

**DVC**  
**CLASSIFIED SENATE**  
**March 2, 2016**  
**APPROVED MINUTES**

**Present:** Scott Heiden, Jessica Martin, Allison Albright, Rafiqul Bhuiyan, Sonja Nilsen, Gilbert Rocha, Renee Savage

**Absent:** Lesley Agostino, Chris Meadors, Lisa Martin, Noha Basiliious

**Guests:** Leticia Rodrigues, Joy Brucelas

Heiden called the meeting to order at 11:30 a.m.

**1. Approval of the March 2, 2016 Agenda:**

No changes

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

**2. Approval of February 17, 2016 minutes:**

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

**3. Public Comment –**

- Rodrigues welcomed Joy Brucelas back to DVC, as the Sr. Administrative Assistant to the VP of Instruction.

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

- Nilsen announced that the Assessment Center is piloting the "Multiple Measures" program with incoming high school students. It is a new type of assessment that is going very well.
- Bhuiyan is working on building an Apple server for the campus. Once they have one server built they'll be able to deploy software/updates to all Mac computers, including labs.
- J. Martin provided an update on the finals week project Senate will be doing: Martin & Agostino met and chose 4 busy entry points to the college to set up tables. We'll need 2 volunteers per table, per shift (3 shifts/day). 24 volunteer slots per day for the 4 days of finals week. Heiden will get pencil/scantron pricing from the bookstore. Martin & Agostino will reach out to some businesses for donations of water, protein bars, energy drinks, etc. We'll order coffee from George, or ask for donations from a local coffee shop.
- J. Martin announced college access to go2knowledge.com, a website with free online trainings and webinars. The DVC library purchased campus access to the site. You can receive certificates for completed trainings. Rick Robison sent out an email today providing access information.
- Heiden asked for an update on 25Live software. J. Martin announced that we already have it in place and we'll be doing a test run with the spring schedule to work out any kinks. Administrators have already received training on the software, and all employees will have access to request room and facility use. Training will be provided to the campus once the transition is complete. All campus courses, meetings, and activities will be scheduled through 25Live once implementation is complete. There will be no more room books or paper "use of facilities" forms. The software is expected to be fully operational in the fall.
- Heiden summarized the last College Council meeting:
  - Door stops have become a big issue. ADA compliance has forced the removal of all door stops around campus, but some areas (such as Drama), frequently need doors propped open to carry supplies and materials through. The college is working on a permanent solution to this issue.

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- Student ID cards can now be loaded with money to pay for copies, but they can only be loaded with cash, not credit. Students want the option to add money to their ID card with a credit card.
- Printing services are no longer available in the Welcome Center.
- FYE: The First Year Experience program has been in creation for over a year. Program authors just found out that FYE needs to have an equity focus. They are now working on incorporating an equity strand into the program, which will be funded by the Equity budget.
- President's report:
  - The college has hired an outside agency to improve the DVC website. More details coming soon on that.
  - Hay Study update: job descriptions are with the managers, and it may have been unclear what the managers were supposed to do with the descriptions. Heiden has asked for an updated timeline since we were supposed to receive the revised descriptions in February. No word yet when that will happen now.

**5. College Council Preview**

- Heiden reviewed the College Council agenda for March 2, 2016.

**6. Committee Appointments**

Heiden announced that because Rudolph Rose has moved to LMC, we had a vacancy on the Tutoring Advisory Committee. There is a new staff member interested in filling that slot, so they are working on approvals.

**7. CCCCD Equal Employment Opportunity Plan**

The EEOP is up for review/approval at DGC and will go for a final read on March 15, 2016. The council members were asked to review the document and bring any feedback to the next meeting (March 2). In the interest of time, the document was broken up into sections and council members were assigned specific areas to read and report back. The EEOP will be on the March 2 agenda for endorsement.

- Council members have several suggestions for the plan, and ask that the following items be addressed before receiving endorsement from Classified Senate:
  - The term "monitored groups" should be defined under the "definitions" section
  - Section 6: recommend adding a separate section for evaluation
  - Section 7: recommend adding a sentence that explains *how* to submit a complaint
  - Section 10: recommend providing examples of a "community organization"
  - Section 11: recommend adding veterans as one of the monitored groups
  - Section 12: change "shall" to "may" so the district is not required to advertise in newspapers (newspapers are almost obsolete), especially for hourly positions
  - Section 15: fix typos- should be "investigation" and "take"
  - Section 17: update disability accommodation process to match the actual process identified in employment application and HR website
  - Recommend consistency in use of race language: i.e. "Caucasian" and "white." Choose one, not both.
  - Recommend adding a clause that the job screening committees will be provided with this plan and diversity training, but that they will make the decision to hire the best

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overall person for the job without using identifying demographic information. Additionally, it should be noted that our employee demographics will never be able to keep up with the constantly changing student demographic because students cycle through our colleges much more frequently than we hire. Employees tend to stay for many years, often an entire career, while most students are only with us for two years or less.

**8. Constitution Update Introduction**

Tabled for future discussion.

**Heiden adjourned the meeting at 1:03 p.m.**