

DVC
CLASSIFIED SENATE
April 24, 2014
APPROVED MINUTES

Present: Ann Patton, Scott Heiden, Lesley Agostino, Sarah Boland, Lisa Brager

Absent: Wendy Holt, Chris Meadors, Gilbert Rocha

Guest: Becky Opsata, Maria Barno, Teresa Molnar, Leticia Rodriguez, Lisa Martin, Ellen Kruse, Dennis Franco

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

1. Approval of the April 24, 2014 Agenda:

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

2. Approval of the April 10, 2014 Minutes:

It was MSC by all present, with no objections, to approve the minutes as written.

3. Public Comment – None

4. Announcements–

a. Patton –

- i. Retirement Dinner being held May 2.
- ii. 5-10-15 Celebration being held May 8.

b. Boland -

- i. The strategic plan was presented to the board on April 23. The presenting team good feedback and the board was pleased with the collaboration on campus to get the plan written.
- ii. Mike West commended the board for some of the restorations of Classified Staff.

c. Heiden

- i. Six Degrees of Separation opens on Friday.

5. Accreditation Report – Becky Opsata presented the draft of the 2014 accreditation report. She thanked all classified who were on writing teams, co-chairs, and all those who assisted in the completion of the report. She feels the report shows great collaboration across the campus. Any major issues with content should be sent through Patton. Minor typographical errors can be sent direct to Opsata or Ted Wieden. Opsata noted that there will be a signing ceremony at the end of the May 12th College Council meeting and a celebratory get-together at Jack's in Pleasant Hill that evening.

Opsata pointed out the seven planning agenda items that will need to be addressed, noting that some are already in progress. She is also working on a condensed executive summary to be sent out to the campus community. Ellen Kruse has also created a very helpful glossary for ease of reading.

The committee discussed ways to get more classified to read the report, even if just a small section or standard. Reps are asked to encourage their areas to participate in the final reading. Boland commented that it will be critical for the managers to encourage staff as well.

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Opsata noted that the timeline is scheduled as follows:

- April 28th – First Review by College Council
- May 12 – Approval by College Council
- June 25 – Governing Board
- Beginning of August – submit report to ACCJC.
- End of January 2015 – results/decisions sent out by ACCJC

Opsata also announced that there will be FLEX activities and kick off events being held in the fall before the ACCJC visit (which is scheduled for the week of October 6.) Opsata once again thanked the classified staff for their assistance in writing the report.

6. **Classified Senate Representation** – Patton revisited the idea of realigning the classified units to better serve all employees and create a better representation group. Boland noted that it would be helpful if we knew how many employees were in each building/area in order to better assess how to create groups. **Patton will contact Catherine Franco to get the requested information.** Patton also commented that the time/day of the meeting may be adjusted to better accommodate staff and allow for Peter Garcia to be present.
7. **Classified Senate President’s Report** – Patton commented that the Classified Senate web site needs to be updated before the ACCJC visit. Agostino noted that the spring 2014 meetings/agendas are on the portal.

Patton would like to see committee members in place before the fall semester starts and is looking for recommendations/volunteers to service on these campus-wide committees.

The Budget Plan is awaiting approval pending some suggested changes from the College Council. Patton was pleased to note that the suggested changes to the technology plan to change the word “faculty” to “staff” were accepted and will be changed in the final draft.

8. **Developmental Education Master Plan** - Dennis Franco and Ellen Kruse presented the draft of the 2014-17 Developmental Education Master Plan. Franco summarized the plan including the goals of bringing all developmental educational funds and programs into alignment and to be inclusive of the strategic plan. This plan will also go to the ASDVC, faculty senate, and College Council for review/approval. Franco hopes to have a final draft ready for the fall of 2014. Franco commented that he, a counselor, Cheryl Wilcox (MATH), and Laury Fisher (ENGL) worked together on the plan to be better inclusive of all developmental areas on campus. Any suggestions should be sent through your college council representative, Judy Klien-Flynn.
9. **Future Agenda Items** – Patton asked the committee for ideas regarding future agenda items:
 - Patton – Bylaws and constitution updates, review of the Student Services Report

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- Lisa Martin – discussion of the possible revision of the smoking policy, further safety training more focused on “what to do when”, building a stronger bridge with Peter Garcia and the campus community (creating one voice)
- Boland – has an idea for how to engage classified to participate more – will bring to next meeting.
- Agostino – possible creation of a Classified Scholarship for students/classified staff.

Next Meeting Scheduled: May 8, 2014 9:00 – 10:00 a.m.

Patton adjourned the meeting at 11:05 a.m.