

**DVC**  
CLASSIFIED SENATE  
October 14, 2015  
APPROVED MINUTES

**Present:** Lesley Agostino, Jessica Martin, Gilbert Rocha, Lisa Martin, Rafiqul Bhuiyan, Allison Albright  
**Absent:** Wendy Holt, Chris Meadors, Scott Heiden, Sonja Nilsen,  
**Guests:** Valerie House, Teresa Molnar, Jane Kincaid, Noha Basiliious

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

**1. Approval of the October 14, 2015 Agenda:**

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

**2. Approval of the September 30, 2015 minutes:**

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

**3. Public Comment – None**

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

- Albright announced that her innovation proposal of having an interpreter at a DVC Drama production is going forward. Interpretative services will be offered in the spring at one of the evening performances.
- J. Martin attended the CARE team meeting which focuses on students in distress. She reported that reporting software has been purchased and will be implemented in the spring. Additionally, the CARE team is working with the district police to implement safety and active shooter training.
- Rocha reminded the committee about Classified Night at the DVC Football Game with appetizers at El Tapatio (starting at 5:00 p.m.). Rocha encouraged staff to take the district morale and climate survey.
- L. Martin brought a draft of the classified newsletter and pending time, the senate will review at the end of the meeting.
- Agostino commented that the employee dance on Friday was a success.

**5. College Council Preview – Agostino reviewed the council agenda and summarized the College Council study session held on October 9. She also added that the OEI group would be meeting today starting at 2:00 p.m. in the Diablo Room. **Rocha questioned how prerequisites will be covered in the OEI platform (how will they be cleared if the student is not a DVC student?)****

**6. Research, Planning & Evaluation Committee Update – Albright noted that the RPEC has met three times and is focusing on using data to make recommendations to the College Council and the campus as a whole. Enrollment management and retention are strong themes this semester for all committees. She noted that there is a heavy focus on what is going on in the classroom in regards to student success and student barriers are continually discussed.**

Albright questioned the senate on how the parking and traffic flow in the parking lots can be addressed. She commented that the safety of the pedestrians and drivers is a concern as many do not obey the crosswalks and traffic laws.

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- Traffic light installation at Stubbs and Golf Club Road
- Work with the City of Pleasant Hill on traffic flow
- Crossing assistance at peak times

Molnar noted that the construction on Golf Club Road is an issue and Bhuiyan commented that maybe staggering the schedule would help with the congestion. J. Martin added that she leaves campus at 10:00 p.m. and pedestrians are very difficult to see and suggested lighted crosswalks. Kincaid recommended more active traffic control from police services. Agostino shared concern about if/when the campus needs to be evacuated we will need to work with Pleasant Hill/DVC police to open up the streets surrounding the campus to prevent backups. L. Martin requested additional permit enforcement in the staff parking lots.

**7. Student Success Discussion** – Agostino and Heiden wanted to continue the discussion from the last meeting regarding student success and the role that classified play on campus.

- Query the list serves for best practices
- Improve cross training
- Updates on process/forms and debunk myths (i.e. “no one answers the phone in assessment” when in fact all calls are answered).
  - Updates from departments when processes or policies change
  - More “Nuts & Bolts” workshops
- Create more positive word of mouth for student services (especially in the classroom)
  - Address the “one student” experience/concern with services on campus
  - Prevent the trickle down discussion from “one student” experience
- Increase evening services
- Be wary of semester climate (focusing on certain areas)
- Create an open MAC lab for students
- Make the AT&T cell service a priority in the student services building – especially for students who try to access the website/services while in the building.

**8. Bylaws review**– The senate reviewed (first review) Article IV and provided feedback.

**Agostino adjourned the meeting at 12:45 p.m.**

Next Meeting Scheduled:     October 14, 2015

11:30 a.m. – 1:00 p.m.