

CLASSIFIED SENATE AGENDA

October 14, 2015

L-151

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

Classified Senate Council

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

1. Approval of the October 14, 2015 agenda	11:30 – 11:32
2. Approval of the September 30, 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. Council Announcements & President’s Report	11:45 – 12:00
5. College Council Preview- What will be discussed?	12:00 – 12:10
6. Research, Planning & Evaluation Committee Update – <i>Parking and traffic (Albright)</i>	12:10 – 12:30
7. Student Success Discussion – <i>Roundtable discussion regarding student success and the role classified play</i>	12:30 – 12:50
8. Bylaws Review – Article IV* (first review)	12:50 – 1:00

***attached**

Next Meeting: Wednesday, October 21, 2015

DVC
CLASSIFIED SENATE
September 30, 2015
UNAPPROVED 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.

DVC
CLASSIFIED SENATE
September 30, 2015
UNAPPROVED MINUTES

- 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.
 - 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.

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)