AGENDA
DIABLO VALLEY COLLEGE
CLASSIFIED SENATE MEETING
REVISED 11/30/94

Friday, December 2, 1994 8:30 am - 11:30 am, TROPHY ROOM ANNEX

1. Approval of Agenda for 12/2/94
2. Approval of Minutes for 11/4/94
3. REPORTS:
   - Chancellor's Cabinet
   - Governing Board
   - Chancellor's Meeting
   - GCC
   - CCLC Conference

3A. DVC Computer software procedure; action
3B. Autonomy, District statement; action
4. Board Policy; Lethal Weapons on District Property; Action
5. Board Policy-2046 - Drug Free Work Place; info
6. Computer purchase program; info
7. Staff night at DVC vs CCC basketball game; discussion
8. HIV testing on campus by County; discussion
9. Other
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 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.
AUTONOMY

The CCCCD is an interrelated multic和平 system. The colleges and District Office work cooperatively in alternating dependent and independent modes to provide educational opportunities and services appropriate for our students and communities. Responsibilities among the components of the system have evolved through legal requirements and historical developments.

The role of each college is to provide educational opportunities and services appropriate for its students and communities. The development of instruction and curriculum plans is a primary function of the faculty at the respective colleges. Each college has the responsibility for planning and implementing course offerings, student services, technology, community services, and economic development according to the particular individual needs of its college community. The District Office supports faculty by facilitating and coordinating academic and professional matters which affect students at all three colleges. The colleges are responsible for articulation of courses among themselves. Each college is responsible for managing its own fiscal resources, human resources, and services to students.

The role of the District Office is to provide districtwide support services and coordination in the following areas: fiscal affairs, human resources, management information system facilities and police services. In so doing the District Office must assure consistent and fair distribution of resources to support students and employees. The District Office is responsible for managing its own fiscal and human resources.

The CCCCD also interacts with other federal, state and local agencies.

as written by the DGC
11/8/94
DATE: November 17, 1994

TO: DGC Members

FROM: Steve Cohen

SUBJECT: Weapons on District Policy

Enclosed is the Draft of Board Policy 2050 Lethal Weapons on District Property. Please begin the constituency process so that we may vote on December 6. If you have any questions concerning the policy, please call Ann Duncan at the District Office. The Drug Free Workplace Policy has been pulled. It is currently with legal counsel.

Thank you for your time and energy!

PROPOSED

Board Policy 2050

LETHAL WEAPONS ON DISTRICT PROPERTY

Lethal weapons of any kind, including but not limited to firearms, knives with blades exceeding 2-1/2 inches, explosives shall not be permitted on District property at any time except when carried by law enforcement officials.

Any student who brings a lethal weapon on District property or to a District sponsored function whether or not on District property shall be subject to expulsion.

Any employee who brings a lethal weapon on District property, or to a District sponsored function whether or not on District property shall be subject to disciplinary action up to and including termination in accordance with Board policies on discipline, the State of California Education Code and applicable collective bargaining agreements.

Students may be authorized to carry lethal weapons in the course and scope of their studies in state mandated pre-employment law enforcement training or in the courses in which the tool used might also be considered a lethal weapon. This policy shall not prohibit an employee from possessing or using a knife that he or she is authorized to use in the course and scope of his or her employment.

State of California Penal Code, sections 626.9 and 626.10
State of California Education Code, section 76030 et seq.

11/10/94
November 17, 1994

TO: Steve Cohen

FROM: Keith Craven, Chris Leivas, Phyllis Peterson, Fritz Wilhelm (by Phyllis Peterson)

SUBJECT: Loans for Employees for Purchase of Technology Equipment

Here are the questions we agreed to develop to guide discussion on the proposal to measure funds available for loans to employees for purchase of technology equipment. Please send them to DGC members prior to our next meeting. Thanks.

1. Should we double the amount of the original $150,000 pool? (The Classified Senate is proposing an additional $150,000.)

2. What is the anticipated cost in "lost interest" for $150,000 (low to high)?

3. Are there any incremental administrative costs for handling an additional loan?

4. Are the loan funds a component of the 5% reserve or are the funds on top of the 5% reserve? Where do the funds appear in the budget?

5. By increasing the fund are we becoming more vulnerable to requests by students and members of the public wanting to take advantage of this interest-free loan?

6. Since the "rules" have changed since the original lottery guidelines were developed, should a new lottery be established for additional funding?
   - Length of payback increased from 12 to 18 months
   - Computer equipment may be purchased anywhere
   - With additional funding, those with more "ability to pay" feel more comfortable in applying
7. If there are additional funds and a new lottery, who may participate?
   • Those who have not yet participated in the lottery?
   • Those who participated in the lottery but have not yet received loans?
   • Those who received loans but would like to be in line for additional loans so that they can upgrade in the future?

8. If there are additional funds, should they also be in a revolving fund or awarded only once to address the needs of a large response to the project?

9. What is the recommendation of the Technology Committee?
To All DVC Employees

Here's your chance to have an enjoyable evening and do something that may not have put a lot of thought into doing, and that's attending a DVC Sporting event. You may be curious as to what the sporting environment is really like at this college. I can tell you that the level of competition here is superb, and a lot of fun to watch.

The Classified Senate in conjunction with the DVC Basketball team are sponsoring an employee night at the DVC vs CCC basketball game January 20, 1995. All DVC and CCC employees are invited to attend, and for this night only their staff card will allow them to bring in their immediate family also.

All employees should have received a memo from the Business Services office about getting an updated Staff Card for 1994-95. If you have not received yours contact Business Services immediately to get yours.

The Classified Senate will be selling food and drinks and donating the proceeds to the DVC Athletic Department. Plan to come early and meet with your colleagues before the game.

You should all make an effort to come out and see how exciting the games are. This night will give you one more reason to come out and cheer for the home team. Bring your family and staff card Friday at 7:00 pm January 20 and have a good time.

ps: If all works well we will try to hold another employee night for the game DVC vs LMC February 16.
To: DVC Governance Committee  
From: Donna Wapner, Health Education/Alcohol Drug Studies  
Program Coordinator  
Re: AIDS Testing on Campus

As a result of last year's AIDS Awareness Intra-District Day, and in light of increased demand for HIV testing on campus (see point 8), the AIDS Task Force at DVC and the Contra Costa County Health Department have proposed a way to provide anonymous AIDS testing on campus.

After you review the ideas that are presented, please start discussions with all your constituencies and bring back all concerns, needs, and ideas so that we pilot a program next semester that has wide support.

The plan that has been developed so far is as follows:

1. Testing on campus will occur two times a month by the Contra Costa County Health Department, and following all county guidelines for such testing which includes counseling/education before and after test results are given.

2. The testing will be anonymous - which means that people who decide to get the screening never provide their name, and are given a number in order to find out the results. To get results people will return to the test site the next time the health dept. team is on campus, and will receive results privately, and with all health education, counseling, and referrals if necessary. No individual records are kept.

3. The health department will be providing the needed liability documents that render harmless DVC for allowing such services on this campus.

4. Initially, in order to ease concerns that some people may want the testing but don't want anyone on campus to see them at the testing spot, we are working with the health dept. to provide at least one other service (i.e. health risk appraisals, finger-prick cholesterol testing etc.) when they are at DVC. This way no one would even know which service you were wanting until you were privately speaking with the health dept. worker. Eventually, this may not be necessary, but at first it is worth taking every precaution to make people feel comfortable.

5. Students in the SHIP club (Student Health Improvement Project) will help in informing the campus community about the testing, and will help in the check-in procedures on the days the health dept. worker/s are on campus. The location of the testing will be one of two locations:
   A. We have been talking with the Women's Program, Family Life, and EOPS among other groups on campus about converting the trailer that the Women's Program now has, into a health and
parenting resource center for students/faculty/staff. We have also requested funds from the special projects committee to support this effort for one year (until we can get on-going funding). If this occurs, this would be the best location for the HIV testing. However, another option is

B. The counseling office which is allowing this service to be held in an available room that they have for the spring semester. However, after the initial support they feel a more permanent location should be found.

6. All the testing, health education, and counseling the health department would be providing would be free and available to all.

7. The AIDS testing will not be happening in a vacuum. Other on-going AIDS educational programs will continue to be developed by interested faculty, staff, and students.

8. Although the results of the recent health services survey are still being analyzed, 60% of the students felt that HIV testing was a very important service to offer on campus, and 21% felt it would be somewhat important, with only 16% feeling it was not too important or not important at all (2% were no response or invalid and the total sample size was 1332).