

**DVC CLASSIFIED SENATE MEETING**

**August 24, 2011**

**Unapproved Minutes**

**Council Members Present:** Lesley Agostino; Rafiqul Bhuiyan; Scott Heiden; Ann Patton; Monica Pope; Nancy Purcille;

**Council Members Absent:** Wendy Helt; Chris Meadors; ~~Ado Origunwa~~

**Guests:** Michael Gong; Triveni Gorur, Judy Klein-Flynn; Liling Lin; Sue Rohlicek; Nancy Ryanen-Grant; Ted Wieden

**1. APPROVAL OF THE MAY 18, 2011 MINUTES & AUGUST 24, 2011 AGENDA**

**ACTION:** Minutes of May 18 were approved as submitted.

**NOTE:** re: June 15, 2011: Due to lack of a quorum, no actions were taken and there are no minutes.

**ACTION:** Agenda of August 24 was approved as submitted.

**2. PUBLIC COMMENT (information)**

- Lin suggested programs or orientations for staff who are new to DVC as a result of the current budget situation and resultant reassignments and/or layoffs.
- Patton would like more classified staff –specific programs in Staff Development. She will raise this with President Garcia.
- Pope will bring the issue to the Staff Development Committee.
- Members noted that departmental managers are responsible for job-specific training.

**3. ANNOUNCEMENTS (information)**

- None

**4. ACCREDITATION FOCUSED MID-TERM REPORT (discussion/action)**

- Ted Wieden invited comments on the Report, which will be presented first to the College Council and then to the District Board. He thanked Sue Rohlicek for her contributions.
- In response to questions, he noted that substantive change proposals include:
  - For Fall: the addition of the new Medical Laboratory Technology program; and the addition of degrees and/or certificates with significant online content.
  - For Spring: preparation for comprehensive self-evaluation.
- Members suggested:
  - Planning Agenda Item 4: include what will be done in time of negative/reduced resources
  - Planning Agenda Item 18: include information on classified staff participation in the June, 2011 Classified Leadership Institute. Patton will provide Wieden with details.
  - Planning Agenda Item 22: include information on the Classified Senate paying for substitutes, so that classified can attend meetings of college-wide and district-wide committees.
- Additional comments should be emailed to Patton, who will forward them to Wieden.
- If there are any drastic changes to be made in the Report, Wieden will present it to the Board at the October meeting, rather than in September.

**ACTION:** Council voted to endorse the Accreditation Focused Mid-term Report.

**5. IPC AND THE STUDENT EQUITY PLAN (information/discussion)**

- Michael Dong is a member of the Institutional Planning Committee (IPC), which oversees the development, scheduling, coordination, and validation of college-wide plans.
- The Student Equity Plan is overdue and not yet written. The last plan was updated in 2009.
- The IPC will gather data and provide the framework but will not write the plan.
- Dong asked members for suggestions on how a campus-wide plan should be made. Members suggested using other plans as a template, e.g., the Workforce Development Plan.
- Inconsistencies in reports and/or data present a challenge.
- Dong welcomes classified input. He noted that campus committee plan documents are on the U Drive.

**6. PRESIDENT'S REPORT (information/discussion)**

- Patton deferred her report, noting that College Council has met only once and other committees haven't met yet.

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7. **2011-12 CLASSIFIED SENATE BYLAWS COUNCIL MEETING SCHEDULE** (Information/discussion)
  - Patton noted the importance of scheduling meetings so that all council members are able to attend.
  - She will consult with council members by email to finalize meeting dates and times.
8. **CLASSIFIED LEADERSHIP INSTITUTE RECAP** (information/discussion)
  - In response to Patton's request for feedback on the June Classified Leadership Institute (CLI) in Ventura, council members noted that:
    - Workshops and discussions were informative. Topics included: accreditation, stress-reduction during budget reductions and the resultant negative impact on staff; and processes at other community college classified senates from across California.
    - CLI helped to build camaraderie and trust.
    - This was a worthwhile and meaningful experience.
  - Patton will share budget information for 2011-12 when the figures are available, and noted that the CLI is an opportunity to develop leadership for a more effective Senate.
  - Those willing to volunteer to assist in planning next year's CLI should contact Jocelyn Iannucci, DVC's area rep.
9. **COLLEGE PRESIDENT'S OPENING MEETING WITH CLASSIFIED** (information/discussion)
  - Patton and Pope met with President Garcia to discuss the format for Convocation, which this year was for faculty only.
  - Members noted that many classified staff felt excluded and that Convocation should welcome all, including staff, as was done in previous years.
  - Patton encouraged all to attend the President's meetings with classified on September 12 and 13. Staff suggested that the format should not attempt to recreate a Convocation geared toward staff. Rather, the meetings should be informative and productive, including question and answer sessions with various representatives from the Administration, Student Services, Instruction, etc.
  - Patton reminded members that President Garcia also has drop-in hours scheduled.
  - Some noted that given the demands of their units, especially since the staff reductions due to budget cuts, it is difficult if not impossible for them to attend meetings.
10. **COLLEGE-WIDE COMMITTEES** (information/discussion)
  - Patton noted that there are vacancies for two representatives on the Council, one from San Ramon. Due to lack of time, additional discussion was deferred to the next meeting.
11. **CLASSIFIED SENATE BYLAWS AND CONSTITUTION** (information/discussion)
  - Due to lack of time, discussion of this item was deferred to the next meeting.
12. **ADJOURNMENT - NEXT MEETING TBD**  
**ACTION:** Patton adjourned the meeting at 10:45am. She will consult members re: the meeting schedule, as noted above in item 7.