

**Classified Senate Meeting
Wednesday, September 6, 2017
Diablo Room**

Present: Marisa Greenberg, Allison Albright, Gilbert Rocha, Lisa Martin, Rafiqul Bhuiyan, Jessica Martin, Noha Basiliou, Sonia Nilsen, Andrea Bell

Absent: Yvonne Roberson, Renee Savage

Guests: Beth Hauscarriague, Emily Stone, Christine Garcia, Joy Brucelas, John Christensen, Scott Heiden, Newin Orante, Jenny Freidenreich, Liling Lin

Meeting called to order at 11:35am

Approval of September 6th agenda:

MSC with no objections or abstentions.

Approval of May 17th minutes:

MSC with no objections or abstentions.

Approval of August 9th minutes:

MSC with no objections or abstentions.

Public Comment:

Brucelas noted that the Program Review committee will be needing another Classified representative.

Council Announcements:

- Greenberg announced the formation of the GPS Team (Guided Pathways Steering Team). Chris Long will be the Classified rep on the team, and more people will be tapped for it as we go.
- Classified Senate conference room is available for staff use for private space at lunch, small meetings, etc. Use it or lose it! Located in FO 213, Jessica Martin has the key for those who are interested in using it.
- Rocha brought up the district's diversity hiring training that will be held at DVC on 9/26. Employees who will be participating on a hiring committee must complete this training every two years in order to serve on the committees.

CLI Presentations:

- Heiden presented a slideshow on his experience at the Classified Leadership Institute over the summer. He attended several workshops, primarily on equity, 3CLA Leadership academy, and effective communication for leaders. One of his major takeaways was that we often forget that students don't know all the things we do, and may need more time and patience in explaining a process. They don't know what they don't know. It is our job to help them understand.
- Basilius presented a workshop on Workplace Communication at CLI. She is also our 4CS area rep. She attended workshops on how to reestablish a Classified Senate and the importance of using short messages to get a point across. She noted that a meaningful constitution is important for Senate to have. There are plenty of examples out there, so don't reinvent the wheel.
- Brucelas shared her experience at CLI. She attended many of the same workshops as Scott & Noha, but pointed out the models of team development, and a workshop that discussed things that lead to burnout.

CARE Team Presentation

- Beth Hauscarriague and Emily Stone presented on the new CARE Team process and reporting system for students of concern.
- Reporting for crisis and conduct issues
- It's a system for employees only, and we are supposed to be discreet about using it. They provided a comprehensive handbook employees can reference when dealing with these types of situations. There is now an icon on our desktops that we can click to log in and report an issue. Employees are required to consult with their manager prior to submitting the report.

Integrated Plan Presentation:

- Newin Orante, Beth Hauscarriague and Jenny Freidenreich presented on the new integrated plan.
- The state previously wanted 3 separate college plans for Equity, Basic Skills, and 3SP, but now they want one comprehensive plan that incorporates all three.
- It is a 2-year plan that will run from 2017-2019, so we are actually using it already as it is being formed.
- There are three separate budgets, but five overlapping goals for all three plans. Some activities are the same for all three, some are different.
- All budgets are "use it or lost it," so we have to plan effectively to spend it out.

Greenberg adjourned the meeting at 1:16pm. Next meeting will be in October 4th.