

CLASSIFIED SENATE

Minutes

December 5, 2018 | BFL-CCC | 11:30 a.m. – 1:00 p.m.

Senators present: Scott Heiden, Marisa Greenberg, Monica Brennan, Rafiqul Bhuiyan, Santina Mongold, Kristina Gomez, Jessica Martin

Senators absent: Lisa Martin, Allison Albright, Noha Basiliou, Sonia Nilsen

Guests: Sue Handy, Michelle Minty, Zachary Siliga, Christine Garcia, Carissa Urbalejo, Leticia Rodrigues, Mary Jane Long

1. **Approval of the December 5, 2018 Agenda – It was MSC to approve the agenda as written.**
2. **Approval of the November 7, 2018 Minutes** – MSC to approve the minutes as amended (corrections to November 7th minutes: Jessica Martin was a present senator and Becky Opsata was a present guest. Also, the 6th bullet point under DGC needs a correction- “one is around the tuition reimbursement for Classified Staff and students.” Should be corrected to say “one is around the tuition reimbursement for students.”)
3. **Public Comment**
Carissa Urbalejo reported that the process for athletes is changing to Starfish software in the spring.
4. **Council Announcements & President’s Report**
CSCC & DGC – Marisa Greenberg
 - There was a delay at DGC because of a technicality with the agenda, so several items won’t be voted on until February.
 - Heiden & Greenberg explained how they will decide if they should bring information from DGC to the campus level or not: many items do not affect Classified, or it is something that we wouldn’t get any feedback on, so there is no point in delaying the vote to bring it to the campus level.
 - Chancellor discussed the decision to close the campuses for air quality, and how many factors went into it. Not an easy decision.
 - It is time to do the District-wide Strategic Plan again. They are holding open forums at each campus for feedback from the colleges. DVC’s forum will be Wednesday, December 5th from 2:30-4:30pm in the Diablo Room.College Council – Jessica Martin
 - The last meeting cancelled because of campus closure.
There was a spike in crisis counseling this semester. Possible reasons could be the short semester or the fires that occurred.
 - There are 2 new board of trustees – Rebecca Barrett and Andy Lee. They came to tour DVC last week, toured all campuses. Both are being sworn in next week.Statewide Classified Senate Report – Noha Basiliou – not present
Student Services – Chris Long (in place of Sonja Nilsen) – not present
5. **Lupe Dannels – Guided Pathways (GP)**
Seeking information and input in drafts.

GP – College put in application to Partnership Resource Team from IEPI. Visited in early fall to assist us in integrating Student Services and Instruction. The team found College’s way of communication is creating the greatest gap internally, to greater campus and to larger community.

Funding of \$200,000 to develop integrated instruction, student services and marketing strategy to improve communication to students in the entry and connection stage. Objectives are to focus on:

- a. student facing of publications and technology that is being used, establish cross functional review team to look at messaging at entry and connection, create student publications and messaging that are student friendly. Highlights the need to hire a consultant
- b. Increase student voice and redesign and improve student friendly communication.
- c. Design structure to improve communication of meta majors to make sense, electronic and web to have a visible structure.

Student Advisory Council – 1 student has been on GP taskforce. This council is modeled from Santa Monica College. Council has 25 proposed demographic needs. CS advised to add ESL, undocumented, CARE/CalWORKs, single-parent students from cross discipline majors. Ask to identify a meeting time that will be inclusive of participants.

MSC to approve draft.

6. PD Funds – Ideas on how to use them

- CS will submit an equity proposal for 10 people to attend the Classified Leadership Institute. Equity can possibly fund half and CS can fund the other half. There is a separate process to apply to attend. Marisa will send the information out.
- Spring break training – not identified what yet
- PD funds can be used for individual conference attendance and reimbursement
- Send ideas to Jessica.

7. Finals Week – Student Support Activities

- CS will be handing out bluebooks, scantrons, and pencils. Lisa sent the email yesterday. It will be informal this year: Monday-Thursday, 730am-10am. For SRC, Ann Uawithya will be the point person
- Supplies from Student Life office or Lisa Martin – if it runs out, contact Marisa, Jessica, or Lisa to get more. The bookstore is selling everything at cost. We are asking that you do not stand in front of the bookstore doors.

8. Job Links

- Marta Gillen is chairing this year.
- The first meeting was last Thursday – 17 people attended in person or by conference call.
- Forward ideas about workshop ideas, and keynote speaker to committee.
- Local companies to donate to raffle – forward ideas.
- There are several subcommittees if anyone wants to join. Logistics, food, donations, decorations to name a few.

9. Scott Heiden – Business Procedure 6.04 will be added as an item to January agenda

- Policy or procedure that prevents rental of district facilities outside of 6 months prior to event. He will be asking to change for performing art events. This will need to go to DGC and the board possibly.
- It is important for community partners who would like to use DVC as a venue. Scott will present at the next meeting for official endorsement and documentation to go to DGC, academic senate, and District Governing Board.