

**DVC**  
**CLASSIFIED SENATE**  
**February 3, 2016**  
**APPROVED MINUTES**

**Present:** Scott Heiden, Jessica Martin, Allison Albright, Rafiqul Bhuiyan, Lesley Agostino, Chris Meadors, Gilbert Rocha

**Absent:** Lisa Martin, Sonja Nilsen

**Guests:** Leticia Rodrigues, Noha Basiliou, Renee Savage, Ted Wieden, Stephanie Wilson

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

**1. Approval of the February 3, 2016 Agenda:**

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

**2. Approval of December 12, 2015 minutes:**

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

**3. Public Comment –**

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

- J. Martin noted that the Technology Committee is looking for a classified representative. Bhuiyan added that he is on the committee and Agostino will follow up with Rick Robison on official appointment and if any additional members are needed.
- J. Martin announced that AED training is being planned.
- Heiden reported the Professional Development plan has been approved by the College Council.
- Heiden commented that the College Council is discussing safety training in specific response to Run, Hide, Fight training. It was noted that Lt. Wehrmeister has been doing trainings for departments and is willing to schedule trainings with any who desire. Renee Savage noted that her department has received the training but would like to see more communications about different scenarios that may happen on campus.

**5. College Council Preview**

- Agostino reviewed the College Council agenda for February 3, 2015.

**6. Committee Appointments**

It was MSC, with no objections and by all present to approve Jessica Martin and Allison Albright to the Classified Senate Election Committee.

With the 2016-18 elections coming up it was requested that the senate revisit area representation for council members. Heiden, Martin, and Agostino will meet to review the list of employees and possible groupings.

**7. Classified Leadership Institute**

June 16-18 at the Crown Plaza in Ventura Beach. All classified will be invited to attend. Agostino will send email with a deadline for interest. Senate will cover all costs.

**8. Classified Leadership Retreat**

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April 15, 2016 at Diablo Valley College. Council members, Local 1 representatives and classified leaders will be invited to attend. Formal invitation will follow upon confirmation of agenda.

**9. Ed Planning Tool Roundtable:**

The College Council had a discussion regarding the education planning tool and its effectiveness. At their study session during FLEX week no users of the program were present to discuss performance issues. The classified senate was asked to provide any history, feedback, or comments.

- System is slow and 30 minutes is not enough time for a counselor to get all the information in with a student
- Noted that a new program StarFish is being implemented that may help with some of the issues.
- Many students are no-shows to their counseling appointments and are not finishing their education plans.
- Student access to counselors was also presented.

**10. College Enrollment Management Activities**

Ted Wieden presented the draft Enrollment Management Framework. The next college council forum will focus on the activities presented and allow for group discussion on prioritizing each activity. Classified are encouraged to attend. The focus will be on ensuring that the activities can be assessed and have clearly defined outcomes.

**Heiden adjourned the meeting at 1:05 p.m.**