

**DVC**  
**CLASSIFIED SENATE**  
**August 29, 2012**  
**APPROVED MINUTES**

**Present:** Ann Patton (President), Scott Heiden (Vice President), Lesley Agostino, Lisa Brager, Kerry Bledsoe, Sarah Boland

**Absent:** Wendy Weber-Holt, Chris Meadors, Gil Rocha

**Guests:** Teresa Molnar, Judy Klein-Flynn

Patton called the meeting to order at 9:04 a.m.

**1. Approval of the August 29, 2012 Agenda:**

It was MSC, with no objections, to approve the agenda as written.

**2. Public Comment - None**

**3. Announcements –**

-Heiden announced that The Grapes of Wrath will start on October 19<sup>th</sup> and encouraged all to attend.

-Patton informed the committee that she and Heiden met for a pre-semester meeting to discuss the upcoming year. They are hoping for increased productivity, positive interaction, efficient meetings, presenting a united front and many other positive growth ideas.

-Boland would like to have a few minutes on a future agenda to explain the restructuring of the career center.

**4. Orientation –** Patton noted that Boland is sharing duties with Gilbert Rocha in the student services area and suggested that they work with areas that do not currently have reps. The senate revisited ideals and general meeting etiquette including:

- Starting meeting on time
- Being prepared for agenda items
- Following Robert's Rules of Order
- Minimize side conversations
- Points only being made once
- Using "I" statements
- Step up/Step Back (to hear from all voices)
- Be wary of body language/non-verbal communication
- Use questions to test assumptions
- Address emotional issues
- Broad views of what is best for the college

It was recommended that the council members be provided binders with pertinent information (bylaws, constitution, contacts, goals, etc). Patton noted she will continue to work on providing them.

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5. **Opening Day Feedback** – The senate felt the opening day convocation was well planned and noted that Patton’s speech was a highlight. Members discussed a possible alternate location (Diablo Room) and Boland commented that it would be nice for all employees to have the opportunity to attend (adjusting campus hours/”planned closure” to allow this). The senate felt that if the community was properly warned of the closure, it could be done. Patton will discuss further with President Garcia. It was agreed that a classified survey should be send out for additional feedback.
6. **Presidents Report** – Patton noted that the College Council has met twice already this semester and is working on the committee structure on campus (too many/too few?). Molnar noted that it was important to keep the balance of classified/managers/faculty on the committee and Patton commented that this is still very important to all committees and they are focusing on making sure the committees all have the proper expertise on them (not just a quorum of people).

Patton said the College Council discussed possibly grouping some committees together and they would have sub-groups such as the four student success committees.

The Accreditation Advisory Group is active and preparing for an October 2014 visit. They are looking for a writer to assist Susan Lamb (ALO) in the process of preparing the report.

Patton said President Garcia decided the process for writing the strategic plan will be completed in Spring 2013 instead of 2014. There are many other plans and accreditation work that need this plan in order to guide them. Data will be gathered in fall 2012 with the plan going into formation in the spring. Heiden is part of the “tri-chairs” for this committee and will report back any updates as needed.

Patton is hoping to have representatives from the campus committees report back during the senate meeting throughout the semester. There are currently two vacancies on the Integration Council (one from student services and one from instruction).

Patton was notified that there will be staff development funds available in 2012-13 and council members are encouraged to question their areas for possible ideas on how to best use the funds. The Classified Professional Development committee will have to reform and work on fund distribution.

7. **Meeting Schedule** – The council felt that meeting twice per month would be more productive. The council agreed to have one two-hour meeting and one one-hour meeting per month. The committee will meet at 9:00 for each meeting. **It was MSC, with no objections, to approve the two meeting per month plan.** Patton will provide a calendar via email.
8. **Senate Goals** – The council brainstormed a few goals for 2012-13:
- Closer relationship with student life, ASDVC (contact Yvonne Canada)
  - Create positivity campaign
  - Keeping classified involved (union contact)
  - Communicate to areas through area representatives

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- College wide focus on student success
- Assistance for employees affected by layoffs/bumping

Any additional goals can/should be sent to Ann or Scott

9. **Budget** – \$18,000 for use by classified senate. Some funds set aside for leadership institute, salary for Coleen Lento (administrative assistance) and Heiden (working with strategic plan), substitutes, and supplies. Heiden will supply a budget report at the next meeting.

Molnar asked if there was a report from the 2012 leadership conference and it was noted that Monica Pope did provide an excellent summary and Patton will ask for a digital copy.

10. **Constitution & Bylaws** – Patton would like to revisit and update both the constitution and bylaws and asked the council to review them now for future discussion.

Patton adjourned the meeting at 11:00 a.m.