DE ANZA COLLEGE
CLASSIFIED SENATE MEETING MINUTES
Thursday, January 15, 2015
Location: ADM 109

PRESENT: Dennis Shannakian (President), Lorna Maynard (President Elect), Keri Kirkpatrick (Secretary), Karen Hunter (Treasurer), Amelia Sanchez (Section 2), Tracy Chung-Tabangcura (Section 3), Melissa Ingalls (Section 6), Andrew Stoddard (Section 7), Larry Ching (Section 9), LaDonna Yumori-Kaku (Section 12), Teri Gerard (Section 13), Mary Kay Englen (Professional Development Committee)

GUESTS: Mayra Cruz (Academic Senate), David Ulate (Institutional Research)

1a. Approval of Agenda: All
   • Added item: Report of IPBT faculty hiring data sheet by Gerard and Maynard.
   • Item #5 became item #6 due to above addition; also changed to a confirmation of Andrea Santa Cruz to the SSPBT.
   • Revised agenda was approved.

1b. Approval of Minutes: All
   • Minutes from Dec. 4th meeting Approved.

2. Announcements / Campus News: (All)
   • The APASA Lunar New Year Scholarship Luncheon will be held February 5, 2015. Advanced RSVP forms due by January 29.
   • Academic Senate is looking to hire a student Clerical Assistant II. Interested students should submit a resume to Mayra Cruz by January 23.
   • Holly Lofgren is the new FF&E Coordinator at De Anza.
   • Classified Retreat 2015: Possible dates are May 8, 15, or 22. May 15 would be ideal. Mary Kay will reach out to FH and Central Services Senates and see what they are planning to do. We will start forming the Retreat Committee at the next Senate meeting. Theme this year will revolve around customer service.
3. **Introduction of new Executive Director of Institutional Research:** *(Ulate)*
   - David Ulate introduced himself as the new Executive Director of Institutional Research.
   - His office is located at Foothill in the District offices.

4. **Introduction of new Technology Trainer:** *(Englen / King)*
   - Heidi King is back as the Technology Trainer in the Staff Development Office.
   - Has workshops on how to create accessible Word documents, and how to get started with Lynda.com coming up soon, among others.
   - Wants input and feedback from staff members to get to know what kinds of trainings we want and need. Feel free to email her with any suggestions.

5. **Committee Report – IPBT Faculty Hiring Data Sheet:** *(Girard / Maynard)*
   - IPBT is in the process of ranking faculty positions to hire this year. Start date for positions will be Fall quarter 2015.
   - 7 positions will be chosen from a list of 17. Two additional faculty will be hired in the Math department, but are exempt from the ranking process.
   - Hiring will only take place for positions that are currently vacant due to retirements or resignations.
   - More information on the ranking process can be found on the IPBT website.
   - Contact Teri Gerard with any input / feedback to be considered in the ranking process.

5. **Confirmation for SSPBT:** *(Shannakian)*
   - Appointment of Andrea Santa Cruz to the SSPBT.
   - Motion made by Maynard, seconded by Hunter. All approved.

Meeting adjourned at 3:56 PM