DE ANZA COLLEGE
CLASSIFIED SENATE MEETING MINUTES
Thursday, March 6, 2014
Location: ADM 109

PRESENT: Margaret Bdzil (President), Karen Hunter (Treasurer), Keri Kirkpatrick (Secretary), Thao Nguyen (Section 1), Tracy Chung-Tabangcura (Section 4), Susan Edman (Section 6), Lorna Maynard (Section 10), Andrew Stoddard (Section 11), Mary Kay Englen (Section 13), David Byars (Section 15), LaDonna Yumori-Kaku (Section 17), Teri Gerard (Section 18), Patti Whelen (ACE), Robert Yosin (DASB)

GUESTS: Mallory Newell (IR&P), Mayra Cruz (Academic Senate)

1a. Approval of Agenda: All
   • Added agenda item: Announcements
   • Today’s agenda was– (M/S/C – /): Kirkpatrick / Maynard / All

1b. Approval of Minutes: All
   • Amended as follows: Date changed to Feb. 6 2013; location changed to ADM 109;
     under item 4, line 26: change to say “we will look in to…”
   • Minutes Approval: (M/S/C -): Maynard / Nguyen / All

2. Mission Statement Task Force Update: (Newell)
   • Mallory handed out the Mission Statement Revision from Feb. 27, 2014
   • Available on the IR&P website at
     http://www.deanza.edu/ir/accreditation2005/masterplanrevision.html
   • Will be incorporated into the Educational Master Plan next year.
   • Subgroup made up of classified, faculty, and administrators worked on this.
   • ACCJC recommendations were taken into consideration, but decided to keep the
     “students of every background” language.
   • Changes: Institutional Core Competencies incorporated into the statement more
     clearly; last bullet point changed from “awareness” to “civic capacity” because it is
     more actionable and stronger language.
   • If there are any concerns, suggestions or other feedback, contact Mallory.
   • Will go to College Council for final approval after governance groups see it.
3. **Classified Senate Dues Drive Update:** *(Bdzil / All)*
   - Senators received their packets of the bottle opener gifts.
   - There have been some new forms turned in.
   - Executive Board delivered the gifts for currently contributing members already.

4. **Staff Development Committee Update:** *(Englen / All)*
   - Folding the retreat committee in to the Staff Development Committee so that the 2 groups can work on the topic together.
   - Passed out handouts with information on the communication training, safety training, and career ladders events/workshops both that are already set up and that are in progress. See this handout for details on dates, times, and descriptions.
   - Office Safety Assessing workshop set for Friday March 14, 2014 led by Dominic Gamboa, FHDA police officers, and a trainer from San Diego. Limit 40 participants.
   - If it is successful / well received the safety workshop might be done 2 or 3 times a year.
   - First Aid, CPR, AED class will be in Spring. Participants can start online now; in-person meeting is April 30 2014. $27.00 fee is refundable upon the completion of the program (online and in-person). Taught by Mary Donahue.
   - Office Procedures Manual training is in the works for Fall: Mary Kay wants to test a potential format first to see how it works. These manuals are of great help for when folks go out on leave or retire.
   - Career Ladders will probably end up being a District wide project. All three Senates together will have to communicate to do it, and be in communication with ACE too, probably.
   - Susan Edman asked about potential liability issues with staff performing CPR or first aid. Karen Hunter explained that there are Good Samaritan laws that protect people who attempt to help others, when they are acting within their training. Also, people who are not paid as a first responder cannot be required to put themselves at risk.

5. **Spring 2014 Classified Retreat:** *(Englen / Hunter)*
   - Susan Christie has been confirmed as the keynote speaker and workshop leader.
   - Coming up with an exciting theme, and some get-to-know-you icebreaker activities.
   - Both Mayra Cruz and Veronica Neal have approached Margaret Bdzil about possibly being involved with our Retreat. Maybe they could be involved with the sharing of feedback from our sessions. In the past Christie has done day-long events with Classified staff and then schedules time with a faculty organization the following day for the feedback portion. Mayra has been asked to tentatively put the Monday following the retreat on her calendar tentatively for this.
   - The Committee has not yet met with Mayra Cruz regarding any possible involvement. Will ask Mayra if she’d be willing to set aside an hour of the Academic Senate meeting to take the feedback from the Classified Staff to the Senators.
   - Will be working with Susan weekly, most likely, to get the day together and formulate the activities etc. We want the day to be uplifting, not dry.
   - LaDonna asked the Senate to recruit a few re-gift prizes to be added to the raffle for the Retreat. Would like to have maybe 20 of those, as well as some special, “higher value” items. These can be general, entertainment, handmade, etc. No alcohol.
6. **Spring 2014 Elections Planning: (Bdzil / Englen / All)**
   - Usually happens end of April, which is coming up really fast.
   - Mary Kay and Lorna are forming the Elections Committee.
   - We need to pick a date as soon as possible. Last year we tried to do it along with the Retreat and it didn’t work out too well.
   - If we have the Elections at the end of April, we will be able to hold the Leadership Retreat in June with the outgoing and incoming Executive Boards.
   - LaDonna brought up the composition of the sections should be looked at now that the ATC has reopened. We need to get that sorted out before the elections take place.
   - Executive Board and Mary Kay will meet to sort the database out.
   - There are some other issues with Sections that we will look at as well, such as the idea of having 1 section in the Campus Center instead of 2.
   - Margaret will have to resign from the President’s position at the end of the year, so we will need to recruit two people for the President Elect and President positions.
   - Agenda item for the next meeting will be the formation of the Senate and what actions we can take to keep the Senate going, as well as the roles and duties of the Senators and the various positions on the Board.
   - Elections have in the past coincided with the Ice Cream Social. A date for that has not yet been set.
   - Need to find new and better ways to connect with our constituents. One idea was to have a simple coffee break type event once a quarter where we invite our people to a central location so they can meet their Senators and colleagues.

7. **Announcements: (All)**
   - Teri Gerard: Leetha Jeanpierre (VP of Finance) is retiring at the end of the academic year. Janet Couch-Vong (FFE Coordinator) is also leaving the District at the end of April. Get your requisitions in soon!
   - David Byars: the Library is relocating to the top floor of the LCW building during the Summer Break and will be there while renovations are done to the main Library building. They will be out one full academic year.
   - Margaret Bdzil: Will be bringing a guest to the next Senate meeting. A visiting Fullbright fellow from Russia. It would be nice if we could each speak a bit about our jobs and the student populations we serve.
   - Lorna Maynard: Melissa Ingalls has been diagnosed with colon cancer. It was caught very early and we are hoping for a full and speedy recovery for her. She will be out on medical leave for 6 weeks. Lorna will pick up a card for her and walk it around for everyone to sign, and also get her some flowers. We will reimburse from the Chase account.

Meeting adjourned at 4:46 PM