PRESENT: Virginia Marquez (CS, President), Reza Kazempour (CS, President Elect 2012-2013/Section 4), Teri Gerard (CS, Treasurer), Susan Edman (CS, Secretary), Nina Van (Section 1), Veronica Aparicio (Section 2), Pat Weinberg (Section 3), Berta Pace (Section 5), Sharon Berg (Section 6), 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),

ABSENT: Julie Ceballos (Section 9), Tammy Ehle (Section 11), Adam Contreras (CSEA Rep), Patty Jobs (EOM)

GUESTS: Margaret Bdzil (Workforce Education Coordinator, IPBT Rep), Marilyn Booye (Program Coordinator DSS, SSPBT Rep), Paula Joseph (College Operations), Wanda Lee (American Counsel on Education Fellow), Karen Oeh (Skills Center Program Coordinator), Melissa Sheldon (Administrative Assistant, APE), Matt Trosper (Athletic Academic Coordinator)

1. Approval of Agenda
   • Today’s agenda was APPROVED – (M/S/C – Gerard/Jenkins) with the following amendments:
     i. Agenda item #1: “Approval of Agenda/Minutes of May 3, 2012” changed to “Approval of Agenda/Minutes of June 7, 2012.”
     ii. Agenda item #3: Jeff Dickard removed his name from the list of candidates vying for the SSPBT appointment. He desires to run for the College Budget Committee appointment and should be included under Agenda item #4.
     iii. Add Agenda item 1.5: June 30th, 2012 De Anza Graduation (Joseph)

1. Approval of Minutes
   • Minutes for 6/7/12 APPROVED as written (M/S/C – Gerard/Johnstone) with no changes.

1.5 De Anza Graduation
   • (Joseph) Due to the lack of volunteers for the graduation, employees who volunteer will be paid overtime to help out at the graduation. About 10 volunteers are still needed. Volunteers must check in with Paula Joseph on the morning of graduation. Paula asked that Senators send out emails to their constituents notifying them of the need for volunteers for this event and of the additional pay incentive. There will be dedicated parking
for staff, faculty, and Board Trustees on the west side of Homestead campus. Water will be provided to participating volunteers and students.

2. **IPBT Appointment**
   • (Marquez) Carmen Pereida was unanimously APPROVED to serve as a classified representative on the IPBT committee.

3. **SSPBT Appointments**
   • (Marquez) George Robles was unanimously APPROVED to serve a one-year term as a classified representative on the SSPBT.
   • Janny Thai was unanimously APPROVED to serve a two-year term as a classified representative on the SSPBT.

4. **College Budget Committee Appointment**
   • (Marquez) Paula Joseph was APPROVED to serve on the College Budget Committee.

5. **2012-2013 President Address regarding President Elect**
   • (Kazempour) A President-Elect is needed to serve during the 2012-2013 academic year. Please contact Reza Kazempour if you are interested or if you know of another classified professional who is. Next year’s goal: to improve/increase communication with faculty and with senior staff.
   • The Classified Senate was recognized in today’s Town Hall meeting for promoting the book *The Thin Book of Naming Elephants*. Senator Berta Pace was thanked for recommending the book to the Communication Committee and for the book’s ongoing contributions to governance on campus.
   • 2012-2013 President-Elect Kazempour honored 2011-2012 Classified Senate President Virginia Marquez and presented her with a card and a gift certificate on behalf of the Classified Senate.

5.5 **IPBT Update** (This agenda item arose during the meeting and therefore is not listed as an amendment to the Agenda.)
   • (Bdzil) Divisions on campus were sent lists of non-instructional positions (mostly classified but some non-instructional faculty were included) from which to make budget cuts of 33% for each Division. Each dean was required to submit a list of potential positions to cut within 3 working days. In some divisions, staff were not included in the budget discussions; in other divisions, faculty were included in the budget discussions pertaining to the inclusion of classified positions on the budget cut lists. These lists should not be opened up to division scrutiny. It’s not appropriate to have faculty voting on the elimination of any classified position.
   • There is an inequity of classified representation vs. faculty representation on IPBT. The decision to seek non-instructional positions on budget cut lists felt as if it was rushed through the committee process.
• Staff must be included in all personnel discussions at the division level.
• Each individual whose position ends up on the potential layoff list should be notified. Coordinators and staff were involved in the SSPBT process for creating a list of budget cuts. (Booye)
• Some faculty are released 100% from teaching. Released/Reassigned time needs to be reviewed. Little to no review exists to assess if faculty are performing the reassigned duties for which they are being paid. Currently, there is no faculty commitment to making cuts; there seems to be a ‘wait and see’ attitude to see what others will give up first.

6. Governance Participation Recognition
• (Marquez) President Marquez will be sending out coffee coupons to Classified Senators once the coupons are available from Ian.
• President Marquez put out a call for new members to serve on the Senate Communication Committee. The Committee will have a new focus for the new academic year: The Book of Appreciative Inquiry.
• President Marquez acknowledged the contributions of classified professionals on various classified and shared governance committees including: the Retreat Planning Committee, the Employee of the Month Committee, Campus Budget, Facilities, College Council, Governance Task Force, FERPBT, IPBT, SSPBT, Technology Task Force, ACE, CSEA, Teamsters, DARE, College Planning Committee, Curriculum Committee, Accreditation. Current and new Classified Senators were also recognized.
• Larry Bloom, Lesley McCortney, and Berta Pace will be leaving the Senate and were acknowledged for their contributions to the Senate.
• Mary Kay Englen received a special acknowledgment for her ongoing service to the Senate and to classified professionals as a whole.

7. Announcements
• There were no announcements.