

**DVC**  
**CLASSIFIED SENATE**  
**September 30, 2015**  
**APPROVED MINUTES**

**Present:** Scott Heiden, Lesley Agostino, Jessica Martin, Gilbert Rocha, Lisa Martin, Rafiqul Bhuiyan  
**Absent:** Wendy Holt, Chris Meadors  
**Guests:** Sonja Nilsen, Allison Albright

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

**1. Approval of the September 30, 2015 Agenda:**

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

**2. Approval of the September 16, 2015 minutes:**

It was MSC, with no objections and by all present to approve the September 16, 2015 minutes as written.

**3. Public Comment –**

- Albright commented that her innovation project has been approved and is moving forward. There is a tentative date of 11/7 to have interpreter services present at “Into the Woods.” Newin Orante has approved equity funds to assist with the cost.

**4. Appointment of New Classified Senate Council Members**

Due to sparse attendance of some council members it was recommended to appoint Allison Albright and Sonia Nilsen as Senate Council Members.

**It was MSC, with no objections and by all present to approve the appointment of Allison Albright and Sonia Nilsen to the 2015-16 Classified Senate Council.**

**5. District Foundation Services – Cindy Goga**

Cindy Goga presented the newly revised District Foundation Services and gave a brief overview of the services that will be provided. Goga emphasized the value of the classified staff in district. Additionally, Hillary Honnette has been offered and accepted the Special Events Coordinator position.

**6. Council Announcements & President’s Report**

- Rocha invited all staff to attend the 2015 Fall Speaker Series with David Joseph, Ph.D.
  - Wednesday, October 21 - 12:30 – 2:00 p.m. in the BFL Community Conference Room
- Classified night at DVC football is scheduled for October 16 with light appetizers at El Tapatio before the game. Staff and their families are encouraged to attend.
- Rocha noted that direct phone lines to San Ramon A&R have been established.
- DVC Employee Dance – all are invited
  - Friday, October 9 6:00 – 10:00 p.m. Commons/Hospitality Services
- J. Martin noted that there are professional development funds available and the PD committee voted to allow for staff to apply/receive funds twice a year (once per semester).
- L. Martin commented that the newsletter draft will be sent out next week.
- Heiden reported some concerns he had heard from staff about the recent announcement of 30 Faculty positions while some classified staff feel overwhelmed with work and are concerned about supporting additional students/staff.

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- Heiden updated the senate on the DGC meeting from 9/29/15. He noted that there was not an agenda so the meeting was informational only.
  - Has been some concern about skateboarding on campus. There is a board policy addressing the issue. He will bring up with College Council to question what type of enforcement can be made.
  - There will be a morale survey being sent out to all DO employees
  - The district is in full support of [America's College Promise](#) and will be asking for employees to submit success stories from their time as students in community college.
  - Measure E funds moving forward, the DO is looking for a real estate agent to assist in finding swing space when renovations/demolition begins
  - 26 4CDLI applications and the committee will choose about 20 participants
  - Nancy Harvey is retiring and the Scheduling Specialist position will be opening up for recruitment.
  - Board meeting is scheduled for next Wednesday, October 7 and there has recently been no representation from classified staff at the meeting.
  - Latest Hay Study update was sent out via email from Local 1 last week.

7. **Strategic Plan Directive, Core Values Review** – Due to time restrictions, this item was tabled for a future agenda.

8. **College Council Preview** – Heiden reviewed the council agenda.

9. **Bylaws review**– The senate reviewed (first review) Article III and provided feedback. It was recommended to being the process for the election committee for the 2016-17 elections.

10. **Successful course completion**- The council discussed ideas for student success and how classified can help increase student success rates. It was suggested that this item be a priority on the next agenda.

- Evening services – There seem to be limited services at night (including no options for food for staff/students).
  - Evening tutoring, counseling, admissions and records
  - Welcome Center open additional hours
- Target texts/emails to students midway through the semester – i.e. “need help with your biology course?” and provide information on tutoring and services available.
- “See a Counselor” campaign
  - Encourage all classified to ask if students have seen a counselor and have information available for contacts (buttons/handouts)

**Heiden adjourned the meeting at 1:00 p.m.**

Next Meeting Scheduled:     October 14, 2015

11:30 a.m. – 1:00 p.m.

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