

**DVC**  
**CLASSIFIED SENATE**  
**August 12, 2015**  
**APPROVED MINUTES**

**Present:** Scott Heiden, Lesley Agostino, Jessica Martin, Gilbert Rocha, Chris Meadors, Rafiqul Bhuiyan  
**Absent:** Wendy Holt  
**Guests:** Joyce Riley, Mary Jane Long, Lisa Martin, Sonja Nilsen, Leslie Leong, Leticia Rodrigues, Becky Opsata, Ted Wieden,

Agostino started the meeting at 11:35 a.m. with no quorum

**1. Approval of the August 12, 2015 Agenda:**

It was MSC, with no objections and by all present to approve the agenda as written. The agenda was approved at 12:25 upon arrival of Rocha and Meadors.

**2. Approval of the May 20, 2015 minutes:** Tabled for next meeting

**3. Public Comment**

- L. Martin provided a draft of the Classified Matters newsletter.
  - Suggestions including asking managers for contribution, advertise professional development, editorials, and reaching out to staff to participate.

**4. Council Announcements & President's Report**

- Agostino commented that the security camera discussion will be at the next meeting (Wednesday, August 26). She also added that the position of secretary and treasurer are vacant. J. Martin volunteered to be treasurer (Heiden and Agostino approved).
- Heiden met with President Garcia and is looking for volunteers to serve on the hiring committees for the Vice President of Instruction and the Vice President of Business and Administrative Services. Those interested should contact Heiden by Friday, August 14. It was questioned what the classified participation entails (paper-screening, screening and final interviews). **Heiden will follow up and report back.**
- Heiden announced that "town hall" meetings are being scheduled for the 2015-16 academic year. Staff are encouraged to attend and ask questions of campus leadership and college matters.
- Heiden questioned if the senate was interested in a joint meeting with the Academic Senate and there was a favorable response. **Heiden will work with Academic Senate President Beth McBrien to set up a meeting time.**
- Heiden would like to see the constitution and bylaws reviewed during 2015-16 and noted that in the spring/summer of 2016 there will be senate elections.

**5. Summer Reports from Staff** – Staff were asked to report any new ideas or issues that came up during the summer.

- Bhuiyan noted that many of the labs were reimaged and CISCO will be starting a program at DVC in the fall.
- Leong commented that the marketing department is working on updating the faculty and staff pages as well as adding a virtual tour to the website.

**DVC**  
**CLASSIFIED SENATE**  
**August 12, 2015**  
**APPROVED MINUTES**

6. **Goals for 2015-16** – The senate was asked to set goals for the 2015-16 year – suggestions included:
- Safety Training – J. Martin has tried numerous times to schedule emergency training but has come up against scheduling roadblocks from Police Services. **Heiden will work with President Garcia to ensure that Police Services provides the requested training.**
  - Classified staff ideas on student retention.

**Meadors and Rocha arrived at 12:25 constituting a quorum.**

7. **Accreditation Report Approval** – Wieden and Opsata were present for questions and comments about the 2015 Follow-up Report. Wieden noted that all issues have been addressed and the San Ramon campus, the DVC library, and facilities have implemented new procedures and strategies to answer the commissions concerns. Opsata noted that some minor changes may be made to the report before its final submission. There will be an accreditation workshop today at 2:00 p.m. in ATC-114. The senate thanked Wieden and Opsata for their hard work and commitment to the report.  
**It was MSC, with no objections and by all present to approve the 2015 Follow-Up Report for the ACCJC as written and allowing for minor changes before submission.**

Wieden thanked the senate for their participation in the accreditation process.

8. **2015-16 Meeting Schedule**– The senate agreed on the schedule for fall 2015 – meeting the same Wednesdays as College Council from 11:30 a.m. to 1:00 p.m.

August 26  
September 2  
September 16  
September 30  
October 14  
October 21  
November 4  
November 18  
December 2  
December 16

**Agostino adjourned the meeting at 12:50 p.m.**

Next Meeting Scheduled:      August 26, 2015                              11:30 a.m. – 1:00 p.m.