

**Draft Minutes Classified Senate Meeting
9-11-08**

Item	Short Description	Notes
		<i>The memories of Catalina Torres and Martin Padilla were recognized with a moment of silence.</i>
1	Approval of Minutes August 15, 2008	The minutes of the last Classified Senate meeting were reviewed and approved.
2	Approval of Today's Agenda	The agenda was approved.
3	Announcements: Ergonomic Workshop Oct. 8 Datatel Training Hay Study	<p><u>Ergonomic Workshops:</u> Two sessions will be held at 10:00 a.m. and 1:30 p.m. on Oct. 8. Classified staff will be provided with information to assist them with ideas for setting up ergonomic work environments.</p> <p><u>Datatel Training:</u> The group decided 1:1 training is best. Lisa Orta will coordinate training to be provided by District. Jocelyn created a draft questionnaire to help Classified Staff give Classified Senate an idea of what they want to learn.</p> <p>Hay Study - Administration is planning a Job Study this semester. The Chancellor will be going to the sites to discuss this process, they will be using the HayGroup. This study will be different then the management study as classified is represented by Local 1, and this study has committees that will include us throughout the process. There has been discussion about getting the District salaries in the top 3 of the Bay 10 and new job descriptions need to be created in order to do compensation studies and they haven't been done in over 24 years. A Senate rep. suggested that Classified staff be proactive in defining our job descriptions by looking to industry/districts to find the description that best fits the work that we do.</p>

4	<p style="text-align: center;">Committee Reports: Leadership Council District Governance Council DVC President Other</p>	<p><u>Leadership Council:</u> The Planning Council charter was approved. College-wide staff development and cultural diversity committees were tabled for the next meeting. Foundations for College Success (FCS, basic skills) and Integrated planning were approved.</p> <p><u>DGC:</u> A study group will be formed to discuss HR Procedure 1040.08 for recommendation to DGC</p> <p><u>DVC President:</u> From a meeting with the President, Classified staff has the opportunity to have paid substitutes to provide us with an opportunity to attend committee meetings. Also discussed were: (a) the organizational chart for policies and procedures, (b) effects of block scheduling, (c) a single campus-wide calendar that the College President plans to form a task force to address.</p>
5	Goals for Year	Held over to next meeting
6	<p style="text-align: center;">Items needing consideration: Integrated Planning College-Wide Staff Development Committee Planning Council Cultural Diversity Committee..... Foundations for College Success Committee</p>	<p style="text-align: center;">Integrated planning document approved Need several reps Need one more Classified rep Cultural Diversity needs two more reps Approved</p>
7	Retirement Dinner Ideas	Money will not come from Staff Development for the retirement dinner. In the past, Faculty Senate paid the majority of the cost for the dinners, but DVC is looking for ways to pay for the dinner.