

CLASSIFIED SENATE AGENDA

September 30, 2015

BFL-210

11:30 a.m. - 1:00 p.m.

Classified Senate Council

Scott Heiden, President
 Lesley Agostino, Vice-President
 VACANT, Secretary
 Jessica Martin, Treasurer
 Gilbert Rocha
 Lisa Martin
 Chris Meadors
 Wendy Holt
 Rafiqul Bhuiyan

1. Approval of the September 30, 2015 agenda	11:30 – 11:32
2. Approval of the September 16, 2015 minutes*	11:32 – 11:35
3. Public Comment – This time is reserved for members of the public to address the Senate regarding items not on the agenda. A limit of five (5) minutes per speaker and fifteen (15) minutes per topic shall be enforced.	11:35 – 11:45
4. Appointment of New Classified Senate Council Members	11:45 – 11:47
5. District Foundation Services (Cindy Goga)	11:47 – 12:00
6. Council Announcements & President’s Report	12:00 – 12:10
7. Strategic Plan Directive, Core Values Review	12:10 – 12:20
8. College Council Preview- What will be discussed?	12:20 – 12:30
9. Bylaws Review –First Review of Articles III and IV*	12:30 – 12:50
10. Successful Course Completion – How classified can assist in 799 more students successfully completing courses in 2015-16.	12:50 – 1:00

*attached

Next Meeting: **Wednesday, October 14, 2015**

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September 16, 2015
UNAPPROVED 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 agenda as amended.

It was MSC, with no objections and by all present to approve the September 2, 2015 agenda 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

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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.

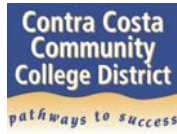
8. Communication – Agostino requested senate feedback on the methods of communication used by classified and staff including email, portal, and the U: drive.

- 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?

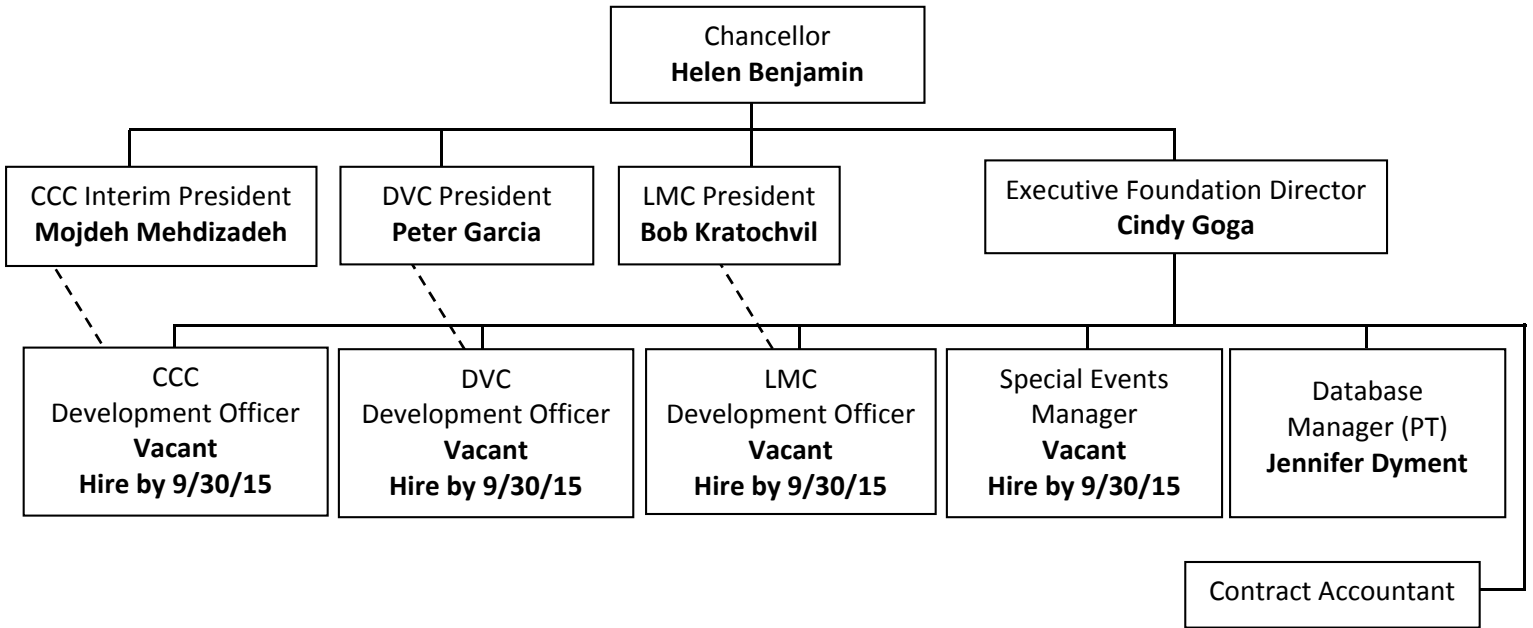
9. Successful course completion- Due to time constraints item tabled for a future agenda.

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.

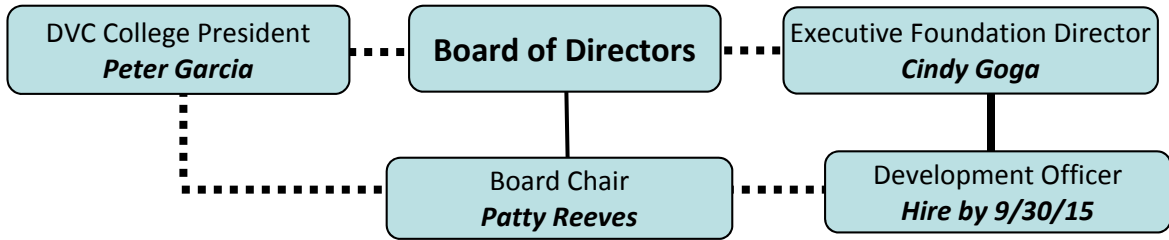


District Foundation Services Organizational Chart





Diablo Valley College Foundation Staff / Board Reporting Structure



———— = Supervisory relationship
----- = Working relationship

District Foundation Services 2015-16 Quarterly Work Plan

The following is a suggested work plan developed by Executive Foundation Director Cindy Goga and Consultant Glenn Kaufhold. District Foundation Services will present this plan to the Governing Board meeting on September 9, 2015. These are broad areas of focus that will be given detail at the Foundation level. Each Foundation board will decide how best to tailor the work plan for their purpose.

Q1: July – September 2015 Governance, Compliance, Personnel

- Foundation Board/College leadership team meetings / master agreements
- Governance and compliance assurance / policies and procedures
- Begin recruitment of development officers and other advancement staff

Q2: October – December 2015 Operational systems, Database management, Donors

- Donor database integration / management
- Fiscal management systems / procedures
- Donor / prospect / stakeholder college events

Q3: January – March 2016 Development plans, Foundation Board development

- Establish fundraising (development) plans (staff)
- Foundation Board membership evaluation / goals
- Donor prospect pipeline development / strategies

Q4: April – June 2016 Strategic plans, Alumni development

- Develop Foundation three-year strategic plans
- Convert and clean alumni records
- Foundation evaluation / assessment

Classified Senate Bylaws

- October 2009 -
Diablo Valley College

Article I Classified Senate Council

Section 1. It is recommended that the Classified Senate Council meet on a regular monthly basis to be held on Thursdays at 9:30am and to adjourn by 11:00am

Section 2. At the last meeting in June the Council shall establish meeting dates for the next fiscal year (July 1 through June 30).

Article II Officers of the Classified Senate

Section 1. President of the Classified Senate shall:

- A. Represent the classified at various college and district meetings and functions;
- B. Supervise, administer, and report the Classified Senate budget, i.e., monies allocated from district and college funds for Classified Senate activities as prescribed by law; a. train and supervise a classified staff secretary to assist in such matters as the recording of minutes, record keeping, financial reporting and correspondence. Other tasks may be assigned by the Classified Senate President, in accordance with the job description for secretary, toward the efficient accomplishment of Classified Senate business.
- C. Represent the classified before the Governing Board, the Chancellor, the college administration, or the Budget Review Committee in requesting and justifying college or district funds for Classified Senate business;
- D. Be an ex-officio member of all Classified Senate committees or may assign a designee;
- E. Serve on the DVC-GC (Diablo Valley College Governing Board), DGC (District Governing Board), and CSCC (Classified Senates Coordinating Council) or assign a designee;
- F. Attend all Board of Trustees meetings or may assign a designee;
- G. Schedule and chair meetings of the Classified Senate officers to develop Council meeting agenda;
- H. Conduct an orientation for officers and new Council members;
- I. Perform other duties as may be required by the office.

Section 2. Vice-President shall:

- A. Act as president in the absence of the President;
- B. Represent the classified at various college and district meetings and functions;
- C. Serve on the DVC-GC, DGC, CSCC or assign a designee;
- D. Assist in editing Classified Senate Council minutes;
- E. Perform other duties as may be required by the office;
- F. Serve as chairperson of the Classified Senate Selection Committee;
- G. Become the president of the Classified Senate if the President leaves office before the expiration of the term of office.

Section 3. Corresponding Secretary shall:

- A. Act as president in the absence of the President and the Vice President;
- B. Represent the classified at various college and district meetings and functions;
- C. Screen, review, disseminate all pertinent material;
- D. Assist in editing Classified Senate Council minutes;
- E. perform other duties as may be required by the office;
- F. serve as Parliamentarian at Council meetings.

Article III Election Procedures

Section 1. Election Committee

- A. Any Classified Senate member wishing to serve on the election committee should submit their name to a Senator-at-large by January of an election year. The President shall request the formation of this committee in February.

Section 2. Election Committee Shall:

- A. Prepare and distribute an election notice outlining an election procedure to all Classified Senate members through the Senators-at-large;
- B. Prepare a petition for nomination of officers to be signed by ten (10) Classified Senate members and to include a space for both the nominee and the recipient of the petition to sign;
- C. Make absentee ballots available in the Classified Senate office;
- D. See Constitution Article VI, Section 1, Clauses 2 and 3 for other duties;
- E. Publish results of election to the Classified Senate within five (5) working days of the election.

Article IV **Standing Committees**

- Classified Professional Development Committee
- Newsletter Committee
- Selection Committee

Each committee will have listed under it:

- Responsibilities
- Composition
- Procedure

The Classified Senate Standing Committees shall abide by the following:

Section 1. Any committee procedure not covered by the Classified Senate Constitution or by these Bylaws shall be covered by "Roberts Rules of Order," most current edition.

Section 2. Terms

The terms of representatives to Classified Senate standing committees shall be two (2) years.

Section 3. Meeting Schedule

Classified Senate Standing Committees shall meet on a regular basis. Meeting times and location shall be established by Committee chairs in July in consultation with the Classified Senate President to coordinate meeting schedules.

Section 4. Minutes

Report of standing committees shall be given at council meetings. The Classified Senate Standing Committees shall abide by the following (continued):

Section 5. Quorum

The quorum of each standing committee shall consist of a majority of the voting membership, not including vacant positions. A simple majority of those voting shall carry a motion.

Section 6. Resignations

If any member of a committee resigns, withdraws, or for any reason is not attending, the committee chair shall notify the Selection Committee for a replacement.

Section 7. Open Meetings

All meetings shall be open to all, including the press, unless a closed session has been called in accordance with the Brown Act (Education Code, Sections 54950-54959)