will be documented and presented at the final Planning Council meeting of the year.

Alice Murillo discussed the prioritization of new faculty members. This included a discussion about what factors are considered and what factors, other than those listed, should be addressed.

Mohamed Eisa began discussion on the development of a new strategic plan. Council members have been asked to review the handout on strategic planning and bring suggestions to the next meeting.

Submitted by Sonja Nilsen

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

The Classified Staff Development Committee meeting scheduled to be held on November 19, 2003 was cancelled due to lack of attendees. The committee will schedule a meeting for December or early in the spring term.

Submitted by Sonja Nilsen

If you see something of interest regarding these committees, please feel free to contact any of the classified representatives

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### Decision Making Matrix Task Force

- Nancy Harvey
- Jeanette Peavler
- Lori Vickers

### Diversity Assessment and Strategy Planning Task Force

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<td>Ann Williams (Classified)</td>
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First Year Experience
Leslie Mills
Karen Lujan

JobLinks
Kim Cherry
Sonja Nilsen
Simi Zabetian

Classified Senate Committees

Classified Senate Newsletter Committee Marianne Martinez
Classified Senate Selection Committee Sonja Nilsen
Orientation Committee Linda Robbins

CLASSIFIED SENATE
2003-2004
CLUSTER REPRESENTATIVES

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 (Paula Bryson, alternate)
Cluster 3  Beverley Walker – Media Services, Library, Computer Services, FO ANX, Learning Center
Cluster 4  Mary Mathie – Science Area
Cluster 5  Cathleen Ingersol – Counseling, Student Services, Assessment, ET Building (Diane Ferguson, alternate)
Cluster 6  Stacey Bremhorst – A/R, Cashiers, ASO, BFL (formerly BE 2nd Floor)
Cluster 7  Open Position – Custodians
Cluster 8  Robert Trujillo – Maintenance, PE
Cluster 9  Open Position – Bookstore, Cafeteria
Cluster 10 Simi Zabetian - SRVC

President  Marianne Martinez – SRVC ext. 5108
Vice-President Sonja Nilsen – ext. 2228
Secretary  Sue Rohlicek – ext. 2241
CLASSIFIED SENATE
Minutes
Friday, January 30, 2004
9:00 - 11:00 a.m. - Library Conference Room

Present: Cathleen Ingersol, Marianne Martinez, Sue Rohlicek, Simi Zabetian
Absent: Rhonelle Alford, Stacey Bremhorst, Mary Mathie, Sonja Nilsen, Ann Patton, Robert Trujillo, Beverley Walker
Guests: Julie Catalano, Anne Hallett, Leo Lieber, Debi Noonan

Public Comments and Announcements
Marianne welcomed everyone to the meeting. She announced that Bob Trujillo’s father recently passed away. She also announced that the Classified Senate Coordinating Council is meeting with Local One members next month to discuss how to share ideas and work together as one focused group.

There is still no specific information about a golden handshake or classified layoffs.

Minutes
The December 5 minutes were approved with minor editorial changes.

Missing Student Art Project
Marianne was disappointed to learn that Classified Senate will not be able to purchase one of the Missing Student Art Project mannequins because we aren’t able to take money out of Classified Senate funds for political purposes. The committee discussed alternative ways of participating such as paying for transportation or meals for students attending rallies in Sacramento.

Classified Senate Newsletter
The Newsletter Committee is planning to meet in February and they will try to publish one issue before the end of the semester. Marianne asked cluster reps to work with their groups to see if anyone is willing to participate on the committee or contribute an article once or twice a year. Possible subjects include movies, books, restaurant reviews, or campus events. It would be helpful to have someone on the committee with graphics skills. The committee will try to publish one issue per semester.
Leo reported on the District Governance Council and Classified Senate Coordinating Council meetings. Local One and the Classified Senate Coordinating Council have scheduled a meeting on February 23. JobLinks will be held on April 8. The upcoming screening and interviewing for the Vice Chancellor of Business Services was discussed.

The committee discussed the impact of the budget on the District and its students. Mid-year cuts are not expected if Proposition 57 passes and the tentative State budget includes a 1.84% COLA. The District is listed as priority 3 on the Chancellor’s watch list.

Meetings

Marianne asked if any cluster reps would be able to step in for her at specific meetings when she is unable to attend. Meetings include the Leadership Council, District Governance Council, Classified Senate Coordinating Council and Board meetings. If there is an area you are interested in she will be happy to share the meeting schedule with you, or she may call on a cluster rep to attend a specific meeting in her place. Everyone is welcome to sit in on any meeting as long as it is an open meeting under the Brown Act.

Next month’s agenda will include Classified Senate elections, scheduled to be held at the end of this fiscal year. Sue indicated that she will not be able to continue on the Senate for another term.

Next Meeting: March 5, 2004
9:00-11:00am
Library Conference Room L218

The meeting was adjourned at 11:00am.

Minutes by Sue Rohlicek, Corresponding Secretary
Minutes approved 3/5/04

“Participation is the key”
CLASSIFIED SENATE
Minutes
Friday, March 5, 2004
9:00 - 11:00 a.m.- Library Conference Room

Present: Marianne Martinez, Sonja Nilsen, Ann Patton, Sue Rohlicek, Robert Trujillo, Beverley Walker, Simi Zabetian
Absent: Rhonelle Alford, Stacey Bremhorst, Cathleen Ingersol, Mary Mathie,
Guests: Julie Catalano, Nancy Harvey, Leo Lieber, Bill Oye

Public Comments and Announcements
Marianne welcomed everyone to the meeting.

JobLinks is scheduled for Thursday, April 8 at LMC. Everyone will receive an email with registration information.

Marianne announced that there will be a brown bag meeting at DVC on Monday, March 8, with Nancy Ryanen-Grant, DVC’s Local One Vice President, to discuss the temporary voluntary time off.

Marianne reminded everyone that March 5 is the last day to nominate a permanent DVC classified employee for the 6th Annual President’s Exemplary Service Award.

Bob Trujillo announced that there will be a special Board meeting on Monday, March 8, to discuss pink slips for faculty.

Minutes
The January 30 minutes were approved as written.

Student Code of Conduct
Bill Oye, Dean of Student Life, discussed the new student code of conduct with the Classified Senate. The new procedure is Student Services Procedure 3027, and it is a Districtwide document that replaces the DVC student code of conduct. The original document was subject to legal review for consistency with the Education Code and State law. The new student code of conduct was reviewed by the District Governing Council and is now awaiting final approval from the Chancellor’s Cabinet.
The new student code of conduct does not address what happens outside the classroom when classified staff encounter disruptive behavior and there are no faculty or managers available, such as on weekends. Bill has created a draft procedure for DVC about responding to incidents in non-instructional areas. The procedure needs to be fair to students and must be consistent with current laws and Board procedures.

Disruptive behavior is defined as unreasonable interference with teaching, administration or service areas of the college. According to Penal Code 626, nobody has an absolute right to be on campus, it is a privilege, based on conditional circumstances, with appropriate behavior. The college president may notify a person that consent to remain on the campus has been withdrawn.

The draft procedure for DVC connects with board policy and lets the president designate to a manager or a staff member in charge of a service area the authority to respond to incidents of disruption in non-instructional areas. When a classified staff person is in charge, and there is no manager available, they are responsible for maintaining order.

The procedure states it is important to note that the occurrence of disruptive behavior is rare and should not be confused with a student’s right to express differing opinions or constructive criticism. We need to listen to students when they have complaints. The procedure includes guidelines for handling disruptive behavior, including loss of privileges.

If you are the person in charge you will need to decide how to handle the situation. Always call police services for imminent threat such as weapons. Do not put yourself in jeopardy because of this procedure.

You first attempt to resolve the situation by talking to the student. Consult with the supervisor or dean, if feasible. Warn the student that their behavior is disruptive and may lead to loss of privileges, and use loss of privilege rather than suspension language. Give the person an opportunity to respond before you withdraw privilege. The loss of privilege should last until the student talks to Bill Oye. Send Bill an email with date, time, specifics of withdrawn privilege, name of student and ID number if known. Notify the manager and any co-workers who might also need to know that privileges have been withdrawn.

Bill is taking the draft procedure to the Leadership Council on March 8. Please feel free to send Bill an email if you have any questions or comments. He plans to schedule training sessions for managers and classified staff on responding to disruptive behavior. If you think of any scenarios to use in training, let him know. Training will involve police services, disabled students services and counseling, and could begin as early as this semester. Bill’s email is
woye@dvc.edu, he is at ext. 2445. Bill is also updating DVC’s “addressing disruptive behavior” brochure.

**Classified Senate Elections**

Sue Rohlicek will be on the committee to hold elections for Classified Senate officers. Elections were held at the staff appreciation day barbecue last time. If anyone has any ideas about improving the elections or would like to help on this committee, please let Sue know.

**Missing Student Art Project**

Marianne informed Associated Students that Classified Senate funds could not be used to purchase a mannequin for the Missing Student Art Project. The Classified Senate would still like to support the project in some other way and Marianne is continuing to work with Associated Students.

**Other**

Marianne distributed copies of DVC Procedure 1001, which was adopted by the Board on December 8. It identifies the process required to introduce new or revise existing DVC procedures.

A Task Force on Late Registration has been formed to explore the feasibility and potential educational benefits of eliminating late registration at DVC. The task force will need two classified staff members. If anyone is interested, please contact Sonja Nilsen.

**Next Meeting: April 2, 2004**

9:00-11:00am

Library Conference Room L218

The meeting was adjourned at 11:00am.

*Minutes by Sue Rohlicek, Corresponding Secretary*

“Participation is the key”
CLASSIFIED SENATE
Minutes
Friday, April 2, 2004
9:00 - 11:00 a.m. - Library Conference Room

Present: Cathleen Ingersol, Marianne Martinez, Sonja Nilsen, Sue Rohlicek, Robert Trujillo, Beverley Walker, Simi Zabetian
Absent: Rhonelle Alford, Stacey Bremhorst, Mary Mathie, Ann Patton
Guests: Pamela Hawkins, Renee Corral

Public Comments and Announcements
Marianne welcomed everyone to the meeting. JobLinks is scheduled for Thursday, April 8 at LMC. Today is the last day to register.

Congratulations to Cynthia Heilesen who received the President’s Exemplary Service Award for Classified Staff, and to all the nominees.

Marianne announced that the Classified Senate Newsletter Committee will meet next year. Marianne announced that the Classified Senate Coordinating Council will meet with Local One leaders on May 24.

Marianne requested that cluster reps think about fundraising ideas for next year. Cathy suggested a classified cook book. We will discuss fundraising ideas at a future meeting.

Local One advises: Computers on campus belong to the District and must be used for District business only. Do not use computers for illegal purposes or personal business.

Minutes
The March 5 minutes were approved as written.

Classified Senate Elections
Please consider running for Classified Senate office. You will be involved in making recommendations that affect all classified staff and receive the latest information on DVC and District issues. Nomination forms are available for President, Vice President and Corresponding Secretary.

The election will be held at the staff appreciation day barbecue on Thursday, June 3. We need volunteers to help at the barbecue and after the election to count ballots.
Cathleen Ingersol, Sue Rohlicek, Beverley Walker and Simi Zabetian volunteered to serve on the elections committee. For further information or to volunteer please call Sue at ext. 2241.

**Review of DVC Procedures Manual**
The Senate reviewed a draft of the DVC Procedures Manual with particular attention to Procedures 1002, 1009, 2001, 2002, and 3010. Procedure 1001 has already been approved by the Leadership Council and they are trying to finalize the remainder of the document by the end of this semester. Most of the language in the procedures is taken from Title V and District policy. Marianne also requested that everyone look at the unnumbered draft disruptive student procedure. All classified have an interest in the final Procedures Manual. If you would like a copy of the draft, or have any comments or concerns about it please let Marianne know.

**Workforce Development Master Plan**
Pamela Hawkins reviewed the draft Workforce Development master plan with the Classified Senate. She said it is important that all groups have an opportunity to look at it and make observations and comments. Pam said they have not had broad participation from classified staff and they are inviting classified feedback on the draft master plan. Pam explained that the master plan represents an initial effort and will be an ongoing work in progress. The goals in the draft are for the next three years.

DVC’s emphasis is general education and transfer, but of 25,000 students only about 2200 transfer. Many DVC students are already employed and are taking classes to upgrade their skill level or gain specific knowledge. Two years ago DVC began a reassessment of workforce development goals that included budget issues and establishment of a draft master plan. Pam said this broad assessment is giving them a sense of what they might or should be doing here at DVC.

DVC’s vocational programs have advisory committees that advise the programs as to the curriculum and direction they should take. The Workforce Development office supports the advisory committees and assists vocational programs in program review. They work with high schools and private colleges helping students with the transition from workforce preparation to successful careers. Pam provided the Classified Senate with a chart showing functions of the Workforce Development office. Kim Schenk is the workforce development coordinator.

Pam discussed the possibility that DVC will develop a medical lab technician program. The industry wants DVC to put a proposal together for a certificate program that would meet their needs for workers to fill these jobs. The Workforce Development office will go through the steps to establish the program.

Division deans serve on sub-committees and play a central role in workforce development activities. There are many involved parties in the implementation grid of
the master plan. Pam also wants SRVC to be a part of the process. She is planning to go to SRVC to talk to faculty and student groups about Workforce Development. Pam has made an effort to align Workforce Development activities with the Regional Training Institute, but each area is working on different target audiences. The Workforce Development office plans to interact with RTI more in the future.

Pam asked anyone with comments or feedback on the draft master plan to please let her know. Pam would like to know if as a staff member working directly in a vocational education area you have needs that are not being met.

**Planning Council Update**
Sonja reported that the Planning Council is recommending to Mark Edelstein cuts in PFE funded projects. PFE funds are expected to be reduced by 40% in 2004-05. The Council is presently reviewing salary and productivity information about the areas. At the next meeting they expect to receive answers to questions and get more information. They will be voting as to ranking for programs with high results. Programs with low results may be reduced or eliminated. Sonja said this is a difficult task and there are many pros and cons to consider. No new programs are being funded at this time.

**District Governance Council Bylaws**
Marianne asked everyone to review and comment on the District Governance Council Bylaws. The document is presently under revision and classified staff need to have an equal voice in DGC activities. The next DGC meeting is the third week in April. A copy of the draft Bylaws are available from Marianne Martinez or Sue Rohlicek.

**Other**
The District budget deficit is approximately $10 million and growing.

**Next Meeting:** May 7, 2004
9:00-11:00am
Library Conference Room L218

The meeting was adjourned at 10:50am.

*Minutes by Sue Rohlicek, Corresponding Secretary
Minutes approved 5/7/04*

*“Participation is the key”*
CLASSIFIED SENATE
Minutes
Friday, May 7, 2004
9:00 - 11:00 a.m. - Library Conference Room

Present:  Marianne Martinez, Sonja Nilsen, Ann Patton, Sue Rohlicek,
Absent:   Rhonelle Alford, Stacey Bremhorst, Cathleen Ingersol, Mary Mathie,
          Robert Trujillo, Beverley Walker, Simi Zabetian
Guests:   Matt Anderson, Julie Catalano, Andy Kivel, Willie Mack, Dan McClellan,
          Alice Murillo, Ed Oswald

Public Comments and Announcements
Marianne welcomed everyone to the meeting.

Marianne will set up a newsletter committee meeting during the summer for publication in Fall 2004. The newsletter is an opportunity for classified staff to have a voice and express their opinions and concerns.

Marianne announced that the Granlibakken Classified Leadership Institute will be held June 24 in Tahoe City.

Minutes
The April 2 minutes were approved as written.

Classified Senate Elections
The deadline for submitting nomination forms for Classified Senate office was extended to May 21. The Senate recognizes that it is difficult to give up time from work and the furlough will further impact us, but this is an opportunity to be involved in making decisions that affect all classified staff. Nomination forms are available from the elections committee for President, Vice President and Corresponding Secretary. The election will be held on June 3 at the Staff Appreciation Day barbecue.

If anyone would like to volunteer to help with the election, please contact a member of the elections committee: Cathleen Ingersol, Sue Rohlicek, Beverley Walker or Simi Zabetian. For further information or to volunteer please call Sue at ext. 2241.

Report on Technology Master Plan
Andy Kivel reported to the Senate on the Technology Master Plan. The Information Technology Committee would like feedback from classified staff on the planning schedule for 2005-2008. The planning schedule is a continuation and extension of the DVC Technology Master Plan for 2001-04. The Technology Committee proposes to continue with the 10 goals and focus on strategies that address each goal. There will
be an August flex activity for anyone interested in more information about the Technology Master Plan schedule.

The Technology Committee would like to find a few more people to help them evaluate how well the Master Plan has worked. The plan has driven spending requests, and it is very important now with budget decisions and technical support issues. Marianne will check on classified membership in the Technology Committee. The committee meets every other Thursday from 2:00-3:30.

**Review of DVC Procedures Manual**

Marianne provided copies of chapters 4 through 6 of the draft Procedures Manual. The Senate reviewed several procedures that affect classified staff including the budget allocation process and mail and communication systems. There was concern about enforcement methods for procedures such as the smoking and pets on campus procedures. If you have any other comments or concerns please let Marianne know.

**Furlough**

Julie Catalano asked if anyone has any suggestions for how we are going to be able to go to committee meetings when we will be away from our desks 7% of our time. Matt asked how we are supposed to take off 7% of our time without a reduction of services. Marianne would like the Classified Senate to share ideas on how departments are working together to reduce the impacts of the furlough.

**Other**

The Classified Senate Coordinate Council will meet with Local One leaders on May 24. Marianne said a major topic will be communication between the two groups and how to deal with the furlough. Please let Sonja Nilsen or Marianne Martinez know if you have any concerns to bring up at this meeting.

**Next Meeting: Thursday, June 3, 2004**

9:00-11:00am

Library Conference Room L218

The meeting was adjourned at 11:00am.

*Minutes by Sue Rohlicek, Corresponding Secretary*

Minutes approved 6/10/04

*“Participation is the key”*
CLASSIFIED SENATE
SPECIAL MEETING

Minutes

Friday, May 14, 2004
9:00 - 11:00 a.m. - Library Conference Room

Present: Rhonelle Alford, Marianne Martinez, Ann Patton, Sue Rohlicek, Beverley Walker
Absent: Stacey Bremhorst, Cathleen Ingersol, Mary Mathie, Sonja Nilsen, Robert Trujillo, Simi Zabetian
Guests: Matt Anderson, Dale Craig, Leo Lieber, Dan McClellan, Pam McDaniel, Ed Oswald, Susan Sedillo

Classified Senate Resolution
Marianne welcomed everyone to the meeting. There was open discussion of a Classified Senate resolution addressing the impact on classified staff of budget issues in the District. A motion was passed to endorse the Faculty Senate resolution and to go forward with creating a Classified Senate resolution.

The meeting was adjourned at 11:00am.

Minutes by Sue Rohlicek, Corresponding Secretary
Minutes approved 6/10/04

“Participation is the key”
CLASSIFIED SENATE

Minutes
Thursday, June 10, 2004
9:00 - 11:00 a.m. - Library Conference Room

Present: Marianne Martinez, Cathleen Ingersol, Ann Patton, Sue Rohlicek, Robert Trujillo, Beverley Walker

Absent: Rhonelle Alford, Stacey Bremhorst, Sonja Nilsen, Mary Mathie, Simi Zabetian

Guests: Julie Catalano, Diane Ferguson, Nancy Harvey, Willie Mack

Public Comments and Announcements
Marianne welcomed everyone to the meeting.

There was an open discussion of the classified furlough, implementation of the furlough schedule and the District’s budget situation. There are many concerns including the ability to participate in shared governance, the potential for errors in District calculation of the payroll deduction, and the fairness of the furlough in general.

Minutes
The May 7 and May 14 minutes were approved as written.

Schedule of Meetings for 2003-04
Classified senate meetings have traditionally been held on Fridays, but because of the furlough this schedule may need to be changed. Marianne suggested we work with the regular schedule for now and see how the furlough impacts the meetings. We will reschedule meetings to another day of the week if necessary. Classified Senate meetings were scheduled for the following dates:

- Friday, September 10, 2004  9:00-11:00  L218
- Friday, October 1, 2004  9:00-11:00  L218
- Friday, November 5, 2004  9:00-11:00  L218
- Friday, December 3, 2004  9:00-11:00  L218
- Friday, February 4, 2005  9:00-11:00  L218
- Friday, March 4, 2005  9:00-11:00  L218
- Friday, April 1, 2005  9:00-11:00  L218
- Friday, May 6, 2005  9:00-11:00  L218
- Thursday, June 2, 2005  9:00-11:00  L218
**Classified Senate Elections**

Congratulations to Marianne Martinez and Sonja Nilsen. Marianne was elected as President and Sonja was elected as Vice President. The term is for two years, 2004-05 and 2005-06. The Senate thanked Marianne and Sonja for their dedication and hard work through the past two years.

**Resolution to the Board**

At a special meeting in May the Classified Senate decided to support the Faculty Senate’s resolution to the board and address classified concerns about the District budget and furlough. Marianne planned to address the Board at the May meeting, but there were last minute staffing problems at her work and Marianne was not able to attend the board meeting. This highlighted the importance of having specific people for backups for meetings.

**Backups for Meetings**

Marianne is concerned about how the furlough will impact classified staff’s ability to participate in shared governance. Everyone will have difficulty attending meetings and classified hourly substitutes will not be hired because of the furlough. Sonja and Marianne need someone to step in for meetings for them when they are not able to attend, just to take notes or listen and report back. She understands that it is going to be difficult for everyone to attend meetings. Everyone will have to discuss this with their manager and make their own arrangements.

Marianne said in general Sonja is her first backup for all meetings. Leo Lieber as past president has agreed to backup District Governance Council meetings. Julie Catalano will be her backup for President’s Advisory Council meetings. Sue Rohlicek will backup Leadership Council, and Willie Mack and Diane Ferguson will backup Board meetings.

Marianne said she appreciates everyone for going to meetings and attending Classified Senate.

**Fundraising**

Marianne and Cathy Ingersol are attending a workshop on fundraising at the Granlibaaken conference later this month. Marianne said this is a way for us to focus on something positive. Bev Walker is looking into a DVC classified cookbook. Funds generated could go to scholarships for students or classified staff, attendance at conferences, or some sort of recognition for classified staff.
**Other**
There was concern about student assistant workers attending the classified staff appreciation day barbecue. Many raffle prizes went to student workers. Departments are not consistent about including student workers and it's unfair to both classified staff and student workers who aren’t invited. Marianne will send an email to Grant Cooke.

**Next Meeting:** Friday, September 10, 2004  
9:00-11:00am  
Library Conference Room L218

The meeting was adjourned at 10:40am.

*Minutes by Sue Rohlicek, Corresponding Secretary*  
Minutes approved 9/10/04

*“Participation is the key”*