DE ANZA COLLEGE  
CLASSIFIED SENATE MEETING MINUTES  
Thursday, April 5, 2012  
Location: ADM 109  

PRESENT: Virginia Marquez (CS, President), Reza Kazempour (CS, President Elect 2012-2013/Section 4), Teri Gerard (CS, Treasurer), Nina Van (Section 1), Veronica Aparicio (Section 2), Pat Weinberg (Section 3), Berta Pace/Jo Ann Okabe-Kubo (Section 5), Sharon Berg (Section 6), Julie Ceballos (Section 9), Tammy Ehle (Section 11), Patty Jobs (EOM)  

ABSENT: Susan Edman (CS, Secretary), Larry Bloom (Section 8), Lesley McCortney (Section 12), Angelica Strongone (Section 14), Norma Johnstone (Section 15), La Donna Yumori-Kaku (Section 17), Lois Jenkins (Section 18), Adam Contreras (CSEA Rep)  

GUESTS:  

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

1. **Approval of Minutes**  
   • Minutes for 3/15/12 APPROVED – (M/S/C – Gerard/Okabe-Kubo)  

2. **Budget Discussion**  
   • (Marquez) The Executive Council met and discussed the budget. It is important for the Senate to review the budget at today’s (4/5/12) meeting to see where we are at the moment.  
   • Discussion on the Classified Senate Budget: Teri Gerard explained the budget to the senators in attendance, what we spent, what changes have been made, and what changes may need to be made. Budget categories include Employee of the Month, Classified Senate Retreats, Classified Senate meetings, Elections, Communications Committee, and the Staff Development Committee.  
   • Current budget information: EOM budget - $1,135.05 (nearly $400 pending); Classified Senate Mini-Retreat – possible $200 reduction in this budget since no mini-retreat is planned; Classified Senate meetings: $3 spent so far. A handout was distributed outlining budget amounts/activity in other CS accounts. (Contact Teri Gerard for a copy.) Motion to move $200 from Mini-Retreat fund and $97.02 from CS Meeting fund to cover food items for Partners in Learning Conference. (M/S/C Van/Okabe-Kubo).  
   • Chase summary (Gerard). We haven’t spent much from this account. $1,221 has been brought in. Teri will bring in additional information on...
those who have contributed and on the Chase account overall. Chase provides a grace period of one year with no fees. The Senate needs to discuss if the account should be moved to a credit union.

- **Retreat Budget (Marquez)** - budget items include: registration, marketing, opening activity, recognition, retreat tokens, session partners. 70/30 split on retreat costs with Central Services (DA70/CS30).
- **Recognition**: Marquez found some pins and will present those for recognition. Academic Services will pay the instructor stipend. Chase gifts to classified will be non-taxable. Tote bags – need approval from the Senate. It was M/S/C (Okabe-Kubo/Ceballos) to spend $560 from the Chase account for tote bags.
- **Employee of the Month (Jobs)** – The EOM committee is looking at spending EOM funds to place an advertisement for the Employee of the Month in La Voz. Senators provided alternatives for spending the balance of EOM funds. Kazempour asked for a breakdown of the EOM budget including expenditures and asked that Senate budgets be reviewed on a regular basis. Academic Services provides the Senate with $7000 per year, but that amount can change from year to year.

3. **Relay for Life**
   - Senate donated $500 to this event last year. We bought $500 worth of t-shirts the year prior to that. P. Weinberg asked why the Classified Senate would donate to this cause. Additional discussion pertaining to this request will be tabled until the next Senate meeting.

4. **Vacancies**
   - (Marquez) Nine senator positions need to be filled due to upcoming vacancies. Elections will be held on April 26 at the California History Center.

5. **Communication Committee**
   - Campus Safety Issues – An assessment pertaining to campus safety issues will be sent out to all staff by the Office of Staff Development.

(Minutes based on meeting notes supplied by President-Elect, Reza Kazempour)