

DVC
CLASSIFIED SENATE
March 19, 2015
APPROVED MINUTES

Present: Scott Heiden, Lesley Agostino, Chris Meadors, Joy Brucelas, Jessica Martin, Gilbert Rocha, Wendy Holt, Rafiqul Bhuiyan

Absent: None

Guest: Leticia Rodrigues, Liz Cabiles, Teresa Molnar, Jane Kincaid

Heiden called the meeting to order at 12:09 p.m.

1. Approval of the March 19, 2015 Agenda:

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

2. Approval of the minutes from February 19, 2015 and March 5, 2015

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

It was MSC, with no objections and by all present to approve the minutes from March 5, 2015 as written.

3. Public Comment

- Meadors reported that the fiber-optic cable has been cut again. Rodrigues questioned if a back-up system could be put in place to prevent this type of outage. Brucelas commented that she has been using her personal phone for business.

4. Announcements

- Martin reported that the Classified Professional Development funds have been exhausted for 2014-15. The College-Wide Professional Development has donated \$1,000 to both classified and faculty professional development funds.
- April 8th is the grand opening for the new quad.

5. President's Report – Heiden reported out from the February 9th College Council meeting including the reaffirmed accreditation status, work on the workforce development master plan, 16-week calendar, First-Year Experience, and Innovation. He noted that a classified representative is still needed for the council.

6. First Year Experience (FYE) Feedback – Meadors noted that students are concerned about the homeless presence on campus. Also noted were additional signage, welcome booths, getting students in the right classes, make campus resources more visible, face-to-face orientations, and a DVC map app to help guide students on campus. Molnar added that cross-training of employees could help reduce student frustration of having to go to numerous offices. Cabiles commented that the building names can be confusing. Brucelas added that the lanyards are helpful and people should be out more during the first few weeks. It was also noted that ESL students may need additional assistance on campus.

7. 16-Week Calendar – Agostino reported that she has met with Peter Garcia regarding the possible implementation of a 16-week calendar. Faculty Senate will be voting to approve beginning process of discussing the calendar on March 24. Some concerns noted were:

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- What will happen with Winter Break?
- How many classes will be offered during intersession?
- Concerns about students who are struggling in English/Math.
- Effects on workload.

This item will be discussed on future agendas as more information becomes available.

8. **Innovation RTP Update** – Heiden announced that the review team met and read over 80 proposals, with approximately 25 of them from Classified. The proposals were grouped and initiators will be receiving feedback shortly.
9. **Staffing Planning Update** – Cabiles noted that the task force has met and will begin writing a draft staff plan. They have collaborated with professional development and are moving forward in creating goals and a charge.

It was suggested that a FYE-type program be developed for new classified employees. Bhuiyan added that many issues arise from hiring temporary workers, as they are being trained at DVC and then leave for a permanent job elsewhere. Weber-Holt questioned if the process for classified will resemble Box 2a and expressed frustration on how there is no plan for classified hiring. She added that a process must also be developed for retirements and replacements (succession planning). The senate will be updated as more progress is made on the plan.

10. **Smoking Policy** – President Garcia has requested feedback, concerns, and ideas regarding the DVC smoking policy. It was mentioned that many educational entities are 100% smoke-free. Additionally, the concern is that there is no enforcement or punishment for not following the campus smoking policy.

The council agreed that e-cigarettes (vape) should be added to the list of banned substances on campus. **Heiden will follow up with the other campuses/district to compare our policy to theirs.**

Heiden adjourned the meeting at 1:43 p.m.

Next Meeting Scheduled: April 9, 2015 12:00 – 1:00 p.m.