INTEROFFICE MEMO

TO:        Classified Senate Task Force
FROM:      Pamela Tafoya
DATE:      September 3, 1991
SUBJECT:   First Meeting

Our first task force meeting is scheduled for Thursday, September 5, at 9:00 am in the Business Services conference room.

Attached is some pertinent information I would like for you to review prior to the meeting. However, our first item of business is to select a new chairperson since Linda Long has accepted a transfer to LMC and will not be able to chair our committee. My offer to assist the chairperson still stands. Please give this some serious consideration and come prepared to volunteer or nominate someone so we can move on to the issues at hand.

As you can see on the attachment, there is a meeting on Wednesday, September 11, with the Chancellor to discuss the implementation of AB 1725. It is important that our voice is heard. Please come with a list of your concerns and questions so I/we can present them on Wednesday.

Please call me if you are unable to attend the task force meeting on Thursday. Your input is needed!

Attachment:  
Policy on Shared Governance in the California Community College

DISTRIBUTION
Diana Dachenhausen
Wayne Gallup
Gloria Gilmore
Arlene Grieve
Jeanette Harris
Sandra Mills
Delene Moyle
Linda Robbins
Pamela Tafoya
Linda Young
CLASSIFIED SENATE TASK FORCE

AGENDA

October 29, 1991
3:00 pm - 4:00 p.m.
Business Services's Conference Room

TASK FORCE MEMBERS: Diana Dachenhausen
Wayne Gallup - Met Monday, October 28
Gloria Gilmore
Arlene Grieve
Jeanette Harris
Delene Moyle
Linda Robbins
Pamela Tafoya
Linda Young - Met Monday, October 28

STAFF DEVELOPMENT
CHAIRPERSON: Anne Marie Velikan

I. Introduction/Update - PAMELA
   Research Study
   Committee/Task Force Assignment of Classified Staff

II. October 15 District Shared Governance Steering Committee Meeting - GLORIA

III. Faculty Position on for DVC Decision Making Process - GLORIA

IV. Representation for November 8 District Retreat - OPEN DISCUSSION & SELECTION

V. P. Peterson's Memo, Formation of Classified Senate - OPEN DISCUSSION

VI. Position Statement - ANNE MARIE, WAYNE

VII. Next Step? - OPEN DISCUSSION
    Communication with Classified Staff
    Newsletter
    Questionnaire
    Formation of temporary structure
    Volunteers
October 14, 1991

TO: Classified Senate Task Force

FROM: Phyllis L. Peterson

SUBJECT: Formation of a Classified Senate

I have reviewed your memo regarding the formation of a classified senate with Bob Jensen. I will also be sharing it with District Council for discussion. Bob clarified for me that it is not essential that you have your permanent organization in place by January 1. A temporary structure is fine as long as we include classified representation (separate from Local 1) in the governance structure.

As I mentioned before, if you wish to schedule a few all day or half day retreats for your planning group, I will arrange to have substitute coverage. Also, if you wish to hire someone hourly to prepare some newsletters this year, please submit a budget to me and I will fund it out of my budget.

I am really pleased that we will have a classified senate, and appreciate your leadership in developing it.

Thanks.
We have all received Phyllis Peterson's response to our task force's recommendations.

Can we get together early next week to discuss our next step. I realize we have disbanded as a task force but I feel we should make additional decisions for our next step as a group.

Short term funding (this year) is available from the President for a newsletter and a planning group. Questions to be thinking about for our meeting are:

Who will represent the classified staff until a senate is formed?
Who will comprise the planning group?
Who will communicate to the classified staff?
Who will prepare the newsletter?
Should we survey our classified?

I have reserved the Business Services Conference Room for both Monday October 28 from 1:00 - 4:00 pm and for Tuesday October 29 from 3:00 to 4:00.

On Monday the conference room is available all day and on Tuesday it is in full use. For this reason, Monday may be better from an conference room availability perspective...

Let me know what day is best for you...

I have also invited Anne Marie Velikan to attend. As our staff development chairperson, Anne will be able to provide valuable insight to our efforts.

Pam Tafoya X 520

✓ Diana Tues
✓ Wayne Mon
✓ Gloria
✓ Arlene Tuesday, better
✓ Jeanette
✓ Delene
✓ Linda R with
✓ Linda Y Monday
✓ Anne Marie
November 4, 1991

TO:       Classified Staff
FROM:     Phyllis L. Peterson
SUBJECT:  Formation of Classified Senate

As you probably know, the classified staff is forming a Classified Senate or Council for representation in institutional matters at the district and college levels. This is in response to institutional governance as defined in AB1725. (In the past classified staff have been actively involved in governance at the college level but was represented by Local 1 since there was no Classified Senate or Council.)

In August it was agreed that the Classified Staff Development Committee would provide the leadership in developing an organizational proposal. Pam Tafoya, Diana Dachenhausen, Wayne Gallup, Gloria Gilmore, Arlene Grieve, Jeanette Harris, Delene Moyle, Linda Robbins, and Linda Young have been serving on this committee. This is a big task! It is difficult to communicate on our large campus and there is a great deal of confusion and concern. I think it would be helpful to have an opportunity for all interested members of the classified staff to meet to hear a progress report and to ask questions. To accomplish this the following date has been set aside for meeting:

Wednesday, November 13 - 4:00 p.m. - FORUM

At the meeting I will give an overview of the institutional governance process at DVC (a proposal that slightly modifies the existing process), explain the status of the district governance process, and suggest a next step. You will be able to ask questions of me and members of the planning committee.

Since this new organization is of importance to all of you, I encourage you to attend. We should try to keep offices open, but if this is not possible then offices may be closed for the meeting which will last about an hour.
Classified Meeting Agenda
November 13, 1991

1. Purpose of meeting

To facilitate the process of establishing a Classified Senate or Council in order to enable classified staff to participate in shared governance -- at the district and the college levels -- in accordance with AB1725

2. Overview of the status and process

Review current status of district and college governance

Review status of planning for classified senate/council at DVC

Suggest steps to create the classified senate/council

Hold planning workshop (2 half-day meetings)

Vote on recommended plan to elect classified

Elect representatives at large segments

Convene Senate

3. Suggested steps after the classified senate/council has been established

Elect officers

Meet with LMC and CCC officers to form district coordinating council

Prepare proposal for staffing, if needed, and present to District Council for 1992-93 budget

4. Appoint representatives for Planning Workshops

5. Discussion and questions
Classified Meeting with President Peterson on November 13, 4:00 pm

Purpose of Meeting:
Informative "Shared Governance" discussion with DVC Classified Staff

Handouts:
Classified Staff broken down into "Clusters" for each area to select representation at two 1/2 day retreats to design a classified senate model, communicate with each representative's area staff, develop process to elect officers for senate/council.

Time Line:
November 13 - Meet with President - Selection process to begin for representatives to meet on November 22

November 22 - Representatives develop model and communicate with area/cluster

December 6 - Vote on Model
First 2 year - Elect Officers

Location Discussed:
Staff Development Office - Work out schedules with Staff Development Office, i.e., Susie Goldstein is at SD on Tuesdays/Thursdays, Art's Schedule, Linda Young

Future:
Elect Officers
District Guidelines Addressed
(CS at each campus)
This voice message is being sent to all Cluster Coordinators for the formation of a classified senate.

Update:

Good response from classified who are interested in serving as the elected represented from clusters.

If possible, please have representatives elected this week. A suggestion was made to include an alternate. Highest vote, next highest vote - etc.

Time Line

Representatives Elected this week - next week is Thanksgiving. First week in December we should meet for our first half day workshop (December 4) and 2nd workshop (December 17) complete our task the following week with another half day workshop. Lose ends could be completed the third week in December which is the week before Christmas.

What is our task you ask:

After representatives are elected from each cluster, we will meet as a planning committee to establish guidelines and a model and scope of shared governance. This committee will be addressing the BIG PICTURE in two 1/2 day workshops.

Structure
Constitution
Relationship from Campus to District
Responsibility
Establish sub-committees to facilitate formation

Once the officers are elected they will be addressing and fine tuning the mission and constitution for the on-going responsibilities of the classified senate.

This will be during our FIRST WORK SHOP. Each representative will then communicate with their cluster for input to any changes, improvements, etc.

At our SECOND WORK SHOP make modification and then vote on model. Proceed toward election process of senate officers for the first of the year. The elected officials should be charged with fine tuning the constitution, purpose, scope...

If any of the representatives have questions, please call Gloria X247 or me on X520.
INTEROFFICE MEMO

TO: To Be Determined - Cluster 1
    Jan Slatter - Cluster 2
    To Be Determined - Cluster 3
    Dolores Henderson - Cluster 4
    Eva Monteverde - Cluster 5
    Pat Kennedy - Cluster 6
    To Be Determined - Cluster 7
    To Be Determined - Cluster 8
    Duvall Holthaus - Cluster 9

FROM: Pamela Tafoya

DATE: November 12, 1991

SUBJECT: Formation of a Classified Senate at DVC

Thank you for agreeing to take the lead in communicating with the members of your cluster to select a representative to serve on the Classified Senate Planning Committee. Attached is the list of employees for each cluster. Keep in mind we are in the beginning stages for the formation of a classified senate. This means that changes may and should occur if and when a senate is formed. Input is needed from all classified staff.

If you could also remind the members of your cluster that tomorrow is our meeting with Dr. Peterson regarding the formation of a classified senate at DVC. This meeting is being held Wednesday, November 13, in the FORUM at 4:00 pm.

I have also attached two memos from our Chancellor, Bob Jensen, who is asking for input on two proposed new personnel procedures. One is regarding classified staff participation and the other is regarding employment of relatives. Please review these with your cluster. Does the Staff Participation guidelines meet the needs of classified? Does the Employment of Relatives guidelines address the concerns of classified? I need your responses by November 20.

Any questions, please call me on extension 520 or Gloria Gilmore on extension 247.

C: Gloria Gilmore
    Phyllis Peterson
11-14-91

Pam & Gloria,

It looks like we have a Classified Senate at DVC. Phyllis' presentation was pretty impassioned... I imagine Bob is breathing down her neck. So what do you think of taking up her kind offers of support and squeezing out as much as possible, as soon as possible? Like Monday? My suggestions would be the following:

- **President** - (or eventual key person at DVC), 10 hours per week reassigned time or overtime.

- **Secretary/Newsletter Editor** - (Linda Young?)
  5 hours per week, with an additional 5 hours available during startup.

- **Newsletter** - DVC does typesetting and printing as per the Faculty Senate.

- **Office** - Grab it Monday... no privacy, but it's a start. With a computer, phone, voice mail and a mailbox.

- **Budget** - for stationery, postage, mileage, travel, conferences, power lunches, etc.

Ultimately, District support for a Classified Senate needs to be comparable to that of the Faculty Senate.

Wayne
December 3, 1991

LAURA WHITE
BOOKSTORE

TO:

FROM: Gloria Gilmore and Pam Tafoya
Acting Classified Senate Co-Chairs

SUBJECT: November 13, 1991 Classified Staff Meeting Held
by Dr. Phyllis Peterson

PURPOSE: To facilitate the process of establishing a Classified Staff
Senate or Council enabling classified staff to participate in
shared governance -- at the district and the college levels -- in
accordance with AB1725.

OVERVIEW: Dr. Peterson explained the present institutional governance
process at DVC and status of the district shared governance
model. Cluster groups were formed TO INSURE INPUT AND
COMMUNICATION TO AND FROM ALL LOCATIONS ON THE
CAMPUS.

BIG THANKS: The following individuals facilitated cluster elections. Your
assistance has helped the Classified Staff move forward in
shared governance.

Diana Dachenhausen, Jan Slatter, Nancy Ryanen-Grant, Dee
Henderson, Eva Monteverde, Pat Kennedy, Tammy James,
Betty Crenshaw, Duvall Holthaus.

NEXT STEP: Elected representatives will meet in a half-day workshop on
December 11, 1991, from 1:00-4:00 p.m. in the Trophy Room.
More information on the workshop to follow.

ELECTED REPS
& ALTERNATES: Linda Robbins, Jeanette Harris, Gena Gruber,
Jan Slatter, Alana Holdsworth, Leslie Leong,
JoAnn Nicol, Dee Henderson, Marilyn Joyce,
Dan Silvia, Eva Monteverde, Shirley Kimsey,
Sandy Davis, Greg Villella, Al Wilson,
Betty Crenshaw, Gyda Buelna, Duvall Holthaus,
Laura White.

- OVER -
DIABLO VALLEY COLLEGE'S DECISION MAKING PROCESS
FLOW OF RECOMMENDATIONS
(FOR DECISIONS INVOLVING ALL CONSTITUENCIES)
INTEROFFICE MEMO

TO:       Classified Senate/Council Representatives and Alternates
FROM:     Gloria Gilmore and Pamela Tafoya
          Acting Co-Chairs
DATE:     December 3, 1991
SUBJECT:  Leadership Workshop

Please plan to attend a leadership workshop on Wednesday, December 11, 1991 in the Trophy Room from 1:00 pm - 4:00 pm.

The purpose of this workshop is to provide you with information regarding shared governance and to exchange ideas regarding the formation of a classified senate/council at DVC.

Please communicate with your supervisors and managers regarding your attendance to this workshop. If substitutes are necessary, funding is available.

If any questions arise, please contact us. We are looking forward to meeting with you on December 11.

DISTRIBUTION

Cyda Buelna - Buildings and Grounds
Duvall Holthaus - Bookstore
Laura White - Bookstore
Dan Silvia - Community Services
Shirley Kimsey - Admissions
Sandra Davis - Admissions
Linda Young - Staff Development
Eva Monteverde - Financial Aid
Betty Crenshaw - Physical Education
Jeanette Harris - Business Services
Jan Slatter - Central Services
Gregory Villella - Custodial Services
Al Wilson - Custodial Services
Gena Gruber - Math/Computer Science
Alana Holdsworth - Family Life
JoAnn Nichol - Library
Wayne Gallup - Media Services
Dee Henderson - Biological Sciences
Marilyn Joyce - Physical Sciences
Leslie Leong - Computer Center
Linda Robbins - Faculty Senate
December 3, 1991

Classified Senate/Council Representatives and Alternates

Gyda Buelna - Buildings and Grounds
Duvall Holthaus - Bookstore
Laura White - Bookstore
Dan Silvia - Community Services
Shirley Kimsey - Admissions
Sandra Davis - Admissions
Linda Young - Staff Development (Acting Senate Secretary)
Eva Monteverde - Financial Aid
Betty Crenshaw - Physical Education
Jeanette Harris - Business Services
Jan Slatter - Central Services
Gregory Villella - Custodial Services
Al Wilson - Custodial Services
Gena Gruber - Math/Computer Science
Alana Holdsworth - Family Life
Gloria Gilmore - Library (Acting Co-Chair)
JoAnn Nichol - Library
Wayne Gallup - Media Services (Union Representative/Resource)
Dee Henderson - Biological Sciences
Marilyn Joyce - Physical Sciences
Pamela Tafoya - Personnel (Acting Co-Chair)
Leslie Leong - Computer Center
Linda Robbins - Faculty Senate

TOTAL CLASSIFIED: 23
INTEROFFICE MEMO

TO: Terry Shoaff
FROM: Phyllis Peterson
DATE: December 3, 1991
SUBJECT: Formation of a Classified Senate/Council

As you know, the Classified Staff at DVC are in the process of forming their senate or council in order to participate more effectively in shared governance.

To insure input and communication to and from all locations on campus, the Classified Staff have elected representatives to participate in several leadership workshops toward the formation of a governing body.

The first workshop is scheduled for December 11, 1991, from 1:00 pm - 4:00 pm in the Trophy Room.

The following employees from your area were elected by classified members and are requested to attend this workshop:

NAME

Dan Silvia - Community Services
Shirley Kimsey - Admissions/Records
Sandra Davis - Admissions/Records
Linda Young - Staff Development (Acting Senate Secretary)

Please make arrangement so that these employees can participate. If substitutes are necessary, funding is available.

/pat
TO: Jerry Underwood
FROM: Phyllis Peterson
DATE: December 3, 1991
SUBJECT: Formation of a Classified Senate/Council

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The following employee from your area was elected by classified members and is requested to attend this workshop:

NAME
Leslie Leong - Computer Center

Please make arrangement so that this employee can participate. If substitutes are necessary, funding is available.

/pat
INTEROFFICE MEMO

TO: Elaine Cohen
FROM: Phyllis Peterson
DATE: December 3, 1991
SUBJECT: Formation of a Classified Senate/Council

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The following employees from your area were elected by classified members and are requested to attend this workshop:

NAME

Gena Gruber - Math/Computer Science Division
Alana Holdsworth - Family Life Education
Gloria Gilmore - Library (Acting Co-Chair)
JoAnn Nichol - Library
Wayne Gallup - Media Services (Union Representative)
Dee Henderson - Biological Sciences
Marilyn Joyce - Physical Science
Pamela Tafoya - Personnel (Acting Co-Chair)

Please make arrangement so that these employees can participate. If substitutes are necessary, funding is available.

/pat
INTEROFFICE MEMO

TO: Diane Scott-Summers
FROM: Phyllis Peterson
DATE: December 3, 1991
SUBJECT: Formation of a Classified Senate/Council

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The following employees from your area were elected by classified members and are requested to attend this workshop:

NAME

Eva Monteverde - Financial Aid
Betty Crenshaw - Physical Education

Please make arrangement so that these employees can participate. If substitutes are necessary, funding is available.

/pat
INTEROFFICE MEMO

TO: Tom Beckett - District
FROM: Phyllis Peterson
DATE: December 3, 1991
SUBJECT: Formation of a Classified Senate/Council

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The following employee from your area was elected by classified members and is requested to attend this workshop:

NAME

Gyda Buelna - Buildings and Grounds

Please make arrangement so that this employee can participate. If substitutes are necessary, funding is available.

/pat
INTEROFFICE MEMO

TO: Phyllis Peterson
DATE: December 3, 1991
SUBJECT: Formation of a Classified Senate/Council

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The following employee from your area was elected by classified members and is requested to attend this workshop:

NAME
Linda Robbins - Faculty Senate

Please make arrangement so that this employee can participate.

/pat
TO: Chris Leivas - District
FROM: Phyllis Peterson
DATE: December 3, 1991
SUBJECT: Formation of a Classified Senate/Council

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The following employees from your area were elected by classified members and are requested to attend this workshop:

NAME

Duvall Holthaus - Bookstore
Laura White - Bookstore

Please make arrangement so that these employees can participate. If substitutes are necessary, funding is available.

/pat
INTEROFFICE MEMO

TO:     Barrie Bormann
FROM:   Phyllis Peterson
DATE:   December 3, 1991
SUBJECT: Formation of a Classified Senate/Council

As you know, the Classified Staff at DVC are in the process of forming their senate or council in order to participate more effectively in shared governance.

To insure input and communication to and from all locations on campus, the Classified Staff have elected representatives to participate in several leadership workshops toward the formation of a governing body.

The first workshop is scheduled for December 11, 1991, from 1:00 pm - 4:00 pm in the Trophy Room.

The following employees from your area were elected by classified members and are requested to attend this workshop:

NAME
Jeanette Harris - Business Services
Jan Slatter - Central Services
Gregory Villella - Custodial Services
Al Wilson - Custodial Services

Please make arrangement so that these employees can participate. If substitutes are necessary, funding is available.

/pat
I. Introduction/Purpose - PAMELA TAFOYA

II. Local 1 Perspective - WAYNE GALLUP

III. History - GLORIA GILMORE

IV. Leadership Role of Representatives and Alternates - GLORIA GILMORE

V. Next Step - PAMELA TAFOYA

Meeting with Representatives in January
Communication with Classified Staff
Newsletter
Office
Budget for Senate/Council
Formation of Structure
CLASSIFIED SENATE PLANNING GROUP
MINUTES
DECEMBER 11, 1991
TROPHY ROOM

Present: Gyda Buelna, Betty Crenshaw, Sandra Davis, Wayne Gallup,
Gloria Gilmore, Gena Gruber, Jeanette Harris, Dee Henderson, Alana
Holdsworth, Duvall Holthaus, Leslie Leong, Eva Monteverde, JoAnn
Nicol, Linda Robbins, Dan Silvia, Jan Slatter, Pamela Tafoya, Laura
White, Al Wilson, Linda Young

Absent: Marilyn Joyce, Shirley Kimsey, Gregory Villella

The first meeting of the Classified Senate Planning Group met in the Trophy Room Wednesday, December 11, 1991. Acting Co-Chair Pamela Tafoya opened the meeting and introduced Gloria Gilmore, who will also act as co-chair of the planning group. Tafoya welcomed the nine cluster representatives and alternates and suggested that each member share their expectations of the Classified Senate. For some, the definition of Classified Senate is unclear and many wanted more information about the expectations of a cluster representative. Some of the questions/expectations were:

- What is expected of the group?
- What are the goals?
- How viable will the Classified Senate be?
- What will the Classified Senate be able to accomplish?
- When will Classified Senate business be done?
- We need to earn respect from management/supervisors.
- Will hourly classified staff have a voice?
- Will senate representatives serve on campus committees?
- Develop a method to share information with classified body.

Local 1 Perspective

Wayne Gallup, DVC's Local 1 representative, explained the role of the union and stressed how important communication between Local 1 and the Classified Senate will be, especially in the beginning stages of the planning group. The Classified Senate and Local 1 can work together in much the same way as the Faculty Senate works with the United Faculty. Cooperation and good communication will be the key to establish trust with all classified staff on campus.

President's welcome

Dr. Peterson welcomed the representatives and expressed her enthusiasm for the success of the planning group. She suggested establishing meeting dates as soon as possible and arranging for an orientation meeting with supervisors. Communication between cluster members and supervisors will be very important.
History

Goria Gilmore spoke briefly about the history of our planning group and discussed what other schools have accomplished with shared governance. For some, a classified senate has been in operation for several years, but many are just beginning to create a working body for shared governance. Gilmore attended a NCSPOD conference in Southern California last year and gathered valuable information regarding shared governance from schools throughout the United States and Canada.

Leadership role of representatives and alternates

1. Set date of next cluster meeting.
   January 10, 1992 from 1:00-4:00 p.m. -Trophy Room

2. Form committees and appoint a chairperson.
   a. Budget - Gruber, Kimsey, Leong, Monteverde, White (facilitator)
   b. Newsletter - Gallup, Gilmore, Harris (facilitator)
     Henderson, Holsworth, Nicol, Quick, Slatter, Young
   c. Structure - Buelna, Crenshaw, Davis (facilitator),
     Halthaus, Robbins, Silvia, Wilson

3. All present members voted unanimously to change name of alternate to "co-representative" and co-representative should participate in all group planning meetings.

4. Continue to function as a "senate" until one is officially formed.

Next step
Each committee will arrange a meeting before the holiday break. Contact facilitator for meeting date and time.

Future Items to discuss at next meeting

1. Selection process of classified representatives on District and campus/task force committees.

2. Review classified participation in hiring procedures.

3. How classified receive campus mail.

4. Discuss obstacles classified have in participating effectively.
   a. attendance and support from immediate supervisor
   b. adjustment in work schedule.

5. Decision making process at DVC - classified role.

Acting recording secretary, Linda Young
INTEROFFICE MEMO

TO: Phyllis Peterson
FROM: Pamela Tafoya - Personnel
CC: Sandy Davis - Admissions
    Bob Jensen - District Office
    Jeanette Harris - Business Services
    Laura White - Bookstore

DATE: December 12, 1991
SUBJECT: DVC Classified Senate Planning Group

I am pleased to inform you that the Classified Senate Planning Group
had a very successful "first" meeting on December 11. Thank you
for joining us and expressing your support.

Each Classified participant was given the opportunity to express
their thoughts/expectations of our planning group. Here are a few
of our comments/questions:

- What will the Classified Senate be able to accomplish
- Will the Classified Senate have a voice, how effective/strong
- Will we be allowed to be more involved/participate
- Need to obtain/gain respect from management/supervisors
- Promote and encourage educational development of Classified
- Develop a method to share information with Classified body

More information will be provided in our minutes but I wanted to
give you a few highlights from our meeting. All participants
expressed the need to include both the elected representatives and
alternates in our planning meetings. Suggestions were made that we
continue to function as a "senate" until one is officially formed.

We closed the meeting by forming three sub-committees to address
immediate planning needs. These sub-committees are: Budget,
Communication, and Senate Formation Structure. The facilitators
for these sub-committees are: Jeanette Harris - Communication,
Laura White - Budget, and Sandy Davis - Structure. I am pleased to
report that all representatives and alternates are participating in
one of the sub-committees. This gives you some indication of the
level of interest the Classified have in forming an effective
shared governance body.

Each subcommittee is to meet for one hour prior to our holiday
break with an assignment to report back to the planning group at
our next planning workshop which is scheduled for January 10, 1992.

Once again thank you for your support.
List of Classified Employees by Area/Location

Cluster 1

Cheryl Hudson
Grace Butler
Arlene Grieve
Jimmy Maramonte
Arden Muller
Joyce Onizuka
Pam Tafoya
Diana Dachenhausen
Grace Lenz
Sandy Holman
Margaret Stark
Jeanette Harris
Eva Proctor
Camme Benzler
Gena Gruber
Terri Cassidy
Sandra Mills
Nancee Girard
Linda Robbins
Kathy Reilly
Jean Yang

Cluster 2

Delene Moyle
Teresa Towers
Della White
Bobbie Fisher
Jan Slatter
Gordon Nordby
Esther Cory
Joyce Riley
Leslie Lyons-Rice
Eddy Berry
Gisela Mehta
Jorene Elsberry
Suzette Handy
Nancy Gomez
Rhonelle Mims
Betti Murray
LeeAnn Nelson
Alana Holdsworth
FLE Open position (1)

Cluster 3

Sue Garcia
Leslie Leong
Frank Wilson
Nancy Ryanen-Grant
Jeanette Peavler
Dan McClellan
Jennifer O'Hara
Matt Anderson
Jean Phillips
Linda Young
Toni Magaldi
Leo Lieber
Mike Yuschenkoff
Jeffery Jewell
Kelleye Bennett
Mark Williams
Wayne Gallup
Judith Goldsmith
Elisabeth Van Bavel
Mark Bradley
Duane Fink
Bruce Falkenstein
James Seibert
Sandy Williams
Gloria Gilmore
Audrey Haney
Gail Jordan
Kathleen McCarthy
JoAnn McCarthy
Cathi Boronkay
Cluster 4

Dolores Henderson
Mary Rock
Betty Rogers
Belinda Bush
Steward Winchester
Marilyn Joyce
Mary Mathie
Phil Spharler
Rosa Reinosa
Bert Freeman
Antonieta Bofill (on leave)
Charlie Gonsalves
Stu Fogg
Jeanette Quick
Holly Barker
Cathleen Ingersol
Susana Acevedo
Virginia McRae
Nancy Anderson
Jeanne Dewhurst
Roxana Khachadourian
Anne Marie Velikan
Mary Watanabe

Cluster 5

Dan Silvia
Carol Geerdes
Roshan Dahi
Comm/Serv Open positions (2)
Eva Monteverde
Cindy Heilesen
Edith Salvador
Valerie Williams
Mae Wright
EOPS/Adm Open position (1)
Barbara Shea
Police Officers DVC Rotation
Jean Mehan
Arlette Weber
Porfiria Bradshaw
Elizabeth Moore
Jeanne Bjerke
Shirley Chantri
Donald McPeak

Cluster 6

Marilyn Cappa
Edna Nebinger
Sonia Vardas
Carol Chaney
Shirley Kimsey
Virginia Kerr
Dana Zorich
Judy Smith
Janice Williams
Jovita Salvador
Ann Williams
Sandra Davis
Joanne Manis
Marcie Bracy-McDaniels
Pat Kennedy
Julie Catalano
Yvonne Yanes
Catherine Walton
Karen Waters
Lucy Bautista
Henriette Smith
Cashier Open Position (1)
Jane Fraim
Jordana Alilin
Teri Cornelius
Janet Barnes
Lucilla Mangante
Craig Phillips
CHE Open Position (1)
Cluster 7

Marcelline Massey
Sanford Aamodt
Al Trapps
John Rosenhoover
Donna Dubois
John Dunivan
Lorraine Arnett
Michael Ferguson
Edwin Jamieson
Frank Johnson
Bas Chinh Nguyen
Doanh Huu Nguyen
The Tran
Gregory Villella
Al Wilson
Gregory Erickson
Tamera James
Joe Stella
Raymond Kendall
Michael Ellis
Robert Irwin
Yuriko Castellano
Rick Phelps
Yam Lim
Custodial Open Position (1)

Cluster 8

Betty Crenshaw
PE Open Position (1)
Gabby Lorenzana
Leona Buchanan
Gyda Buelna
Gary Goodshaw
Richard Spadino
Jess Segovia
Jose Gomez
Sidney Portis
Joseph Morgado
Steven Cuevas
Tony Censopano
Brett Moore
Rodolfo Roman
Gary Moscato
Robert Trujillo
Don Henson
Calvin Holland
Bob Hill
Joe Porter
Donnel Secrease

Cluster 9

Patricia Derickson
Tim Taylor
Kerry Surman
Eleonor Livships
Janet Soder
Ken Hein
Laura White
Katherine Schachair
Joyce Pavich
Marilyn Nootbaar
Julie Ferris
Karen Bowermaster
Nanette Guinez
Dorothy Martin
Kathryn McClellan
Duvall Holthaus
Pier Ghigliotti
Bill Jackson
INTEROFFICE MEMO

TO: Classified Senate/Council Representatives and Alternates

FROM: Gloria Gilmore and Pamela Tafoya
       Acting Co-Chairs

DATE: December 3, 1991

SUBJECT: Leadership Workshop

Please plan to attend a leadership workshop on Wednesday, December 11, 1991 in the Trophy Room from 1:00 pm - 4:00 pm.

The purpose of this workshop is to provide you with information regarding shared governance and to exchange ideas regarding the formation of a classified senate/council at DVC.

Please communicate with your supervisors and managers regarding your attendance to this workshop. If substitutes are necessary, funding is available.

If any questions arise, please contact us. We are looking forward to meeting with you on December 11.

DISTRIBUTION

Gyda Buelna - Buildings and Grounds
Duvall Holthaus - Bookstore
Laura White - Bookstore
Dan Silvia - Community Services
Shirley Kimsey - Admissions
Sandra Davis - Admissions
Linda Young - Staff Development
Eva Monteverde - Financial Aid
Betty Crenshaw - Physical Education
Jeanette Harris - Business Services
Jan Slatter - Central Services
Gregory Villella - Custodial Services
Al Wilson - Custodial Services
Gena Gruber - Math/Computer Science
Alana Holdsworth - Family Life
JoAnn Nichol - Library
Wayne Gallup - Media Services
Dee Henderson - Biological Sciences
Marilyn Joyce - Physical Sciences
Leslie Leong - Computer Center
Linda Robbins - Faculty Senate
December 3, 1991

**Classified Senate/Council Representatives and Alternates**

Gyda Buelna - Buildings and Grounds
Duvall Holthaus - Bookstore
Laura White - Bookstore
Dan Silvia - Community Services
Shirley Kimsey - Admissions
Sandra Davis - Admissions
Linda Young - Staff Development (Acting Senate Secretary)
Eva Monteverde - Financial Aid
Betty Crenshaw - Physical Education
Jeanette Harris - Business Services
Jan Slatter - Central Services
Gregory Villella - Custodial Services
Al Wilson - Custodial Services
Gena Gruber - Math/Computer Science
Alana Holdsworth - Family Life
Gloria Gilmore - Library (Acting Co-Chair)
JoAnn Nichol - Library
Wayne Gallup - Media Services (Union Representative/Resource)
Dee Henderson - Biological Sciences
Marilyn Joyce - Physical Sciences
Pamela Tafoya - Personnel (Acting Co-Chair)
Leslie Leong - Computer Center
Linda Robbins - Faculty Senate

**TOTAL CLASSIFIED:** 23
INTEROFFICE MEMO

TO: Terry Shoaff
FROM: Phyllis Peterson
DATE: December 3, 1991
SUBJECT: Formation of a Classified Senate/Council

As you know, the Classified Staff at DVC are in the process of forming their senate or council in order to participate more effectively in shared governance.

To insure input and communication to and from all locations on campus, the Classified Staff have elected representatives to participate in several leadership workshops toward the formation of a governing body.

The first workshop is scheduled for December 11, 1991, from 1:00 pm - 4:00 pm in the Trophy Room.

The following employees from your area were elected by classified members and are requested to attend this workshop:

NAME

Dan Silvia - Community Services
Shirley Kimsey - Admissions/Records
Sandra Davis - Admissions/Records
Linda Young - Staff Development (Acting Senate Secretary)

Please make arrangement so that these employees can participate. If substitutes are necessary, funding is available.

/pat
INTEROFFICE MEMO

TO: Jerry Underwood
FROM: Phyllis Peterson
DATE: December 3, 1991
SUBJECT: Formation of a Classified Senate/Council

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The following employee from your area was elected by classified members and is requested to attend this workshop:

NAME
Leslie Leong - Computer Center

Please make arrangement so that this employee can participate. If substitutes are necessary, funding is available.
INTEROFFICE MEMO

TO: Elaine Cohen  
FROM: Phyllis Peterson  
DATE: December 3, 1991  
SUBJECT: Formation of a Classified Senate/Council

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The following employees from your area were elected by classified members and are requested to attend this workshop:

NAME

Gena Gruber - Math/Computer Science Division  
Alana Holdsworth - Family Life Education  
Gloria Gilmore - Library (Acting Co-Chair)  
JoAnn Nichol - Library  
Wayne Gallup - Media Services (Union Representative)  
Dee Henderson - Biological Sciences  
Marilyn Joyce - Physical Science  
Pamela Tafoya - Personnel (Acting Co-Chair)

Please make arrangement so that these employees can participate. If substitutes are necessary, funding is available.

/pat
INTEROFFICE MEMO

TO: Diane Scott-Summers
FROM: Phyllis Peterson
DATE: December 3, 1991
SUBJECT: Formation of a Classified Senate/Council

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The following employees from your area were elected by classified members and are requested to attend this workshop:

NAME

Eva Monteverde - Financial Aid
Betty Crenshaw - Physical Education

Please make arrangement so that these employees can participate. If substitutes are necessary, funding is available.

/pat
TO: Tom Beckett - District
FROM: Phyllis Peterson
DATE: December 3, 1991
SUBJECT: Formation of a Classified Senate/Council

As you know, the Classified Staff at DVC are in the process of forming their senate or council in order to participate more effectively in shared governance.

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The following employee from your area was elected by classified members and is requested to attend this workshop:

NAME
Gyda Buelna - Buildings and Grounds

Please make arrangement so that this employee can participate. If substitutes are necessary, funding is available.

/pat
INTEROFFICE MEMO

TO: Phyllis Peterson
DATE: December 3, 1991
SUBJECT: Formation of a Classified Senate/Council

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The first workshop is scheduled for December 11, 1991, from 1:00 pm - 4:00 pm in the Trophy Room.

The following employee from your area was elected by classified members and is requested to attend this workshop:

NAME

Linda Robbins - Faculty Senate

Please make arrangement so that this employee can participate.

/pat
TO: Chris Leivas - District  
FROM: Phyllis Peterson  
DATE: December 3, 1991  
SUBJECT: Formation of a Classified Senate/Council

As you know, the Classified Staff at DVC are in the process of forming their senate or council in order to participate more effectively in shared governance.

To insure input and communication to and from all locations on campus, the Classified Staff have elected representatives to participate in several leadership workshops toward the formation of a governing body.

The first workshop is scheduled for December 11, 1991, from 1:00 pm - 4:00 pm in the Trophy Room.

The following employees from your area were elected by classified members and are requested to attend this workshop:

NAME

Duvall Holthaus - Bookstore  
Laura White - Bookstore

Please make arrangement so that these employees can participate. If substitutes are necessary, funding is available.

/pat
TO: Barrie Bormann  
FROM: Phyllis Peterson  
DATE: December 3, 1991  
SUBJECT: Formation of a Classified Senate/Council

As you know, the Classified Staff at DVC are in the process of forming their senate or council in order to participate more effectively in shared governance.

To insure input and communication to and from all locations on campus, the Classified Staff have elected representatives to participate in several leadership workshops toward the formation of a governing body.

The first workshop is scheduled for December 11, 1991, from 1:00 pm - 4:00 pm in the Trophy Room.

The following employees from your area were elected by classified members and are requested to attend this workshop:

NAME
Jeanette Harris - Business Services  
Jan Slatter - Central Services  
Gregory Villella - Custodial Services  
Al Wilson - Custodial Services

Please make arrangement so that these employees can participate. If substitutes are necessary, funding is available.

/pat
The Classified Senate Planning Group held its second meeting on Friday, January 10, 1992, from 1:00 - 4:00 pm. It was noted that some of our Classified members are asking to see AB1725. A copy is available in Pamela Tafoya's office. A copy will also be available in the Classified Senate's office once it is set up. All members were encouraged to go by the Library Annex South to see the office. It was reported that the printer and computer initially loaned for our use are not currently available. These needs will be addressed in our 1992-93 budget request.

Our function and purpose as a planning group was restated. We are to address those areas that involve the formation of a Classified Senate at Diablo Valley College. Examples of those areas we will be addressing are: structure of Senate, budget needs, improve communication, selection of representatives to serve on various committees and task forces, function as a Classified Senate until one is formed. To improve participation and involvement, each cluster representative is encourage to communicate with their cluster members. Since each cluster component is different, cluster representatives will have to decide what is the best way to communicate with their area. Having two representatives from each area should help the process. Our monthly newsletter will also help. Representatives are encouraged to share with each other what's working and what's not working.

Pending completion of the sub-committees' duties, it was suggested that we shoot for elections of officers and representatives be held by the end of Spring 1992 semester.

Overall, our planning group is receiving excellent support and encouragement from direct supervisors to participate. This support will help to make our efforts successful in the formation of a Senate. A few indicated they were having some difficulty receiving permission to attend but that they would continue to work with their supervisor. We are reminded this is a new process for all of us. It is going to take time.

Copies of the Decision Making Process at DVC were provided to the group for discussion. To address questions on the proposed new process as a result of AB1725, Dr. Peterson will be asked to attend our next meeting on January 24.

UPDATE FROM SUB-COMMITTEES

Communication: Jeanette Harris reported that the newsletter entitled "CLASSIFIED" will come out monthly. A deadline will be published for submitting material. The next deadline is Thursday, January 16. Discussion ensued regarding the need for a press kit, including guidelines, be compiled to prevent a problem with the press. There was some discussion about the need to be able to hold closed meetings. Cluster facilitators were asked to contact Jeanette with newsletter ideas prior to each publication deadline. Questions or issues for the newsletter pertaining to Local 1 should be referred to Sharon Valdez at the District. Sharon will be publishing a monthly Local 1 newsletter and welcomes our comments. Her extension is 249. The more open communication there is, the better for all concerned.

Structure: Sandy Davis reported that the structure subcommittee has met several times. Due to the complexity and seriousness of their charge, this subcommittee will need to meet more often to develop a draft Constitution and a Classified Senate structure. Classified are to contact their cluster representative or the structure subcommittee with any concerns they want addressed in the Constitution.
Budget: Shirley Kimsey presented a proposed budget for Classified Senate Council substitutions and officers, supplies, and travel. The 1992-93 budget submission deadline is in February. The Business Services Manager will be contacted to ensure the Classified Senate Planning Group are notified in order to complete the necessary proposal forms.

General Discussion/Suggestions/Review:

Three officers: President, Vice-President, Secretary/Treasurer. The President and Vice-President are to be elected by the Classified body. There is a need for the President to be a half-time position; the Vice President a one-quarter time position. The Secretary/Treasurer should be a new permanent half-time position. This would provide stability to the Classified structure as the President and Vice President rotate in and out of office. Meetings should continue to be held every other Friday, with sub-committees meeting on alternate weeks during Spring 1992. This regular meeting schedule should allow for us to move forward on the formation plans while continuing to do a good job in our other job duties. We are reminded that our roles as representatives for Classified staff are part of our job duties here at DVC and as employees for the District. We should continue to take this leadership role seriously and with great pride.

It was agreed patterning the structure and budget needs for the Classified senate much like the Faculty Senate would best serve our efforts.

Special Request: Dee Henderson brought up the pending legislation of paying Classified employees who work 40-hour weeks overtime for their additional teaching hours in the same district. Currently our Classified are paid from a faculty salary schedule regardless of the number of hours/week they work with the District. Dee Henderson will contact Nancy Ryanen-Grant to get more information. Once we have all the facts we could hold a letter-writing session with sample letters to send to legislatures expressing our concerns. This special request from Dee served as a good example for one of the roles our Classified Senate could serve ... a voice in support of our Classified staff.

Action Items:

Pam Tafoya - Survey those serving on task forces/committees. Get a list of openings on task forces/committees from Cheryl Hudson. Invite Dr. Peterson to the next meeting to discuss Decision Making Model at DVC.

Clusters Representatives - Communicate with their clusters. Read Decision Making document - come with questions/concerns for next meeting. Get information for newsletter to Jeanette Harris. Did everyone from your cluster receive their newsletter? Solicit suggestions from cluster members for items to have in newsletter. Review minutes and note changes/corrections for start of meeting on 24th.

Dee Henderson - Contact Nancy Ryanen-Grant regarding full-time Classified teaching at DVC to find out how can we help this effort?

Our next meeting is scheduled for January 24, 1992, 1:00 pm - 4:00 pm, Business Services Conference Room. Attached is a meeting schedule for Spring 92. Please review for our next meeting so the schedule can be distributed for planning purposes.

Our primary objectives for our next meeting are:

- Make changes/corrections to minutes if necessary.
- Reports from each sub-committee
- Discuss Decision Making Model with Dr. Peterson
- Determine selection process for Classified representative to participate
- Establish a time-line for formation of senate
CLASSIFIED SENATE PLANNING GROUP

AGENDA

January 24, 1992
1:00 p.m. - 4:00 p.m.
Business Services Conference Room

PLANNING GROUP: Gyda Buelna
Betty Crenshaw
Sandra Davis
Wayne Gallup
Gloria Gilmore - Acting Co-Chair
Gena Gruber
Jeanette Harris
Dee Henderson
Alana Holdsworth
Duvall Holthaus
Shirley Kimsey
Leslie Leong
Eva Monteverde
JoAnn Nicol
Linda Robbins
Jan Quick
Dan Silvia
Jan Slatter
Pamela Tafoya - Acting Co-Chair
Gregory Villella
Laura White
Al Wilson
Linda Young - Acting Secretary

I. Announcements - PAMELA TAFOYA

II. Update from Sub-Committees
   Structure - SANDY DAVIS
   Communication - JEANETTE HARRIS
   Budget - LAURA WHITE

III. Decision Making Process at DVC - PHYLLIS PETERSON

IV. Selection Process for Participation - GROUP DISCUSSION

V. Action Items

VI. Next Meeting: February 7, 1992
    Trophy Conference Room
    1:00 pm - 4:00 pm
CLASSIFIED SENATE PLANNING GROUP
MINUTES
JANUARY 24, 1992
BUSINESS SERVICES CONFERENCE ROOM

Present: Gyda Buelna, Betty Crenshaw, Sandra Davis, Wayne Gallup, Gena Gruber, Dee Henderson, Duvall Holthaus, Shirley Kimsey, Leslie Leong, Eva Monteverde, JoAnn Nicol, Jan Quick, Dan Silvia, Jan Slatter, Pamela Tafoya, Gregory Villella, Laura White, Al Wilson, Linda Young

Absent: Gloria Gilmore, Jeanette Harris, Alana Holdsworth, Linda Robbins

Announcements

A draft of the Decision Making Process (revision 1/23/91) was given to each representative which will be explained by Dr. Peterson later in the meeting. It was agreed that minutes will be distributed within one week of the last meeting. A schedule of meeting dates, time and location, through June 1992, will be published in the next newsletter.

Congratulations to Duvall Holthaus for being selected as the Unsung Hero as mentioned in the December 13 issue of the DVC FORUM.

Pamela Tafoya circulated "A Proposed Code of Ethics for Participants in Shared Governance" prepared by Tom Nussbaum, November, 1991. Nussbaum is the Legal Affairs Vice Chancellor and General Counsel for California Community Colleges. This information was shared with the planning group so that we could embrace this philosophy as we participate in shared governance.

Representatives are encouraged to continue working with their managers regarding planning group meetings. In areas where a substitute might be needed, members were reminded to give enough lead time before each meeting so the workstation can be covered. So far, prudent planning has been working very well. It was suggested that a list of substitutes be made available to each cluster representative (duties could include typing, answering phones, directing students etc.). Some areas would have specific needs, such as the Book Center and Admission/Records. Please bring names of available substitutes to next planning group meeting. Possible substitutes could be retired personnel or part-time classified hourly folks. After the substitute list is complete, cluster representatives will be responsible for working with their managers for securing the necessary substitutes in their area. Payment for substitutes will be made through the substitute funding provided by district. Be sure to turn in hourly classified time cards to Pamela Tafoya each month. Payroll deadlines must be observed in order to be paid on the 10th (for example, January 21–February 20, submit by February 18).
Planning group members were informed of a video tape available in the Library entitled "The Chancellor's Hour" where David Mertes, State Chancellor, discusses shared governance. Please share this information with your cluster members.

Dr. Peterson has reviewed our stationery design and plans for printing letterhead and envelopes can proceed. The stationery will be light grey with the word CLASSIFIED lightly screened in red at an angle on the upper one third of the page.

Discussion was heard on what information should be available in the senate office. Some of the suggestions were:

- Binder for minutes and newsletters from all three campuses
- Binder with current in-house positions available, job descriptions and application forms
- Staff Development and Enhancement funding request forms
- Bulletin board or reading rack that could display advertisements for off campus workshops/conferences.

The office setup will continue to evolve, especially once/if a secretary is hired and if/when the officers are elected. Currently, Linda Young is staffing the office Monday, Wednesday and Friday from 8:00 AM to 8:45 AM. To leave a message use voice mail extension 676.

Update from Sub-Committees:

Structure - Sandy Davis, Chairperson
The first draft of the constitution has been completed. By-laws need to be written. The committee feels this is the next step for draft number two. Questions yet to be answered:

Should the President and Vice President serve 1 or 2 year terms, or should the positions be staggered?

Should the Secretary be a part-time hourly or an elected position?

Should the cluster representatives serve a 1 year or 2 year term? Or perhaps a 1 year term with the stipulation if the representative does not function well, to be replaced by a new representative.

Communication - Jan Slatter, Chairperson
The second newsletter will be published February 4, 1992 and once a month thereafter. A deadline date for articles will be published with each edition. Distribution will include a copy to District, LMC, CCC and will continually add new names to this list. Content will depend on input from everyone.
representatives should verify that everyone from each group is receiving a newsletter. It was suggested mailing a copy of the newsletter to the home address of any classified staff on medical leave.

Budget - Laura White, Chairperson
A copy of the proposed budget was given to each cluster representative. The total proposed budget is approximately $65,000 which includes salary expenses for officers and secretary, office supplies and a one time capital outlay expense of $8,550 to purchase equipment for the senate office. A copy of the proposed budget dated 1/24/92 is available from each cluster representative to review. The budget proposal will be submitted in February for 1992-93 budget

Decision Making Process at DVC - Phyllis Peterson

Dr. Peterson explained the decision making process at DVC and answered questions from representatives.

Question: Define consensus.
Answer: An effort to reach agreement that will satisfy each constituency, "everyone says OK." If agreement is not reached, then the issue is taken to the Chancellor. After the issue has been approved to the board, this information is communicated through minutes, a newsletter, or in writing, such as a memo.

Question: Define "academic and professional matter", item 3 under Process.
Answer: According to our DMP these matters would be determined by the college president and faculty senate president.

Question: Can the flow chart be more specific about responsible constituency groups- include Classified Senate Council?
Answer: I will try to change or make clear in the draft all responsible constituency groups, which would include the Classified Senate Council.

Question: If there is a problem with a manager regarding participation in cluster meetings, what should be done?
Answer: Make sure your supervisor knows before the meeting. Put in writing, in advance, time needed to attend meetings. Give a list of meeting dates through June, 1992 to your manager.

Dr. Peterson said the Classified Senate Planning Group is doing a great job and she is really proud of the progress we have made in such a short time.
Action items

Dr. Peterson approved the committee's desire to "adopt a school" through the collection of Safeway cash register receipts. The receipts collected will be sent to a school of our choice which then can be redeemed for Apple computers for the classroom. Dan Silvia will organize a committee to collect the receipts. Selection of a school will be discussed at the next planning group meeting.

Pamela Tafoya distributed a draft "participation survey" for discussion purposes. A survey such as this could be sent out to all classified representatives who have served on a task force or committee. The intent of the survey would be to discover what steps we need to take for Classified to effectively participate. The communication committee will pursue a survey of Classified.

The discussion ensued regarding the timeline for the formation of a senate at DVC. Pamela Tafoya offered to contact Classified Senate members from other campuses to attend future planning group meetings. Many concerns such as budget and structure remain unresolved. These concerns need to be addressed in order for the planning group to move forward. The following questions were asked:

**Question:** Define Task Force
**Answer:** A Task Force is formed to make recommendations on a specific problem such as the need to orient new classified employees to the campus. A task force was formed, recommendations were given to the college president based on the information collected from staff, and the task force disbanded. The result of the task force instituted an orientation program for all newly hired classified personnel.

**Question:** What types of problems would the Classified Senate handle?
**Answer:** Issues such as the need for an orientation program for new classified employees, increasing the value of a classified staff member who might participate on a committee, address the need of the staff member having an equal voice on a committee, set up training sessions/workshops for classified staff to encourage effective participation during committee meetings, provide tools through workshops to help classified staff communicate better, meet with the President monthly to discuss ideas, concerns or problems faced by classified. This list is only the beginning of opportunities for a senate at DVC.

Recording Secretary, Linda Young
INTEROFFICE MEMO

TO: Phyllis Peterson
FROM: Pamela Tafoya, Acting Co-Chair
       Classified Senate Planning Group
DATE: January 28, 1992
SUBJECT: Formation of a Classified Senate at DVC

As you know, the Classified staff are moving forward toward the formation of a Classified Senate. Initial indications are that election of officers will be held this summer. This is a very exciting time and for many of us, new ground is being charted resulting in tremendous personal growth.

Attached is a list of the Classified members who are serving on our Classified Senate Planning Group and sub-committees. To ensure shared governance succeeds at DVC, continued support, assistance and guidance for Classified to participate is necessary. For departmental planning purposes, attached is a copy of our scheduled meeting times. Basically, the Planning Group plans to meet every other Friday from 1:00 - 4:00 p.m. during Spring 1992 or until our Senate formation is completed.

We have identified four sub-committees to address the various formation needs. These committees are Budget, Structure, Communication, and Selection of Classified Representatives for Participation. There are many additional responsibilities and demands placed on the participating employees' allocation of time. These additional responsibilities are viewed as part of effective participation and shared governance and become part of our job duties.

It is important to note that the substitute funding provided by the District has been a tremendous help for many departments. From my perspective, this funding has helped us to address the "adequate coverage concern" faced by our campus; thus, allowing Classified to be more involved.

Please encourage our managers and supervisors to continue their valued support for shared governance. To replace past beliefs, some Classified Staff may need additional reassurances, encouragement, and assistance from their managers in order for them to participate in shared governance activities. If the Classified Staff hear these words of support from their managers, it will help all of us to succeed in this new requirement as mandated by AB1725.

Please let me know if there is anything I can do to help improve our system.
Classified Senate Planning Group Representatives

Gyda Buelna - Buildings and Grounds (S)
Duvall Holthaus - Bookstore (S)
Laura White - Bookstore (Budget, Chair)
Dan Silvia - Community Services (S)
Shirley Kimsey - Admissions (B,P)
Sandra Davis - Admissions (Structure, Chair)
Linda Young - Staff Dev (Acting Senate Secretary) (C,P)
Eva Monteverde - Financial Aid (B,P)
Betty Crenshaw - Physical Education (S)
Jeanette Harris - Business Serv (Communication, Chair)
Jan Slatter - Central Services (C,P)
Gregory Villella - Custodial Services (S)
Al Wilson - Custodial Services (S)
Gena Gruber - Math/Computer Science (B)
Alana Holdsworth - Family Life (C)
Gloria Gilmore - Library (Acting Co-Chair)
JoAnn Nicol - Library (C,P)
Wayne Gallup - Media Services (C)
Dee Henderson - Biological Sciences (C)
Jan Quick - Dental (C)
Pamela Tafoya - Personnel (Acting Co-Chair) (B,P)
Leslie Leong - Computer Center (B)
Linda Robbins - Faculty Senate (S)

TOTAL CLASSIFIED: 23

LEGEND:  S = STRUCTURE
           C = COMMUNICATION
           B = BUDGET
           P = PARTICIPATION SELECTION

January, 1992
CLASSIFIED SENATE PLANNING GROUP

SCHEDULED MEETINGS FOR SPRING 1992

1:00 pm to 4:00 pm

TROPHY CONFERENCE ROOM

January 10

January 24 - Business Services Conference Room IS-108

February 7

February 21

March 6

March 20

April 3

April 24

May 8

May 22

June 5

June 18
CLASSIFIED SENATE PLANNING GROUP

AGENDA

February 7, 1992
1:00 p.m. - 4:00 p.m.
Trophy Conference Room

PLANNING GROUP:
Gyda Buelna
Betty Crenshaw
Sandra Davis
Wayne Gallup
Gloria Gilmore - Acting Co-Chair
Gena Gruber
Jeanette Harris
Dee Henderson
Alana Holdsworth
Duvall Holthaus
Shirley Kimsey
Leslie Leong
Eva Monteverde
JoAnn Nicol
Linda Robbins
Jan Quick
Dan Silvia
Jan Slatter
Pamela Tafoya - Acting Co-Chair
Gregory Villella
Laura White
Al Wilson
Linda Young - Acting Secretary

I. Introduction - PAMELA TAFOYA

II. Update from Sub-Committees
   Structure - SANDY DAVIS
   Communication - JEANETTE HARRIS
   Budget - LAURA WHITE
   Selection Process

III. Decision Making Process at DVC

IV. District-wide Shared Governance - GLORIA GILMORE

V. Time-line for the formation of Senate

VI. Action Items
   Chair/Secular v President/Chancellor - Budget
   Survey - Community Committee

VII. Next Meeting March 6, 1992
Pamela Tafoya opened the meeting with a big thanks for the progress of the Classified Senate Planning Group. A tremendous amount of time and energy has gone into this formation effort.

Participation - A memo from Tafoya to Dr. Peterson regarding the Formation of a Classified Senate at DVC, dated January 28, 1992 was read to the committee. Copies were provided to the planning group. The memo attachments noted planning group committee members and the Spring 92 meeting schedule. It was noted that a date change was needed due to summer hours: June 5 to June 4, 1992.

It was suggested that revision of the campus Personnel Handbook should include a section describing the Classified Senate participation on campus with a list of officers, representatives, and mentors--update once a senate is formed. Tafoya assumed responsibility for this.

Tafoya encouraged sharing of information to aid Classified in "effective participation." A quick review was made of the President's Advisory Council Minutes, Thursday, January 9, 1992, to insure were informed:

The CSPG guidelines for Classified Staff Participation in Institutional Governance. Tafoya encouraged representatives to continue working with their managers in a team effort to make participation happen. Copies of guidelines will be provided to CSPG.

Voice Mail - Please install a security code for your Voice Mail as this will prevent access by unauthorized person(s).

Final revisions to DVC's Decision Making Process were announced. Unless noted, our segment will approve this process.

The selection of the Director of Business Services will be made soon. Pamela Tafoya suggested inviting the new business officer to one of our meetings.

President Peterson also mentioned a special thanks to Jeanie
Dewhurst, Pamela Tafoya and Linda Young for the first Classified Orientation program January 8 which was held in the Trophy Room.

Congratulations to Delores McCrary for acceptance into the Asilomar Leadership Conference in February. McCrary also helped to develop the Pre-collegiate academy for Kids, a program designed to work with underrepresented and disadvantaged students from feeder elementary and junior high schools.

Duvall Holthaus has transferred from the DVC Book Center to the book center at CHE. Holthaus will continue to attend Classified Planning Group meetings through June and make a report to Cluster 9 members.

Gift of Sick Leave – Discussion ensued regarding the "Gift of Sick Leave." Wayne Gallup, Local One representative, asked committee members to contact Local One if they would like the union to address the issue of Sick Leave. Gallup also suggested that the committee communicate with Local One on all issues they want the union to address.

Linda Robbins will ask Irene Menegas who facilitates a hiring workshop if classified staff members can attend.

Individual minutes from each sub-committee will be sent to the acting Classified Planning Group secretary for inclusion in the minutes of regularly scheduled meetings.

Dan Silvia announced that Anne Marie Velikan, through Classified Staff Development, approved payment for three short term classes (Tai Chi, Fabrege' Eggs and Spinning/Weaving) for the Spring 1992 semester. The classes will be advertised through Community Education and Silvia will prepare a notice regarding time, fee and location of the classes in the next newsletter.

Four copies of AB1725 will be available for classified staff to review or check out from the DVC library.

Update from Sub-Committees

Structure - Sandy Davis, Chairperson
A partial rough-draft of the constitution has been completed. The next step would be by-laws and formalizing the constitution for members. The committee feels an entire day will be necessary to complete this task. Tafoya requested an agenda from the structure committee for the one-day workshop to present to Dr. Peterson. It was noted that the time line for formation of the Classified Senate depends on finalizing and approval of the budget and the structure of the group.

Communication - Jan Slatter reported the second edition of "The Classified" newsletter has been published and was given
to cluster representatives, this time only, for distribution to their individual groups. The newsletter will be distributed to all Classified staff members as well as: Phyllis Peterson, Bob Jensen, members of the Classified Senates Coordinating Council (Roger Polk, CCC, Rich Hoover, DO, Teresa Frahm, LMC), Evelyn Garabedian, DO Local One representative Sharon Valdez, Faculty Senate Office, President of Faculty Senate, Associated Student DVC President, Classified Senate Presidents (CCC, LMC, DO), DVC Management, Governing Board members, and Classified staff members who are home on disability.

February 26, 1992 will be the deadline for contributing articles to the next edition of "The Classified."

Editors for "The Classified" are Dee Henderson and Bobbie Fisher.
Contributing writers are:

Dan Silvia - Community Service Programs
Jeanette Harris - Promotions, Transfers, New employees, Retirees.
Linda Young - Staff Development workshops and conferences

Budget - Laura White, Chairperson

Copies of the final budget, dated 2/4/92 was presented to committee members for approval. The total operating budget is approximately $75,000, which includes capital outlay/telephone lines, a one-time set up expense, salary for officers and support staff, substitution, travel and mileage. Before the final draft is presented, it was recommended deleting $240 for Recognition. Clarification was requested on Organizational Dues. It was noted that Organizational Dues is an expected expense for state and national organizations that the Classified Senate may wish to join. The committee will meet one more time (February 12) to finalize the budget before presenting it to the Dr. Peterson. There was concern why this budget must be presented to the DVC Budget Review Committee on March 18 instead of sending it directly to the Chancellor since he requested the formation of a Classified Senate at DVC.

Endorsement of our budget is a crucial step in moving forward to form the Classified Senate at DVC.

Selection Process - At the January 24 Planning Group meeting, discussion was heard regarding the quick formation of a subcommittee in order to select classified representative to serve on different committees and task forces. The Classified Participation Selection Committee was formed by volunteers from CSPG. The members are: Shirley Kimsey, Eva Monteverde, JoAnn Nicol, Janet Slatter, Pamela Tafoya and Linda Young. The first meeting was the last week of January and the current list of committees and task forces in
progress at DVC were reviewed. A memo was sent to Phyllis Peterson requesting specific areas where additional classified membership should be considered. Phyllis Peterson replied in a memo dated February 1 indicating the approval for the following additions: 2 additional classified representatives to serve on the Task Force On Increasing Awareness of Diversity; 1 additional classified representative to serve on the Space Allocation Task Force; 1 additional classified representative to serve on the District-wide Accountability and Research Advisory Committee; and 1 additional classified representative to serve on the International Programs Committee. Dr. Peterson also forwarded our request to have one additional classified representative (Joanne Vincent is currently serving) to serve on the Matriculation Committee to Les Birdsall. This sub-committee will meet again February 11 to begin determining a specific process for selecting classified representatives to serve on the various district and campus task forces and committees.

**District-wide Shared Governance**

Gloria Gilmore reported there was a district-wide meeting January 13 to continue discussing the shared governance model on the district level. Eight representatives will meet to plan the agenda for the next meeting which will be February 13, to finalize the model.

**Time-line for Formation**

Budget - pending  
Structure - pending

**Action Items**

Set up agenda/one-day retreat for Structure Committee - SANDY DAVIS  
Report on computer program at next meeting - DAN SILVIA  
Community Ed information for Spring, 1992 - DAN SILVIA  
Contact CSCC members to attend next meeting - PAMELA TAFOYA  
Contact Dr. Peterson regarding workshop - TAFOYA, GILMORE, DAVIS

Next meeting is March 6, 1992, in the Trophy Conference Room.

Recording Secretary - Linda Young
February 20, 1992

TO: Guy Grace
    Marv McKean
    John Dravland
    Fritz Wilhelm
    Pam Hawkins
    Shannon Bloom

FROM: Phyllis L. Peterson

SUBJECT: Classified Senate Work Sessions

The Structure Subcommittee of the Classified Senate Planning Group has been working on a proposed constitution. They have been making excellent progress but need a couple of longer work sessions to bring it to a close. They have selected two dates for all day work sessions: Friday, February 28 (8 hours) and Friday, March 27 (8 hours). In addition they will meet as previously scheduled on March 13, 1:00 - 4:00 p.m.

The following individuals are on the Structure Subcommittee. Please allow them to participate in this important endeavor. Funding for substitutes is available as needed:

Structure Subcommittee members:

- Gyda Buelna (Buildings & Grounds)
- Betty Crenshaw (P.E.)
- Sandy Davis (Admissions)
- Linda Robbins (Faculty Senate)
- Dan Silvia (Career Development)
- Alvin Wilson (Custodial)
- Greg Villella (Custodial)

(mtgs\assen.002)
CLASSIFIED SENATE PLANNING GROUP

AGENDA

February 21, 1992
1:00 p.m. - 4:00 p.m.
Trophy Conference Room

PLANNING GROUP:

Cyda Buelna
Betty Crenshaw
Sandra Davis
Wayne Gallup
Gloria Gilmore - Acting Co-Chair
Gena Gruber
Jeanette Harris
Dee Henderson
Alana Holdsworth
Duvall Holthaus
Shirley Kimsey
Leslie Leong
Eva Monteverde
JoAnn Nicol
Linda Robbins
Jan Quick
Dan Silvia
Jan Slatter
Pamela Tafoya - Acting Co-Chair
Gregory Villella
Laura White
Al Wilson
Linda Young - Acting Secretary

I. Introduction of Guests - PAMELA TAFOYA

II. Announcements - PAMELA TAFOYA

III. District-Wide Shared Governance Model - GLORIA GILMORE

IV. Update from Sub-Committees

Structure - SANDY DAVIS
Communication - JEANETTE HARRIS
Budget - LAURA WHITE
Selection

V. Enhancement - GLORIA GILMORE

VI. Hiring Workshop - LINDA ROBBINS

VII. Action Items

VIII. Next Meeting March 6, 1992
CLASSIFIED SENATE PLANNING GROUP

MINUTES
FEBRUARY 21, 1992
TROPHY CONFERENCE ROOM

PRESENT: Gyda Buelna, Betty Crenshaw, Sandra Davis, Wayne Gallup, Gloria Gilmore, Jeanette Harris, Alana Holdsworth, Shirley Kimsey, Eva Monteverde, JoAnn Nicol, Linda Robbins, Jan Quick, Dan Silvia, Jan Slatter, Pamela Tafoya, Laura White, Linda Young

ABSENT: Gena Gruber, Dee Henderson, Duvall Holthaus, Leslie Leong, Gregory Villella, Al Wilson

Introduction of Guests

Gloria Gilmore introduced Teresa Frahm, President of the Classified Senate at Los Medanos College, who shared with our planning group the structure of the Classified Senate at Los Medanos. Teresa stressed the importance of working with management, while at the same time being articulate with the needs of the Senate to insure the successful implementation of shared governance. It is also very important to let supervisors know in a positive way the progress of the planning group, what we have gained personally and future goals. Frahm congratulated the communication committee stating that our newsletter was well organized and should prove to be a good source of information to all classified staff members. Also a newsletter is the best way to let everyone know who serves on task forces or standing committees. "Great job!", commented Frahm.

Announcements

Recommendations have been submitted to Dr. Peterson regarding the new Staff Development Coordinator and we should be hearing in a couple of weeks who will replace Art Dull. The 4C/SD (California Classified Senate Organizational Committee) meeting will take place in Costa Mesa, CA on March 15, 1992. Anyone interested in attending can get more information from the Staff Development office. Funding assistance can be requested from Staff Development or Enhancement, but complete request forms quickly as the funding process takes time. A reminder to everyone that we should include Confidential employees in our Classified Planning Group. Tafoya praised the Planning Groups efforts to form a senate. Tafoya distributed excerpt taken from The Office Professional listing characteristics of successful teams and requested sharing this with cluster members. This handout is an excellent source of information regarding team functions and how members can work together productively. Additional copies can be obtained from the Staff Development office, extension 542.
Update from Sub-Committees

Communication, Jeanette Harris, Chairperson

The newsletter’s third edition is in progress and participation is good. Several staff members have volunteered to submit articles which include local area travel spots as well as a questions/answers column. Everyone is encouraged to participate in submitting articles. If help is needed in writing or editing, contact the newsletter’s editors: Dee Henderson, Bobbie Fisher or Jan Slatter.

Budget, Laura White, Chairperson

The DVC Classified Senate Planning Groups’ proposed 1992-93 operating budget will be sent to Bob Jensen February 25, 1992. The budget includes Option I ($71,885) which reflects the yearly proposed budget (excluding the set-up supplies expense) for the Classified Senate Council (CSC). Option II ($81,060) reflects set-up costs that include office space and equipment if none can be provided for CSC. The submission of the 92-93 operating budget completes this sub-committee’s charge. Once a response to our fiscal needs is received from Bob Jensen, the planning group will address the next step toward incorporating fiscal and formation requirements.

Structure, Sandy Davis, Chairperson

The next step in the constitution is by-laws and the finalization of the constitution for members. The committee feels an all day workshop as well as several half day workshops will be necessary to accomplish this task. Dr. Peterson has given approval for the committee to meet on February 28 from 8:00 AM-5:00 PM, March 13 from 1:00-4:00 PM and March 27 from 1:00-5:00 PM in the Trophy Room Annex.

Selection Committee

The Selection committee is very pleased with the participation of staff members and the willingness to be on committees. Holly Barker will be on the Matriculation Committee and Eddye Berry on the Cultural Diversity committee. A chairperson for the Selection Committee will be selected at the next meeting as well as meeting dates for the remainder of the semester. This sub-committee is charged with developing selection guidelines for classified participation.

Classified Senate Coordinating Council

Teresa Frahm commented that LMC Classified Council had invited Bob Jensen to attend their Classified Senate meeting in February. Frahm indicated the meeting was very productive. Jensen addressed eight questions selected from a list of 26 for council members. All of the questions on the list were sent and acknowledged by Jensen. Frahm, spokesperson for the Classified Senate Coordinating Council, also indicated that the CSCC will meet with Jensen on February 25 to continue the discussion of strengthening the classified senates and identify how Jensen will support our efforts.
District-Wide Shared Governance Model - Gloria Gilmore

Gloria indicated efforts were still being made to form a district-wide shared governance model. She will keep us advised.

Time-line for Formation

Budget - Sent to Chancellor, Response Pending.
Structure - One-day workshops needed to complete constitution and by-laws.

Before a senate is formed and election of officers can be held at DVC, classified staff need to know exactly what fiscal and participation support is provided by the Chancellor.

Action Items

Staff Development Workshops - Eva Monteverde, Wayne Gallup discuss at next Staff Development Meeting.

Committee/Task Force Involvement - Planning Group members to solicit cluster members for participation interest.

$1 donation from members - To be discussed in more detail in future meetings.

Monthly Classified Workshops - To be discussed in more detail in future meetings.

Next meeting is scheduled for March 6, 1992.

Recording Secretary - Linda Young
Characteristics of Successful Teams
The Office Professional
Volume 11, Number 12, 12/15/91

Purpose

The team must be able to answer the question, "Why are we here?" It will do its best work when each member knows, agrees to, and believes in the purpose. Each team member should be able to describe the group's mission and its vision of the future. Individuals' commitment to the goals produces consistently high performance.

Climate

Teams function best when members enjoy working together. A sense of excitement fills the air. People expect their work to produce worthwhile results. Individuals are relaxed, and relate to each other in a comfortable, information way. They value spending time together.

Participation

Excellent teams have stimulating discussions. Each member feels free to express views. Comments are productive, relevant to the topic and mission. Suggestions emphasize quality. Team meetings follow agendas to focus attention on next steps and share information with all members. Free-flowing discussion is viewed positively by the team leader and members.

Communication

One clear signal that a team is functioning well is open communication. The attitude of the group is, "Let's talk about our problems and search for ways to improve...always." Team members do not secretly think, "I'd better not raise this issue or I'll get in trouble." Problems are everyone's concern. Members help one another solve problems to support the team's mission. They express themselves candidly, yet respectfully. They reach understanding by listening to one another carefully, using paraphrasing and questioning skills learned in training sessions.

Conflict

Highly functioning teams express plenty of conflict. Differing opinions are stated firmly and clearly. Every team member feels a responsibility to state his or her ideas and feelings honestly. Differences are managed so they produce innovations and increased productivity. There is no blaming, attacking, threatening, or looking for scapegoats.

Leadership

Excellent teams need excellent leaders who have been trained to facilitate group interaction. Leaders run effective meetings, stimulating involvement and encouraging participation. Members are trained in leadership so roles can shift when this is appropriate.
Roles Each team member can easily answer the question, "What's expected of me?" Members know their jobs and, like players on a good volleyball team, practice their parts to perfection. Team members learn enough about other jobs that when one player goes down, another can fill in.

Diversity The best teams include members who have a variety of skills, talents, and work styles. While people who are alike tend to get along easily, diversity stimulates more creativity and innovation.

Relationships Even excellent teams need support from others throughout the organization. Therefore, the team gives thought to its communication with management and co-workers in other groups. Members avoid thinking of themselves as a elite group. They don't compete with others in the company, but cooperate so the whole organization can reach its goals. They know everybody wins or loses together.

Assessment Excellent teams evaluate progress. They ask themselves, "How are we progressing on our mission?" and "How can we improve the way we work together?" Meetings are evaluated. Every few months a special team building session is held to discuss group strengths and weaknesses. Assessment should include celebration of success, affirmation of individual and team progress, and plans for training as needs are discovered.

Classified Senate Planning Group Handout
February 21, 1992 Meeting

This material was taken directly from The Office Professional, Volume 11, Number 12, December 15, 1991

P. Tafoya
CLASSIFIED SENATE PLANNING GROUP

AGENDA

March 6, 1992
1:00 p.m. - 4:00 p.m.
Trophy Conference Room

PLANNING GROUP:

Gyda Buelna
Betty Crenshaw
Sandra Davis
Wayne Gallup
Gloria Gilmore - Acting Co-Chair
Gena Gruber
Jeanette Harris
Dee Henderson
Alana Holdsworth
Duvall Holthaus
Shirley Kimsey
Leslie Leong
Eva Monteverde
JoAnn Nicol
Linda Robbins
Jan Quick
Dan Silvia
Jan Slatter
Pamela Tafoya - Acting Co-Chair
Gregory Villella
Laura White
Al Wilson
Linda Young - Acting Secretary

I. Announcements - PAMELA TAFOYA

II. District-wide Shared Governance - GLORIA GILMORE

III. General Purpose Statement for Newsletter - JAN SLATTER

IV. Update from Sub-Committees
   Communication - JAN SLATTER
   Structure - SANDY DAVIS
   Budget - LAURA WHITE
   Selection - SHIRLEY KIMSEY

V. Workshops - GROUP DISCUSSION
   Hiring, Senate + Local 1, Participation

VI. CSCC Meeting with Bob Jensen on February 25, 1992

VII. Action Items

VIII. Next Meeting is March 20, 1992
INTEROFFICE MEMO

TO: Distribution
FROM: Pamela Tafoya, Acting Co-Chair
       Classified Senate
DATE: March 10, 1992
SUBJECT: Classified Senate Planning Group Meeting on 3/6/92

Attached are handouts from our 3/6/92 Classified Senate Planning Group meeting.

Minutes were not recorded from this meeting. We had an invigorating, unstructured exchange of information and ideas. We are sorry you were unable to be there.

Hope you can make our next meeting on 3/20/92.

Distribution
Wayne Gallup
Gena Gruber
Jeanette Harris
Alana Holdsworth
Duvall Holthaus
Jan Quick
Greg Villella
Laura White
Al Wilson
Linda Young
Attached is the DVC Classified Senate Planning Groups' proposed 1992-93 Operating Budget. This proposal is being sent to you in compliance with your request to form a Classified Senate at Diablo Valley College.

The CSPG Budget Committee will be happy to meet with you to discuss this fiscal requirement for a senate at DVC.

Budget Committee Members
Shirley Kimsey - Admissions
Leslie Leong - Computer Services
Eva Monteverde - Financial Aid
Pamela Tafoya - Personnel
Laura White - Book Store

cc: Phyllis Peterson
DVC-CSPG Members
February 24, 1992

DVC CLASSIFIED SENATE PLANNING GROUP

PROPOSED 1992/93 BUDGET

Option I reflects what will become the yearly proposed budget (excluding the set-up supplies expense) for the Classified Senate Council (CSC). Option II reflects set-up costs that include office space and equipment if none can be provided for CSC.

<table>
<thead>
<tr>
<th></th>
<th>OPTION I</th>
<th>OPTION II</th>
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<tbody>
<tr>
<td>Capital Outlay</td>
<td>$2,688 *</td>
<td>$2,688 *</td>
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<td>Telephone Lines</td>
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<td>Set-up Supplies</td>
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<td>Officers' Salaries &amp; Benefits</td>
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<tr>
<td>Secretary's Salary &amp; Benefits</td>
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<tr>
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<tr>
<td>Travel &amp; Mileage</td>
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* One-time set-up costs.

CAPITAL OUTLAY/TELEPHONE LINES

If any or all of the items below (which have been temporarily assigned to the CSC) are permanently assigned to the CSC our proposed budget should be reduced by the cost of those items. They are as follows:

- IBM PS2 Hard Disk Model 55SX: $3,031
  (Incl. MS DOS and Windows. 4 meg of memory.)
- HP3 Laserjet Printer: $1,678
- Modem: $216
- 2 Work Stations/2 Desks & 3 Chairs: $2,000
- Copier (medium sized): $2,000
  
  $8,925

Telephone Lines: $250
The salaries/benefits for Officers and Support Staff are estimates for budget purposes. The actual costs would be determined by what classified employee is elected to these positions. For example, if a programmer/analyst is elected President (Range 69), the cost would be higher than what is reflected below. If a locker room attendant is elected as President (Range 48), the cost would be less. This also applies to the other two offices of Vice President and Corresponding Secretary.

**OFFICERS**

- **President - Level 58 @ Step 5 - 50% Position**
  
  $2,838 p/m X 12 months = $34,056 + 3% raise = $35,078
  
  $35,078 @ 50% = $17,539 which incl. benefits at 26%
  
  i.e. Salary = $12,979 and Benefits = $4,560

- **Vice President - Level 54 @ Step 5 - 25% Position**
  
  $2,575 p/m X 12 months = $30,900 + 3% raise = $31,827
  
  $31,827 @ 25% = $7,957 which incl. benefits at 26%
  
  i.e. Salary = $5,888 and Benefits = $2,069

- **Corresponding Secretary - Level 50 @ Step 5 - 25% Position**
  
  $2,335 p/m X 12 months = $28,020 + 3% raise = $28,861
  
  $28,861 @ 25% = $7,215 which incl. benefits at 26%
  
  i.e. Salary = $5,339 and Benefits = $1,876

**SUPPORT STAFF**

- **Secretary - Level 50 @ Step 5 - 75% Position**
  
  $2,335 p/m X 12 months = $28,020 + 3% raise = $28,861
  
  $28,860 @ 75% = $21,646 which incl. benefits at 26%
  
  i.e. Salary = $16,018 and Benefits = $5,628

**SUBSTITUTION**

This figure is based on 3 Officers and 9 Cluster Representatives attending bi-monthly meetings:

- 12 reps. X 3 hrs. X twice a month = 72 hrs. per month
- 72 hrs. per month X 12 mos. = 864 hrs. per year
- 864 hrs. per year X $10 approx. = $8,640 per year
SUPPLIES

The start-up cost of supplies includes software, rubber stamps, business cards, pens, pencils etc. A brochure for new hires was suggested. The breakdown of this expense is as follows:

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<thead>
<tr>
<th></th>
<th>Amount</th>
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<tr>
<td>Office Set-up</td>
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<td>$ 688</td>
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</tbody>
</table>

* One-time set-up costs.

TRAVEL & MILEAGE

In order to become well established, we would like our Officers to be able to attend District-wide meetings, as well as State-wide. We are also requesting travel funds for members of the CSC to attend various organizational meetings when necessary.

ORGANIZATIONAL DUES

This budget category is set-up for CSC Officers to join State and National Organizations where yearly dues are assessed.
CLASSIFIED SENATE PLANNING GROUP

AGENDA

March 20, 1992
1:00 p.m. - 4:00 p.m.
Trophy Conference Room

PLANNING GROUP:
Gyda Buelna
Betty Crenshaw
Sandra Davis
Wayne Gallup
Gloria Gilmore - Acting Co-Chair
Gena Gruber
Jeanette Harris
Dee Henderson
Alana Holdsworth
Duvall Holthaus
Shirley Kimsey
Leslie Leong
Eva Monteverde
JoAnn Nicol
Linda Robbins
Jan Quick
Dan Silvia
Jan Slatter
Pamela Tafoya - Acting Co-Chair
Gregory Villella
Laura White
Al Wilson

I. Announcements - GLORIA GILMORE

II. Workability Program - CRISTINA TISSOT

III. ASO - Student Representatives

IV. Update from Sub-Committees:
   Structure - SANDY DAVIS
   Discussion Items: Draft 5, 3/13/92
   Communication - JEANETTE HARRIS
   Budget - LAURA WHITE
   Selection - SHIRLEY KIMSEY

V. District-wide Shared Governance - GLORIA GILMORE

VI. Action Items

VII. Next Meeting April 3, 1992
AGENDA

1. Announcements - SHIRLEY KIMSEY

2. ASO - Student Representatives

3. Update from Sub-Committees:
   Structure - SANDY DAVIS
   Discussion Item: Draft of Constitution and By-Laws 4/3/92
   Communication - JEANETTE HARRIS
   Next Newsletter Deadline: APRIL 29
   Budget - LAURA WHITE
   Selection - SHIRLEY KIMSEY
   Cluster Reps to turn in all responses from the committee/task force interest poll.
   Staff Development - Eva Monteverde

4. Workshop - GROUP DISCUSSION - Proposal to be written by Monday, April 6.
   We need a volunteer to write up a proposal to go to Art Dull in Staff Development and to the President requesting agreement to hold a workshop in May (2 different sessions) for all classified. Using a panel format, we would like to put on a workshop for our members explaining the differences between Local 1 and the Classified Senate, as well as the similarities and how the two groups can work together to develop strength within our classified staff.

5. Notes on Wayne's attendance at the LMC Classified Senate meeting - Discussion

6. Action Items

7. Next Meeting is April 24, 1992 - During Spring Break.
April 27, 1992

TO: Managers and Classified Staff
FROM: Phyllis L. Peterson
SUBJECT: Classified Senate Planning Group/Local One Workshop

The Classified Senate Planning Group and Local One will be sponsoring a workshop in May to disseminate information to the entire classified staff regarding distinctions between the two groups, issues surrounding shared governance, and current progress of the Classified Senate Planning Group. There will be a panel of 11 members who will address questions from the audience. The panel members consist of 4 representatives from Local One: Karen Anthony, Wayne Gallup, Delene Moyle and Sharon Valdez; and 7 panel members representing the Classified Senate Planning Group: Sandy Davis, Gloria Gilmore, Jeanette Harris, Shirley Kimsey, Eva Monteverde, Pam Tafoya, and Laura White.

Every classified staff member should have the opportunity to attend the workshop. The panel members have scheduled this workshop twice, on different days and at different times, in hopes every classified member would be able to attend one of the workshops. The workshops will be on Tuesday, May 12, from 2:00 p.m. to 4:00 p.m., and Wednesday, May 13, from 9:00 a.m. to 11:00 a.m. Both workshops will be held in the large library conference room.

I have agreed to grant release time for each classified staff member to attend one of the two-hour workshops. Also, those members of the panel have approved release time for both workshops. Offices must be covered during these workshops. There will be further detailed information regarding the workshop in the next issue of the "Classified" newsletter.
CLASSIFIED SENATE PLANNING GROUP

AGENDA

May 22, 1992
1:00 p.m. - 4:00 p.m.
Instructional Services-108

PLANNING GROUP:
Gyda Buelna
Betty Crenshaw
Sandra Davis
Wayne Gallup
Gloria Gilmore - Acting Co-Chair
Jeanette Harris
Dee Henderson
Alana Holdsworth
Shirley Kimsey
Leslie Leong
Eva Monteverde
JoAnn Nicol
Linda Robbins
Jan Quick
Dan Silvia
Jan Slatter
Pamela Tafoya - Acting Co-Chair
Gregory Villella
Laura White
Al Wilson

I. Announcements - PAMELA TAFOYA

II. Critique of Workshops on May 12 and 13, 1992

III. Update/Discussion from Sub-Committees
    Selection - PAMELA TAFOYA
    Election - GLORIA GILMORE
    Structure - SANDY DAVIS
    Communication -
    Budget - LAURA WHITE

IV. Staff Development and Enhancement Committee Announcements

V. District-wide Shared Governance - LESLIE LEONG/DAN SILVIA

VI. Action Items

VII. Next Meeting June 3, 1992, IS-108

Elected Officers by 6/18.