DE ANZA COLLEGE
CLASSIFIED SENATE MEETING MINUTES
Thursday, April 19, 2012
Location: ADM 109

PRESENT: Virginia Marquez (CS, President), Teri Gerard (CS, Treasurer), Susan Edman (CS, Secretary), Nina Van (Section 1), Veronica Aparicio (Section 2), Larry Bloom (Section 8), Julie Ceballos (Section 9), Karl Van Ahnen for Tammy Ehle (Section 11), Angelica Strongone (Section 14), Norma Johnstone (Section 15), La Donna Yumori-Kaku (Section 17), Lois Jenkins (Section 18),

ABSENT: Reza Kazempour (CS, President Elect 2012-2013/Section 4), Pat Weinberg (Section 3), Berta Pace/Jo Ann Okabe-Kubo (Section 5), Sharon Berg (Section 6), Lesley McCortney (Section 12), Adam Contreras (CSEA Rep), Patty Jobs (EOM)

1. Approval of Agenda
   - Today’s agenda was APPROVED – (M/S/C – Gerard/Jenkins)

1. Approval of Minutes
   - Minutes for 4/5/12 APPROVED (M/S/C – Gerard/Bloom) with the following amendment –
     i. Change in page 2, #5, Communication Committee – Campus Safety Issues paragraph deleted and changed to: “An assessment pertaining to campus safety issues will be sent out to all staff by the Office of Staff Development.”

2. Campus Safety
   - (Marquez) Stacey Cook will present a survey of safety concerns/questions, developed by Stacey, Mary Kay Englen, and Virginia Marquez, to senior staff in order to solicit their feedback. Ultimately, the survey will be presented to all campus staff.
   - Clarification is needed from President Murphy pertaining to proposed upcoming safety training/workshops, campus infrastructure safety consultants, and emergency drills. These measures have been proposed by Ron Levine, Director of District Safety and Security (Jenkins).
   - Important for the Classified Senate to remain persistent and vocal about campus safety concerns. Additional safety/emergency-related training is important for faculty, staff, and students. Training should be ongoing (Bloom). Communication and emergency notification are also very important components to campus safety (Yumori-Kaku).
   - Smoking policy update (Bloom) – The issuance of smoking citations will begin this May. Notification will be sent to students, faculty, and staff (Jenkins).
3. **Elections/Ice Cream Social**
   - (Marquez) The elections and the ice cream social will take place on Thursday, April 26, from 1:30-3:00 pm, in the California History Center. V. Marquez and T. Gerard volunteered to help with set-up. Bloom and Edman volunteered to help with clean-up. Marquez requested a check for $35 to pay for an additional half hour of ice cream service at the ice cream social.
   - V. Marquez requested an extension to the nomination deadline. This was M/S/C (Jenkins/Van). The new deadline is, Tuesday, April 24th at 5 pm.
   - Marquez reminded Senators to be active in recruiting classified staff to run for Senate positions. Terms of one year are possible, and senators don’t necessarily have to run only for section areas in which they work. Officer positions are also available: President-Elect, Treasurer, and Secretary.
   - Brian Murphy will send out a letter encouraging election participation and listing nomination positions.
   - The SSPBT will have two openings for classified staff and the IPBT will have one opening.

4. **Retreat Update**
   - (Yumori-Kaku) Prize donation possibilities include: new items, re-gifted items, and gift cards. Suggested classified staff gift donation amount: $10. Managers: $15 or more. The goal is to get 100 raffle gifts to hand out at the retreat. Senators should be in contact with their sections to encourage gift donations. Staff must be present at the retreat in order to win a raffle prize. Be sure to encourage early registration. Donated gifts should not be wrapped; boxed or in a gift bag are ok. Be sure to include your name with the gift you donate.
   - (Marquez) Shopping totes have been ordered. Retreat planning is on-target.

5. **Communications**
   - (Marquez) A sequel to the Naming Elephants discussion is planned for May 18, 2012. Additional information to follow.
   - A discussion of the status of the Communication Committee was tabled until the next Classified Senate meeting.

6. **Governance Self-Assessment**
   - (Marquez) Governance self-assessment is to be used as a catalyst for goal-setting for next year. This is an assessment for all Senators to be a part of. Discussion of this assessment will be tabled for a future Senate meeting.

7. **Announcements**
   - Partial solar eclipse, May 20th, Sunday (Van Ahnen).