DE ANZA COLLEGE
CLASSIFIED SENATE MEETING MINUTES
Thursday, May 7, 2015
Location: ADM 109

PRESENT: Dennis Shannakian (President), Karen Hunter (Treasurer), Keri Kirkpatrick (Secretary), Thao Nguyen (Section 1), Tracy Chung-Tabangcura (Section 3), Melissa Ingalls (Section 6), Andrew Stoddard (Section 7), Gail Vandiver (Section 10), LaDonna Yumori-Kaku (Section 12), Teri Gerard (Section 13), Mary Kay Englen (Professional Development Committee)

GUESTS: Mayra Cruz (Educational Master Plan Taskforce), Vincent Aamodt (Communications), Vanessa Smith (Communications)

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

1b. Approval of Minutes: All
   • Amend date to March 19, 2015
   • Minutes were approved.

2. Introduction of Vincent Aamdot, Multimedia Producer: (Smith)
   • Will be shooting and editing video that will be used to enhance communications on the website and social media.
   • Comes from an advertising background.

3. Classified Senate Constitution and Bylaws Revisions: (Shannakian)
   • Constitution: corrected “in service education” to “professional development”. Eliminated mention of Past President position. Added Communications Officer position.
   • Approval of changes to Constitution (M / S / C-): Vandiver / Gerard / All
   • Bylaws: Added Communications Officer position where appropriate. Added posting agendas and minutes to the website as part of the duties of the Secretary position. Added description of Communications Officer position. Changes to Employee of the
Month section per discussion with the EOM committee.

- Suggestion to change masculine and feminine pronouns to “their” in order to be more neutral.
- Approval of changes to Bylaws (M / S / C-): Englen / Ingalls / All

4. **De Anza Educational Master Plan:** *(Cruz, Cheu)*
   - This revision is for 2015 – 2020, in keeping with the planning cycle.
   - The Master Plan revision is available online at www.deanza.edu/emp
   - The foundational concept for the Master Plan is equity.
   - It is mission driven and focuses also on De Anza’s Institutional Core Competencies.
   - Suggestion to change “staff” to “classified professionals” throughout the document.
   - Mary Kay and Jackie worked on pages 21-22; they made explicit the work on service excellence and professional development.

5. **Classified Retreat Report and Budget Request:** *(Hunter, Englen)*
   - Call for volunteers
   - Food is more expensive than anticipated.
   - $1000 additional requested from the Chase account. May not use the full amount.
   - Approval of additional budget for retreat (M / S / C-) Ingalls / Kirkpatrick / All
   - LaDonna extended the deadline for contributing to the drawing to May 14 12:00pm.

6. **Announcements and Campus News:** *(All)*
   - La Donna: Spring Carnival May 14 11am – 1pm in the Main Quad. Also will be a dance held May 22 2015.
   - Senate nominations: Forms have been sent out. Dennis asked for help recruiting people to run for open sections. Send forms to Lorna. Elections will be held May 18th.
   - LaDonna suggests that we consider ways to move voting online for those who cannot attend the election event.
   - Gail encouraged finding ways to help Nepal in the wake of the earthquake. A fund has been set up to collect donations through the International Students Office.

Meeting adjourned at 4:10 p.m.