DE ANZA COLLEGE
CLASSIFIED SENATE MEETING MINUTES
Thursday, January 16, 2014
Location: ADM 109

PRESENT: Margaret Bdzil (President), Karen Hunter (Treasurer), Keri Kirkpatrick (Secretary), Sarah Corrao [sub for Thao Nguyen] (Section 1), Amelia Sanchez (Section 3), Melissa Ingalls (Section 9), Lorna Maynard (Section 10), Andrew Stoddard (Section 11), Tony Arellano (Section 12), Mary Kay Englen (Section 13), Angelica Strongone (Section 14), Teri Gerard (Section 18), Patti Whelan (ACE), Robert Yasin (DASB)

GUESTS: Vanessa Smith and Julie Ceballos (Marketing); Olivia Patlan (ACE)

1a. Approval of Agenda: All
   • Amendment to item 4: Hunter will present instead of Ali.
   • Today’s agenda was– (M/S/C – /): Kirkpatrick / Hunter / All

1b. Approval of Minutes: All
   • Minutes Approval: (M/S/C - ): Maynard / Englen / All

2. Approval of Equity Subcommittee Members: (Bdzil)
   • The members of the Equity Subcommittee shall be Amelia Sanchez, Sandy Cardoza, and Melissa Ingalls.
   • This committee will be tasked with helping to prepare the Campus Equity Plan.
   • (M/S/C - ) Kirkpatrick / Byars / All

3. Introduction of new Communications Associate: (Ceballos)
   • Vanessa Smith has been hired as a Communications Associate.
   • Has been here for just one week at the time of the meeting.
   • Comes to us from Boston by way of Nebraska; has a background in journalism and health communications.
4. **Student Loan Forgiveness Program:** *(Hunter)*
   - Karen brought information and handouts about a federal student loan forgiveness program available to public service employees.
   - Fadumo Ali is the Loan Default Prevention liaison in Financial Aid, and is the one who discovered the program. Contact her with any questions or for more information.
   - If you have student loan debt (direct loans, consolidated direct loans, Parent Plus loans qualify) and have paid 120 consecutive payments while working as a public service employee while paying, you may qualify. Any balance remaining can be forgiven under the program.
   - Asking us to disseminate this information to the Classified Staff.
   - Margaret will post to the Classified Senate listserv to get the word out.
   - Payments made after October 2007 qualify; forgiveness will begin in 2017 for qualified applicants.

5. **VITA 2013 Tax Filing Assistance:** *(Bdzil)*
   - LaDonna didn’t make it to the meeting, so Margaret spoke on her behalf.
   - VITA: Volunteer Income Tax Assistance program for students will begin soon.
   - Trained individuals, many from our Accounting program, will be available to assist students with filling out their forms and filing their taxes.
   - February through April. There will be fliers posted on campus.
   - Income criteria will apply, and can only file for single or married filing jointly.

6. **Classified Senate 2013 – 14 Budget:** *(Bdzil / Hunter)*
   - Margaret presented a budget for the Senate’s approval
   - We’d like to ask Rowena if we could use some B Budget money for food for the retreat. This is the budget we will show to her. Tentative based on the food issue.
   - Teri Gerard mentioned that is a good idea to have a contingency fund for unforeseen expenses, which could be used for a variety of purposes with Board approval.
   - Last year we were told that we were not to use state funds for food for employee events because of the budget crisis. This was an internal decision. Food had been allowed in years past.
   - Budget was amended to rename “Employee of the Month Celebration Supplies” as “Contingency / Supplies”, so that the money on that line could be used for broader purposes.
   - Budget approved with amendment: (M/S/C - ) Ingalls / Englen / All

7. **Classified Senate Payroll Deduction Drive:** *(Bdzil / Kirkpatrick)*
   - Andrew Stoddard has volunteered to make a run of 100 bottle openers with recycled materials donated by the MCNC program.
   - Each new person who fills out a payroll deduction form will receive a bottle opener as an appreciation gift.
   - Senators will have a stash of openers to give out to folks who sign up.
   - Mary Kay and Keri will make a small card with an acknowledgement that Andrew crafted them with donated, recycled materials from MCNC.
   - Dues payers can be anyone: Supervisors, faculty, classified, etc.
   - Give them out to continued supporters, too. Karen has the list. 37 on list currently.
Draft

• Considered making it a contest; the section with the most sign ups could get a little party. Some sections are much bigger than others, however, so it would be difficult for everyone to compete fairly.
• We gave ourselves a target number of 100 donors. If we reach this goal, we will have a coffee and cookie break for the people who are dues payers, and ourselves. The 100 would include the 37 existing members.
• Target date for meeting our goal will coincide with the Classified Elections near the end of April.
• Andrew will start the bottle openers the weekend of January 25th. Will probably take 2 weeks to complete.

8. Spring 2014 Classified Retreat Planning: (Bdzil / Englen / All)

• There have been many questions regarding the logistics of planning a joint retreat this year with Foothill and Central Services. The date, room reservations, and location have all been in question. Original plans have been disrupted by another big event taking place on FH campus on the same day.
• FH classified senate had, on our behalf, communicated to Linda Thor with concern about our participation. A meeting has been set up to discuss this issue.
• There was concern by them that we were not getting support from President Murphy to participate in the retreat. We do not believe that this is true.
  o Every year Brian communicates with the managers and deans to encourage participation by the classified staff in the retreat.
  o There are some problems with some managers, and it has been a difficult few years, and there may be a tacit message in some instances not to participate because workloads have been so heavy and staff has been reduced so much. Staff may feel conflicted about leaving their desk when there is so much work.
• De Anza has more of a culture of staying on campus for the retreat, which allows people to attend parts that they feel are relevant while still having the opportunity to get work done in their offices if they need to. Joint retreats complicate this.
  o Our numbers start to fall when we go off campus.
  o There was concern if we have it at FH it will limit participation from De Anza.
  o Foothill has a different culture historically, and they participate differently with their President. They tend to go off- campus for their retreats.
• Starting to run out of time with the planning.
• Chancellor Thor is meeting with the three Executive Boards and Brian Murphy on Friday, January 17th. De Anza Executive Board met with Brian earlier today (Jan 16) so that he is aware of the issues and history.
• Olivia points out that it is important to know that life will go on if you leave your desk for one day. Managers should not give the feeling to employees that they are not able or allowed to participate. We should feel that it is okay to participate in the Retreat, and should send that message to the staff.
• We need to start now to communicate important things like the Retreat to our constituents. Walking the sections is a good way to do that.
• Brian Murphy has asked Mary Kay to provide him with information regarding Retreat registrations from the departments. He is interested to know which departments have low levels of participation. He will discuss that with the VPs who oversee those areas and encourage them to ask their staff if they want to participate.
People should not, however, feel forced to attend the retreat if they are not interested in going.

It may also be more powerful to hear the encouragement from peers rather than managers.

Our participation numbers are very stable, with the exception of last year when there were many extenuating circumstances including the layoffs, retirements, ETS moving to FH, and general morale. Even last year we were only down about 15 people.

We are trying to be careful about our relationship with Foothill and the FH Classified Senate.

Chancellor Thor has strongly expressed that she would like us to hold a joint retreat; however, it is logistically complicated to do so. Brian is going to advocate for us to have our own choice whether to hold a joint Retreat or not.

Teri mentioned that having three different entities with different funding sources collaborating on the retreat, the money issue gets very complicated, too. There is no way to verify what money is spent and whose budget the money came out of.

A pertinent agenda for the Retreat that reflects initiatives currently underway on campus may also encourage more participation from staff and a greater willingness from managers to support that participation.

- Historically had focused on skill-building topics
- In recent years has moved more toward self-care topics
- Now it seems we are ready to do more things that are integrated with Campus initiatives, and will give Classified a space to have a voice in those issues.

With the statewide Student Success initiative and the Technology grant, there will be more money for staff development opportunities coming up in the near future as well, and Classified Staff should consider participating in those opportunities.

Do we want to participate in a Retreat this year with Foothill, regardless of location, or do we want to have our own separate retreat?

- If we have our own retreat we can choose a topic that is pertinent to De Anza. We have already talked about Equity as a topic and possibly having Susan Christy as a keynote speaker. Edmundo Norte and Veronica Neal could be involved too.
- Angelica expressed that we may want to continue to collaborate with Foothill, and that some people have an impression of the Retreat as a day to get away from campus. Also that managers need to have a greater role in encouraging participation, and that should be made a priority.
- Lorna suggested that we plan a joint Retreat every other year.
- Mary Kay suggested that each year when the Senates change the issue of a separate or joint Retreat should be revisited.
- A show of hands determined that the majority of the Senators think we should hold a separate Retreat this year, and revisit the possibility of a joint Retreat next year (vote was 12 for a separate event and 1 for a joint event, and 1 abstention).
- Margaret will inform Brian Murphy and take our decision to Chancellor Thor and the rest of the Executive Boards at the January 17th meeting.

Volunteers are needed for the Retreat planning committee.

May 16th will be the date for the Retreat. We are asking Chancellor Thor to move her All Administrators’ Meeting so that we can have Conference Rooms A and B in the Campus Center.
9. **News / Pressing Issues: (All)**

- Olivia Patlan, acting president of ACE, is asking for participation on the Negotiations Team. There is one opening on the Team for De Anza.
- Contract ends Oct 2014; meetings will begin for the team soon. February 4 10:30 – 12:00 is the first meeting.
- ACE calendars are also available; contact Olivia if you have not received one and would like one.

Meeting adjourned at 4:43 PM