DE ANZA COLLEGE
CLASSIFIED SENATE MEETING MINUTES
Thursday, February 19, 2015
Location: ADM 109
PRESENT: Dennis Shannakian (President), Lorna Maynard (President Elect), Karen Hunter (Treasurer), Keri Kirkpatrick (Secretary), Andrew Stoddard (Section 7), Larry Ching (Section 9), LaDonna Yumori-Kaku (Section 12), Teri Gerard (Section 13), Mary Kay Englen (Professional Development)

GUESTS: Paula Joseph (College Operations)

1a. Approval of Agenda: All
   • Today’s agenda was Approved.

1b. Approval of Minutes: All
   • Minutes from February 5 2015 meeting were Approved.

2. Communication Discussion: (Englen)
   • Communications Committee had done a lot of work to identify communication issues
   • We need to pull the discussions we’ve had about communication together and make a plan.
   • The purpose of developing a plan was discussed.
   • Mary Kay presented a framework of a communications plan for discussion, which addressed the Who, Why, What, Where/How and When of the Senate communication plan. Each of these categories was discussed and modified to include suggestions from the Senate. Karen compiled the suggestions and will make edits to each category.
   • Next steps: Define our goals and how we will meet our objectives; establish timetable; identify communication responsibilities and who each responsibility belongs to for implementation; design an evaluation framework for the plan (how do we tell that it’s working)
   • There has been discussion of creating a Communications Officer Executive Board position.
   • Hope that by April there will be an update.
3. **Equity: (Neal / Kaufman)**

- Equity State Report work is moving forward. Equity Office was able to hire some assistants.
- EAC money was allocated some funds for providing mini grants for equity projects. Anyone can apply for these funds and are encouraged to do so.
- Every shared governance body has an Equity subcommittee now.
- There are some questions around what those subcommittees are supposed to do, and Veronica is working on guidelines and support for that.
- There is a representative from the Equity Office who will be attending Classified Senate to support our equity process.
- Veronica provided an overview of the Equity Office website and where to find information about the State Equity Initiative and De Anza’s plan. Visit [http://www.deanza.edu/equityoffice/](http://www.deanza.edu/equityoffice/)
- There are many opportunities to get involved in equity work on campus. Contact Veronica for more information or assistance getting started.
- **How is Senate able to incorporate the core competencies and equity principles into its process?**
- EAC will hold a retreat at the end of the academic year. Topic will focus on building relationships. Classified Senate is invited to be a partner in that.

4. **Announcements / Campus News: (All)**

- LaDonna suggested adding a calendar of upcoming Senate events at the bottom of the Agenda.

Meeting adjourned at 4:07 PM