DE ANZA COLLEGE
CLASSIFIED SENATE MEETING MINUTES
Thursday, January 17, 2013
Location: Administration Conference Room 109

PRESENT: Kazempour, Reza (CS, President) Jenkins, Lois (CS, President Elect) Corrao, Sarah (CS, Secretary) Gerard, Teri (CS, Treasurer) Aparicio, Veronica (Section 2) Weinberg, Pat (Section 3) Chung-Tabangura, Tracy (Section 4) Edman, Susan for Oeh, Karen (Section 6) Sheldon, Melissa (Section 8) Ceballos, Julie (Section 9) Ehle, Tammy (Section 11) Arellano, Tony (Section 12) Maynard, Lorna (Section 13) Johnstone, Norma (Section 15) Yumori-Kaku, La Donna (Section 17) Jenkins, Lois (Section 18)

ABSENT: Van, Nina (Section 1) Trosper, Matt (Section 10) Strongone, Angelica (Section 14) Marquez, Virginia (Section 16)

GUESTS: Berg, Sharon (EOM) Bdzil, Margaret (IPBT) Neal, Veronica (Staff Development) Newell, Mallory (Institutional Research)

1a. Approval of Agenda
   • Today’s agenda was APPROVED – (M/S/C – Ehle/Arellano)

1b. Approval of Minutes
   • Minutes for 12/06/12 APPROVED – (M/S/C –) Gerard/ Ehle

2. Temporary Taskforce to Update our Value Statements
   • Mallory Newell presented on behalf of the College Planning Committee tasked with updating our Educational Master Plan. She stated that the original value statement was created in 1990 and that they were reaffirmed/ added to in 2010. Please contact Mallory, by January 31st, if you would like to be a part the taskforce responsible for revisiting Value Statements to make sure that they still align with what we value today. The committee will meet February through April one or two times a month.

3. Retreat Update
   • Save the Date (Friday) April 26, 2014.
   • Food and Location are to be determined.
   • Kazempour will talk to managers to encourage classified staff participation.
   • Email Kathleen Turner at Foothill College to volunteer your time.

4. Intramural Sports
   • Still looking for classified participation, please contact Matt Trosper if interested.

5. Committee Reports
   • IPBT: see report
• **SSPBT:** Enrollment is a moving target. Two outreach positions that were fund redirects on the position reduction list were deemed not permissible since if they remained on the list they would have to be eliminated. The new ranked elimination list is posted on the SSPBT website. Staff will be notified in March for layoff in June.
  • FERBT/ Campus Budget/ College Council have not yet met.
  • EOM: see report

6. **Chase Bank**
   • Starting March 2013 Chase Bank will be charging a monthly fee of $15 unless we keep a minimum balance of $5,000 etc. Do we want to stay at chase? It is right across the street so it is easy to get to. Gerard is looking into credit unions near campus and will present at next meeting.

7. **Safety Discussion**
   • Recent emergency situations have caused De Anza College Classified Staff to become increasingly concerned about what to do in case of an emergency; they feel like they do not know who is in charge and what proper protocol is. They feel vulnerable and at risk. Different buildings are handling emergency situations differently and some do nothing at all. Communication is lacking and consensus says that we would like to know when there is an active shooter or some other such instance in our vicinity and what we should do about it. We would rather err on the side of caution and be safe rather than sorry. Each building should have a Building Manager and back up, that should be able to use their discretion to lockdown. We should also know what to do if an emergency arises at a De Anza sponsored event. We would like to propose (with the senate’s approval) a Campus Wide Safety Task Force to create, modify, and communicate our campus wide emergency preparedness plan so that we can all feel safe and know what our responsibilities are in case of an emergency.

8. **Burning Issues/Event Sharing/Endorsing & Sponsoring**
   • Reminder about meeting schedule budget/ committees etc. (Kazempour).
   • Auto Tech will be having an Open House 2-6 Saturday January, 19th for Prospective Students, Families, and Alumni, to see their new facility (Maynard)
   • We have a new website for frequently used De Anza College forms Jenkins and Ceballos helped Gerard and Watson to create http://www.deanza.edu/faculty/forms.html (Gerard).
   • Yumori-Kaku reminded everyone that next Thursday is Club Day, that you can purchase discount Movie Tickets in the student activities office, and told us about the Massage Therapy Clinic.
   • Corrao solicited volunteer scholarship readers.