PRESENT: Keith Craven, Donald Henson, Duvall Holthaus, Leo Lieber, Cathy Walton Woodson, Eddy Berry

ABSENT: Mae Wright and Representatives from clusters 1, 4 and 7, which have not been filled.

1. Approval of Agenda

2. Approval of minutes of October 21, 1994 meeting.

REPORTS: Keith Craven

Chancellor's Cabinet;

A current list of programs unique to each school is being compiled.

Discussed instructional computing meeting. All groups will be represented.

Discussed study for classified employees. Report should be ready by next Chancellors cabinet. DVC asked for additional phone lines. LMC to look at how administration offices are staffed. Each college is different. The staff is determined by the enrollment of the students. There is an allotted number of employees per student. The individual college decides how to distribute the staff. DVC has the highest number of students in the district. Study staffing levels. There are 20 open positions presently.

Cathy expressed that she feels they need more staff in Admissions and Records. The manager is no longer there, and the manager’s work load, which was great, has been distributed throughout the office.

Governing Board Report;

Chancellor Contract: Amendments to employee contracts was on agenda, the chancellors contract will be extended 1999.

There were questions regarding how the evaluation process was done. The board was asked why they did not use the new management evaluation policy.
Chancellor sent out self-evaluation forms trying to get feedback on his performance. The evaluations went back to him. New evaluation policy in effect as of July requires managers to be evaluated at specific times during their employment by the District.

The Senate Presidents are identified as some of the people asked to evaluate the Chancellor (and college Presidents) under the new policy. As representatives of their constituent groups the Presidents should get input prior to filling out the evaluation. That input should then be used when filling out the evaluation. The evaluation is confidential and will not be distributed or shown to anyone after the Senate President has filled it out.

Concern regarding discussions held in closed session, during the board meetings, was expressed.

The Board will now also call on the DGC Chair to make a report. DGC's concerns were taken to heed. Copies of DGC agendas and minutes will be sent to Board Members.

Cathy expressed that all employees should be involved in evaluation of management in fairness.

STUDENTS AT RISK: Voted on in November.

POSITION PAPER by Jean Ross regarding how people should address the board. The Board wants public input but they need to know if someone is representing a group or themselves. A more formalized procedure is preferred, using name slips, state title, etc.

CHANCELLOR’S MEETING:

Met with Chancellor. Keith asked additional funding for computer loans be on agenda. He had heard that the Technology Committee was going to request additional funding for computers loan program. The Chancellor had also heard this but has of yet there as been no such request. Open purchase order method is now being used. Choose vendor, then get paperwork processed. Check is written to official store or vendor. Eileen Farrell implemented this new policy.

United Faculty memo to Chancellor and Chancellor's Cabinet regarding the Brown Act was discussed. The Chancellor does not feel that the Chancellors Cabinet falls under the Brown Act. Their memo also asked that negotiate items not be discussed in Cabinet. There was then discussion that the Chancellor should develop a protocol for Chancellor’s Cabinet.
He stated that he felt that the Cabinet is his staff meeting and the Senate Presidents are their to give him input.

We told the Chancellor that the CSCC will try to support the District Office classified employees (since their senate is not operating at this time) by sending copies of news letters and minutes to them.

**FACULTY SENATE:**

Keith went to the Faculty Senate meeting to discuss the Constituency Relationship meeting. The Item was last on their agenda but it was moved up to accommodate him. Their agenda was quite full so discussion was brief but a start at working out some problems. There was discussion on how to improve relationships between the two groups and specific discussion on getting a conflict resolution group together which can deal with problems as they arise. There was also talk of more informal ways to get the two groups together (soft ball games, informal group meetings etc). We need to continue to work together on this issue and they seemed to be committed to work with us.

4. **Computer Software Policy:** The policy was passed with the addition of the concerns expressed by the students. The policy needs to be clearly posted in all computer labs, each station needs to have a brief statement about the policy and any class that requires use of DVC computers should have the policy in the class syllabus.

5. **Autonomy Statement:** DGC had some questions regarding DVC's passing of this statement as a college, but certain members remembered that each college was asked to draft a statement and DVC did. Steering Committee got together and worked up this new statement. They felt that they covered the concerns of the district and how they were excluded. The DGC is trying to move things through in a more timely manner, deciding issues in a "yes or no" fashion, or "approve/disapprove." This will be one of those items, first reading is planned for next week and approve or disapprove in December.

6. **Drug Free Work Place:**

Questions regarding wording change of work hours to days. A clear definition of "work day" is necessary. Concerns re: Call-backs, possibility of employees officially on-call, lunch-time consumption of alcohol, etc. We need Local l's position on this issue, and agreement on clear wording of the policy.

7. **Employee Recognition Plans:**

Definition of employee needs to be agreed upon and clear.
Avoidance of popularity contest is important. We need an equitable way to praise employees. The possibility of writing articles praising entire units was discussed. Pictures of that unit could accompany the article. Assignment to compose article and take photo could be the responsibility of the cluster rep. Rotation would cover an entire department and produce one article each month. Cathy suggested no restrictions on format. The clusters need to be listed and identified. Dan and Keith will deal with unrepresented clusters. A consensus was reached that this was the best way to achieve employee recognition and we will move forward with this plan.

8. **Unlawful Discrimination and Sexual Harassment**

Policy was to come out soon. Last DGC meeting it got pulled and will not be back until the district discusses it with legal council and then finalizes their next draft.

9. **Freedom of Expression Policy**

The changes were approved at DGC. The final policy will be published in the college catalogue and Student Handbook. It will also be posted on campus.

10. **Information to the Governance Board.**

We will be sending them our newsletter and copies of our senate minutes.

11. **Other:**

The Selection Committee surveys that went out to all classified had only 14 responses. Dee frustrated and would like help from the Senate. The Cluster Reps will redistribute the surveys. They need to be completed and returned within two weeks.

**REMINDER: KEITH GET INFO ON STAFF CARDS**

Staff Night Basketball:

Don reports: Possible date for game with Contra Costa College is Friday, January 20, 1995. Los Medanos, Thursday, February 16, 1995. Weather permitting we could have tailgate barbecue. If not, possible use of staff office for pregame refreshments. Invite classified from other schools to join. Serve hot dogs, coffee, hot chocolate. Keith suggested possibly selling the refreshments at a reasonable cost to give proceeds to the team. Set up a committee to work out details; use of PA system to make announcements. Anything to highlight the occasion, including signs, etc.

Adjourned.