DE ANZA COLLEGE
CLASSIFIED SENATE MEETING MINUTES
Thursday, December 2, 2010 3:00pm-4:30pm
Location: Administration Conference Room 109

PRESENT: Lois Jenkins (CS, President), Virginia Marquez (CS, President Elect/Section 17), Mi Chang (CS, Secretary), Julie Ceballos (Section 1), Veronica Aparicio (Section 2), Margarita Hawthorn (Section 3), Reza Kazempour (Section 4), Sharon Berg (Section 6), Larry Bloom, (Section 8), Tammy Ehle (Section 11), Lesley McCortney (Section 12), Mary Jo Lomax (Section 16), Teri Gerard (Section 18)

ABSENT: Melissa Ingalls (CS, Treasurer), Berta Pace (Section 5), Angelica Strongone (Section 14)

GUESTS: Mary Kay Englen, Brian Murphy

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1. Approval of Agenda.
   • Today’s agenda was APPROVED – (M/S/C—McCortney/Ceballos) – without any amendments.

1. Approval of Minutes
   • Minutes from November 18, 2010 was APPROVED – (M/S/C—Lomax/Ehle) – with these amendments.
      i. Item #4, second bullet – add “in Innovations Grant” after $800K.

2. Needs and Confirmations:
   • We confirmed Kevin Metcalf for the Tri-Chair of the Tech Task Force.
   • Please recruit for Section 10.
   • Virginia Marquez will talk to Edmundo Norte about what he is looking in the Diversity Advisory Council.
   • Campus Center Advisory Board needs at least two more classified members.

3. Committee Reports:
   • SSPBT – Virginia Marquez said one of their goals is get the planning and budget process better known across campus. They will also be working on proactively addressing the expected budget shortfalls and working on “B” budget augmentation prioritization. The Co-Chair appointment has been stalled and is still in discussion.
   • IPBT – Mary Kay Englen reported that they are developing a template for program review keeping in Academic Services, an area which contains different service areas besides students.
   • Brian Murphy came in gave us some brief announcements. He thanked all Classified for all our hard work. He stated that senior staff along with Health Services will be working on some stress relief ideas. Mary Kay Englen suggested “retreats” for stress relief. Virginia Marquez suggested “College Hour” and/or some central lounge staff area to take a break.
Teri Gerard suggested “Validation of a Break.” That it’s ok to take a break and get yourself recharged. President Murphy stated the Baldwin Winery will be an open lounge area for staff when it opens. He also stated that once Gilbane leaves the ADMIN Lobby area, they are thinking of converting the space to an open lounge as well. In terms of the budget update, the State is looking at another deficit of about $255 - $500 million of which 3% will be the District’s affect, which amounts to about $7-$15 million. Some solutions will be to increase fees and/or rebase the system to serve less.

4. **Governance Task Force:**
   - Virginia Marquez said that the College Council is putting together a Governance Task Force to work on a handbook, assessment and accountability and oversight of governances across campus.

5. **Campus Giving Opportunities:**
   - Toys for Tots located in the Student Community Services Building
   - Gilbane Food Drive in the ADMIN Lobby
   - Giving Tree for CalWORKS in the ADMIN Lobby
   - Relay for Life – they are asking for help in paying for the facilities rental in July 2011. We will discuss later.

6. **Reminders:**
   - Holiday Reception will be Wednesday, December 8, 2010 in the Campus Center, Conference Room A & B from 2 – 3:30 PM.
   - Employee of the Month Celebration will be Thursday, December 9, 2010 in the Fireside Room from 1 – 2:30 PM.

7. **Burning Issues/Announcements:**
   - Last meeting of fall quarter will be December 16, 2010 and Virginia Marquez will be taking over. We will do a “Bring Cookies and a Friend” idea to encourage Senators to bring possible new recruits. So BRING COOKIES and a FRIEND.
   - First meeting of winter quarter will be January 6, 2011.

**ADJOURNMENT:** It was – (M/S/C—Kazempour/Lomax) at 4:30 P.M.

Respectfully submitted,

Mi Chang

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