

Coleen Geoffray-Lento

From: Lento, Coleen
Sent: Thursday, February 17, 2011 4:49 PM
To: 02-All Classified Staff@DVC
Subject: 2011-02-16 Meeting Notes

Importance: High

Have a great 4 day weekend. Sorry if this is a duplicate note! Coleen

Happy Thursday, everyone!

The Classified Senate meeting on Wednesday, February 16, 2011 was very hearty, my apologies for not getting this out sooner. There is so much information that I have created the following links to sections of these notes:

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Local One Announcement, Mike West

We had Mike West from Local 1 as a guest, and he informed the Senate that negotiating team is preparing for what looks like an opportunity to re-design our benefits structures for more efficiency, perhaps a sliding scale of costs, and working on a retirement incentive.

There will be NO OFFICIAL PUBLIC STATEMENT REGARDING ANYONE'S EMPLOYMENT STATUS prior to these meetings, and nothing is happening yet. However, Mike informed us that the Faculty Union leaders are supportive of Local 1's recommendation to visit benefit re-organization.

Mike will inform the Senate when he has a list of people who may be affected by a lay-off or bumping situation (no names, just that he has the list). He will be meeting with those people before the retirement incentive expiration date which shall give these people time to consider every option available to them. As a matter of respect, we all need to remain sensitive to any news we receive, and remember that our district is not the only place this is happening.

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Human Resources Procedure 3030.02

It seems like, for the first time in this school's history, every constituency is committed to building and maintaining a team-work atmosphere. And it's very apparent, based on Mike's comment regarding the UF, and what happened at the District Governance Council on February 15, 2011.

At the DGC meeting, there was unanimous support from Staff, Students, Faculty and Management to use the wording for Classified Participation in Management Interviews (HR3030.02), from item 4, which states:

Classified unit members ~~may~~ will also serve on screening interview committees for management, confidential or supervisory positions, ~~at the discretion of the manager in charge of the hiring process.~~ The hiring manager and the Classified Senate President will collaborate and come to a consensus on the appointment of the Classified unit member. The Classified Senate President shall notify the unit member and Local 1 of the appointment. ~~In this case, the Local 1 Vice President should be notified.~~

So, the District Governance Council will be recommending that the Chancellor's Cabinet adopt this wording for that procedure.

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Program Review Process

We also heard an update from Maria Barno regarding the progress of the Integration Council's program review status; and more importantly, were posed with the question of how much classified participation has been part of the process.

When polled as to whether anyone had actually participated in the Program Reviews, only 2-3 people acknowledged they had participated. However, Ade shared that she and Liling had drawn up a list of things they felt were important for the math department, and those suggestions were used, but this was their own initiative, not an invitation to participate that netted their input for the process. This is an area, particularly in instruction, where it is a common practice to only involve instructors and/or administrators in the process.

In Student Services, most of the employees are classified staff, and therefore, their participation is visible. However, in administration, classified participation was not involved to the knowledge of the members present.

We acknowledged that each division has a secretary, and may have instructional assistants, and that these members of their departments can make valuable contributions of the needs for their areas. It is apparent by the input to the math department that the staff members were substantial contributors, and it begs to question what are we missing college-wide?

Maria also confirmed that in the Integration Council, the numbers of constituents are not in equal proportion, which means that classified do not have as many voices on this Council. Mike West shared that at LMC the constituents each have one vote, which is similar to the DGC structure; so there are only 4 voices regardless of the number of committee members, and will share that procedure with us for further discussion.

We shall be compiling a list of questions for a classified survey. It is essential that we gather more information regarding the participation that has occurred, and responding accordingly.

It was at this point in the meeting that we discussed the lack of a human resources plan at DVC, which is mentioned in our self-study, and the lack of which was part of the input from the accrediting team written response during show cause.

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Human Resources Planning

When the topic came up in regard to program review and reductions in the workforce, we discussed staffing with Mike West. We learned that there isn't a formula that would illustrate a student/service/instruction/administration matrix that recommends structure based on FTE. There used to be one until the passing of SB361, which leaves individual districts responsible for their own staffing, and without a guideline as to what that may look like.

LMC has a human resources plan which Mike West will send out to us. They also use program review in concert with the HR plan; which would also lend itself as a good starting point when we are examining the short-comings of our program review staff participation.

Although the Classified Senate will not be able to complete any of these pending changes on their own, we do think that after we have been able to have a good discussion on these issues, it will be time to start presenting our concerns campus-wide.

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Accreditation Status and Follow Up for 2011

DVC was granted full accreditation without any further sanction. ☺

But, we still have a lot of work to do. The Accreditation Steering Committee will be addressing the items from the self-study in 2008 which were not essential in becoming re-affirmed; however, these items are essential to follow up on.

February 28th, there will be a meeting from 2-5pm in the BFL/CCC to work on the classification of the remaining items. Some may have been already taken care of by the changes we made in reaction to the show cause, some may no longer be relevant; and some may need to be addressed in our follow-up report due October 15, 2011.

Ted Wieden will be presenting the Steering Committee a draft of our follow-up report at our April ASC meeting; and will be disseminating this as soon as possible for constituency endorsements in order to accommodate the faculty absences over the Summer, which can delay the approval process, so that by September it will be ready to go to the Governing Board.

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State-wide Classified Senate Meetings at DVC

Per email from Jocelyn Iannucci, our State Classified representative, there will be meetings of the State Classified Senate next month in the DVC Trophy Room.

District-wide Classified Retreat

The Classified Senates Coordinating Council is looking into a classified retreat with an open discussion forum in which we can have a broad discussion regarding our concerns, material services that people may want to receive (such as resume writing, job searching, etc...), and an afternoon of district-wide support and understanding in this difficult time.

Dinner and a Show fundraiser March 6, 2011

The faculty senate sponsors an evening fundraiser for the Drama and HRM programs. Last fall, the show was Cabaret – absolutely fabulous! We enjoyed a wonderful gourmet meal in the Norseman, and great company.

We need more classified company!! I drug my spouse, and together with Ann and Maureen, we had 4 classified at the event last fall. If you can, please come. The faculty senate purchases the open bar beer and wine; and all proceeds go to our student programs.

As you know, we have been informed that DVC will need to cut 300 sections of instruction. The Integration Council was presented a preview of the type of programs that are being considered. The Arts are going to need all the support we can offer, so now more than ever, we need to show our appreciation to those students.

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Next Month's Meeting 03/16/11 we are going to SRVC with live feed to L151 at 1:00pm

Next month's meeting we will be addressing the Program Review access; and time permitting, we will review the LMC human resources plan and discuss how we might start the process at DVC.

Classified participation in the Forum newsletter

Are there things that you would like the at-large DVC community to hear? ANYONE may submit an article to the Forum newsletter through Ann Patton. This newsletter goes out to everyone, not just for faculty. Don't be shy! The faculty employees are friends and colleagues who should know our views on things. Contact Ann, ex. 2209 for more information.

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Job Links at DVC June 2, 2011 Update

Per email this afternoon, 02/18/11; I would like to add this comment from Liz Cabiles that Job Links is also discussing workshops on resume writing and interviewing, but nothing is firm yet.

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