

**DVC**  
**CLASSIFIED SENATE**  
**April 9, 2015**  
**APPROVED MINUTES**

**Present:** Scott Heiden, Lesley Agostino, Chris Meadors, Joy Brucelas, Jessica Martin, Gilbert Rocha, Rafiqui Bhuiyan

**Absent:** Wendy Holt

**Guest:** Liling Lin, Lisa Martin, Allison Albright, Teresa Molnar, Newin Orante, Joyce Riley, Jane Kincaid

Agostino called the meeting to order at 12:04 p.m.

**1. Approval of the April 9, 2015 Agenda:**

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

**2. Approval of the minutes from March 15, 2015**

It was MSC, with no objections and by all present to approve the minutes from February 19, 2015 as written.

**3. Public Comment**

- L. Martin requested an update on the 16-week calendar. Agostino and Heiden noted that no new information has been provided. **Heiden will follow up with Laurie Lema.**

**4. Announcements**

- Heiden commented that he and Agostino have been invited to participate in a governance discussion with President Garcia and other invited participants.
- Agostino provided the One Warm Coat certificates for the participants and thanked Lisa Martin for her assistance. Agostino is working with the bookstore to secure a discount on DVC apparel for a yet-to-be-determined "DVC Spirit Day". She added that there are 10 participants planning on attending the Classified Leadership Institute in June.
- Allison Albright was congratulated for her nomination as Classified Exemplary Employee of the Year.

**5. Smoking Policy –**

- Vice President of Student Services Newin Orante provided a draft revision to the DVC smoking policy. Major change included the addition of e-cigarettes (vape) to the list of banned items. Heiden noted that the current and revised policy to not have any enforcement by the campus or the police department so what does the policy actually do. Orante added that the district is working on this issue and at this time the policy is not an actual ordinance so no police action can be taken (citing or fining).
- Several attendees noted that there is a huge smoking issue at the entrances to the campus and expressed frustration that nothing is done to move or discourage the smokers.
  - Heiden added that some are smoking on the sidewalks near the children's center and would like to see that issue addressed. He would also like to see designated smoking areas in parking lots, away from campus.
- Heiden noted that the Sustainability Committee is working on addressing the issue of cigarette butts on campus.

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- Kincaid questioned what the other campuses are doing and Orante commented that LMC is working on a 100% non-smoking policy but are coming up with some issues/roadblocks. CCC and LMC are not currently addressing the vaping issue.
- Meadors suggested designated smoking areas/rooms. Riley added that we have to be sensitive to smokers' rights and suggested benches or a smoke station.
- Brucelas questioned that if there is no police enforcement, what as employees are we supposed to say to smokers? L. Martin suggested bringing back the "Bill Oye" papers that were handed out previously reminding smokers of the policy.
- The senate agreed to review the policy and bring it up for approval at the next meeting and thanked Orante for his bringing this to the senate for review.

**6. Road Show Debrief –**

- Heiden and J. Martin reported that the professional development road show visits were going well and they were collecting a lot of information and suggestions from classified staff. Some themes/suggestions noted were
  - Training for working with difficult students; students in distress
  - Safety/emergency event training
  - Fall prevention and lock out training for Buildings & Grounds
- Staff noted that spring break, July, and Fridays work best for workshops. FLEX week is not a good week to hold any type of professional development for classified staff.
- Lynda.com is a good resource but most commented that there is no time to use it.

**Agostino adjourned the meeting at 1:02 p.m.**

Next Meeting Scheduled: April 23, 2015 12:00 – 1:25 p.m.