

CLASSIFIED SENATE MEETING NOTES

March 11, 2010

Jocelyn Iannucci welcomed all attendees to the meeting.

CLASSIFIED PERSONNEL IN ATTENDANCE:

Jocelyn Iannucci, Classified Senate President

Michael Gong	Margie Ahola
Ann Patton	Terri Cassidy
Catherine Franco	Sue Rohlicek
Judy Klein-Flynn	Rafiqul Bhuiyan
Sue Handy	Nancy Ryanen-Grant
Cathleen Ingersoll	Triveni Gorur
John Freytag	

CLUSTER REPRESENTATIVES:

In attendance: Rafique Bhuiyan, Cathleen Ingersoll

Absent: Kappu Durai, Marianne Martinez, Cherri Wright-Taylor

Approval of Minutes dated 2/11/10

MOTION: FIRST MOTION MADE BY MICHAEL GONG, SECONDED BY CATHLEEN INGERSOLL, TO APPROVE THE CLASSIFIED SENATE MINUTES FROM FEBRUARY 11, 2010.

Approval of Agenda dated 3/11/10

MOTION: FIRST MOTION MADE BY MICHAEL GONG, SECONDED BY CATHERINE FRANCO, TO APPROVE THE CLASSIFIED SENATE AGENDA DATED 3/11/10.

INFORMATION:

1. DVC Alumni – Catherine Franco
Catherine Franco updated the Classified Senate on the progress with the alumni association. The webpage is now up, and contains a survey asking for input on what alumni would like their Viking Alumni Association to be. Postcards were also sent to surrounding communities announcing the association. Future plans include social networking, discounts to DVC events, bi-annual newsletter, and membership dues. Also alumni can designate specific programs where their donations can go toward. In addition, a task force will be established to handle decision making process for activities, events, etc.

Catherine also mentioned that a postcard with alumni information will be included in the cap and gown package sold to students for the commencement ceremony.

COMMITTEE REPORTS:

1. IT Committee- Treveni Gorur

There was discussion regarding the timeliness that the agenda for this committee is published. There was concern that when the agenda is not published beforehand that it is hard to prepare in advance for discussion of agenda topics and there is not enough time to send an email to classified senate to ask for input on topics that will require a vote at the meeting. After discussion it was suggested that the IT committee be asked to send out the agenda at least three days in advance. Nancy Ryan-Grant stated that a procedure should be written and forwarded to the College Council so that protocol is followed.

MOTION: THERE WAS A MOTION TO REQUEST THAT ALL COMMITTEES CAMPUS-WIDE SEND AGENDA AT LEAST 3 DAYS IN ADVANCE IF POSSIBLE OF MEETING TO ALLOW ENOUGH TIME FOR PREPARATION. THIS MOTION WILL BE WRITTEN AS A PROCEDURE AND SUBMITTED TO THE COLLEGE COUNCIL.

All Voted Yes, one abstention

2. Classified Staff Development Committee – Catherine Franco

Catherine reported that the committee will be reviewing applications tomorrow, 3/12/10, from staff requesting funds. In all, twelve applications were received. If there are funds left over there may be another email letting staff know there are still available funds for this fiscal year.

3. Campus –Wide Staff Development Committee

Teresa Molnar asked Catherine Franco to report in her absence that this committee currently has \$1,300.00 left in available funds. If these funds are not used by the classified staff they by April 14th the funds will be used for faculty travel.

There was discussion regarding how it was decided that the funds would revert back to faculty for travel and what the criteria is for applying for the funds. Jocelyn will send an email to Teresa Molnar asking if she can let the Senate know how much has been spent, what the criteria is for applying for the funds.

In addition, there was a question regarding the decision making process for approval of applications for staff development funds for classified in both the Classified Staff Development and the Campus-wide Committee. It was agreed to defer this item for discussion until after the review process of the classified staff development applications is completed tomorrow.

4. Integration Council – Sue Handy

Sue reported that there is an Integration Council meeting scheduled for tomorrow, Friday, 3/12/10, from 9:00 am – 2:00 pm. At this meeting there will be open discussion about the program review reports in the three college areas: student services, instruction, and administration. Discussion will include critical need, find common themes, and needs of campus.

5. Institutional Planning Committee – Michael Gong

Michael presented the Probation Accreditation Task Chart developed by Ted Weiden. This chart contains a timeline for completion of tasks between now and November. There was general discussion regarding how tasks get move along in the committee process. Michael stressed the importance of reviewing documents when they are sent to all for review via email and to share thoughts and opinions, without input no change will occur.

6. Selection Committee – Cheryl Rohlicek

Cheryl reported that recruiting is ongoing for the Institutional Effective Committee, Facilities and Equal Employment Opportunity Advisory Committee.

DISCUSSION:

1. Commencement Exercises – Jocelyn Iannucci

Jocelyn reported that classified personnel participation at the commencement exercises was discussed at the last Faculty Senate Meeting. It was noted that it was the consensus of the Faculty Senate to not support classified or part time faculty participation. General discussion ensued and it was felt that a broader description regarding classified participation be written. Classified participation at our sister campuses also was discussed and Nancy Rynan-Grant stated that the classified are listed in the back of the catalog at LMC. It was proposed that a procedure be written that supports classified personnel that have a degree be able to participate at commencement exercises.

2. Election 2010 – Cathleen Ingersoll

Cathy asked for assistance with upcoming elections for classified senate officers.

This meeting was adjourned at 11:20 a.m.

Respectfully submitted,

Margie Ahola

Sr. Administrative Secretary