

DVC
CLASSIFIED SENATE
September 16, 2015
APPROVED MINUTES

Present: Scott Heiden, Lesley Agostino, Jessica Martin, Gilbert Rocha, Chris Meadors, Lisa Martin

Absent: Wendy Holt, Rafiqul Bhuiyan

Guests: Sonja Nilsen, Allison Albright, Leticia Rodrigues

Heiden called the meeting to order at 11:35 a.m.

1. Approval of the September 16, 2015 Agenda:

Heiden added a first review of DVC Procedure 6001

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

2. Approval of the August 26 and September 2, 2015 minutes:

Minor grammar changes and correction of Monica Pope to Sonia Nilsen.

It was MSC, with no objections and by all present to approve the August 26, 2015 minutes as amended.

It was MSC, with no objections and by all present to approve the September 2, 2015 minutes as amended.

3. Public Comment –

- Albright requested an update on the innovation proposals that have received go ahead approval. Martin noted that the innovations are under review and submitters are advised to “hang tight” and they will be contacted soon. Heiden will follow up with the College Council on the progress. Albright would like direction as to how to start the process for an interpreter for a drama production, she was advised to reach out to Michael Almaguer and/or Newin Orante.

4. Council Announcements & President’s Report

- Heiden recommended a moment of silence in memory of classified staff member Carol Yacorzynski.
- Heiden noted that Katherine Jinter has previously been appointed to the Equal Opportunity Committee and after they meet, she will be asked to report back to the senate.
- Rocha and L. Martin have confirmed October 16 for the classified night at the DVC football game. Rocha has been in contact with El Tapatio to set up dining arrangements. Rocha will also work on a script for a half-time introduction of the senate.
- Agostino commented that Albright and Nilsen will be presented to be voted into council at next meeting.
- Heiden announced that the Research committee has met and Albright will keep the senate updated.
- L. Martin reminded the committee of the 9/21 newsletter deadline. It was suggested to put out a call for tributes, stories, or memories to add to the newsletter. It was requested to have the newsletter out before the 10/16 football game.
- Presidents Report – Heiden updated the senate on the September 2 College Council meeting and promoted the town hall events happening on 9/24, 10/8, 12/1, and a possible 11/12 date at the San Ramon Campus. Noel Levitz was on campus for two days in September assisting in

DVC
CLASSIFIED SENATE
September 16, 2015
APPROVED MINUTES

identifying enrollment management issues. Heiden commented that there was a heavy focus on the website and the College Council will be addressing some of the issues.

- Nilsen added that individual areas in student services have had students taking a survey about the ease of use of the area website (i.e. DSS and assessment). Nilsen added that the staff was not aware of the survey and felt unprepared to answer the questions the students had.

5. Strategic Plan Directive, Core Values Review – Heiden reviewed one of the directives and values with the senate. This item will be standing on future agendas.

Heiden questioned the senate on what “best practices” mean to staff –

- Faculty oriented/linked to teaching
- How to make it easier for students to attend college
- Clean and safe campus with a comfortable learning environment
- Giving clear and concise information to students
- Providing students timely services

6. College Council Preview – Heiden went over the College Council agenda for 9/16/15. He added a first read of DVC Procedure 6001.

7. Senate Constitution and Bylaws review– The senate reviewed (second review) the changes made to Article I and II and provided additional feedback. **It was MSC, with no objections and by all present to move the first review of Articles III and IV for a future agenda.** Agostino will bring a clean copy of Article I and II for final review at the next meeting.

8. Communication – Agostino requested senate feedback on the methods of communication used by classified and staff including email, portal, and the U: drive.

- The portal is an unknown to some and some departments rely heavily on it for inter-department communications (Admissions & Records).
- The U: drive – many don’t use it as they feel most of the information is out-of-date.
- Staff receive too many emails and most of them (campus announcements) go unread.
 - Opt in/out service available?
 - Weekly email with all links instead of sending out each agenda
 - What is the Brown Act rules on publishing agendas?

9. Successful course completion- Due to time constraints item tabled for a future agenda.

Heiden adjourned the meeting in memory of Carol Yacorzynski at 1:00 p.m.

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