DE ANZA COLLEGE
CLASSIFIED SENATE MEETING MINUTES
Thursday, February 5, 2015
Location: ADM 109

PRESENT: Dennis Shannakian (President), Lorna Maynard (President Elect), Karen Hunter (Treasurer), Keri Kirkpatrick (Secretary), Tracy Chung-Tabangcura (Section 3), Andrew Stoddard (Section 7), Larry Ching (Section 9), Gail Vandiver (Section 10), LaDonna Yumori-Kaku (Section 12), Teri Gerard (Section 13), Mary Kay Englen (Professional Development Committee), Oscar Cruz (DASB)

GUESTS: Blanche Monary (ACE), Margaret Bdzil (Chancellor Search Committee rep), Paula Ahrens and Kathy Munson (EOM)

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

1b. Approval of Minutes: (All)
   • January 15, 2015 Minutes were Approved.

2. Feedback for DA Chancellor Search Committee Representative: (All)
   • Margaret Bdzil is the Classified Representative on the search committee for De Anza.
   • After the formal process starts, Margaret will not be able to discuss details of the search process.
   • If anyone has any feedback about qualities Margaret should be looking for in candidates, or any burning issues, contact her directly.
   • Mary Kay brought up the importance of succession planning.
   • There is information about the position, timeline, and search updates on the Web at www.fhda.edu/chancellorsearch

3. Employee of the Month Committee Report: (Jones)
   • Paula Ahrens and Kathy Munson presented for C.J. Jones.
   • The EOM Committee is proposing to reduce the number of honorees each year from 9 to 8.
   • Employees would be honored in 2 celebrations: October, November, December and
January honorees would be celebrated in late January. February, March, April and May honorees would be celebrated in late May, during Classified School Employees Week.

- The change would reduce costs, maximize benefits, and increase participation. Holding the celebrations in less hectic times will make it easier to reserve space and ensure that Classified professionals and others can attend.
- The Bylaws would need to be changed to reflect the reduced number of honorees.
- Change would go into effect for the 2015-16 Academic Year.

4. **Introduction of new FF&E Coordinator:** *(Gerard)*
   - Holly Lofgren is the new Furniture, Fixtures and Equipment Coordinator.

5. **Professional Development Committee Report:** *(Englen)*
   - The Committee is working on a Service Excellence project.
   - Talking to a consultant at Ottawa University, which has a comprehensive service excellence program in place, and started it in a very similar economic and campus climate as ours.
   - Training doesn’t work if people haven’t bought into the idea of it. We need advocates for service excellence on campus to generate enthusiasm for the project.
   - The Committee will partner with the equity core teams as part of this project.
   - Maureen Chenowyth has been sitting in with the committee and is very excited about the project. She spread the word to Foothill, where there is a VP who wants to partner on it.
   - This is quickly becoming a District-wide initiative.
   - Mary Kay showed a presentation that includes the members on the committee, purpose statement draft, the preliminary outline of the modules for the proposed Service Excellence training program, and a timeline of phases.
   - Next steps will be to engage the campus community in conversation about their expectations and suggestions for the program, probably in a conversation café format.
   - There is discussion about making the program into a certificate program. There are questions around compensation and PGA that need to be answered.
   - May be able to do an in-service week in Winter quarter once everything is in place.
   - Customer service will also be the focus of our Joint Retreat this year, to give people an idea of what the program will be about. The Committee is hopeful that the consultant from Ottawa will be able to facilitate.
   - Anyone interested in working on the Retreat Committee should contact Mary Kay.

6. **Announcements / Campus News:** *(All)*
   - Dennis: College Council talked about the State Equity Plan and the Campus Equity Survey. How to we support the plan on Campus, beyond just Veronica doing everything? Formed committee to discuss this.
   - Terri: IPBT selected the following for faculty hiring: Manufacturing / CNC, Biology, Environmental Science, and ESL. This is in addition to 3 full-time Math faculty.
   - LaDonna: Lunar New Year Scholarship Luncheon was held.
   - Classified Leadership Retreat is June 3-6 at Granlibakken Conference Center in Tahoe City. Registration is open. Mary Kay will be presenting.

Meeting adjourned at 4:42 PM.