DE ANZA COLLEGE
CLASSIFIED SENATE MEETING MINUTES
Thursday, Thursday, July 17, 2014
Location: ADM 109

PRESENT: Dennis Shannakian (President), Lorna Maynard (President Elect), Karen Hunter (Treasurer), Keri Kirkpatrick (Secretary), Thao Nguyen (Section 1), Amelia Sanchez (Section 2), Tracy Chung-Tabangcura (Section 3), Shirley Schooler (Section 4), Melissa Ingalls (Section 6), Andrew Stodddard (Section 7), Adam Contreras (Section 8), Larry Ching (Section 9), Gail Vandiver (Section 10), LaDonna Yumori-Kaku (Section 12), Teri Gerard (Section 13)

GUESTS:

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

1b. Approval of Minutes: All
   • Correct the spelling of Letha’s name.
   • Minutes Approval: (M/S/C -): Maynard / Hunter / All

2. Announcements / Campus News: (Shannakian / All)
   • Lorna has been shopping around for a new bank to move Senate funds to. The minimum balance of the current bank is too high and we are being charged $15 per month.
   • Of the three that have been discussed, (Tech CU, Merriwest, and U.S. Bank) Merriwest has the same minimum balance requirement as our current bank. U.S. Bank and Tech CU have branches very close to campus and have a $1500 minimum balance which is much more doable.
   • This is for our checking account.
   • U.S. Bank is supposed to have a small branch / kiosk opening in the Bookstore at some point, which would be very convenient.
   • Lorna will double check to confirm that the minimum balance requirement at U.S. Bank is indeed for checking accounts.
   • Dennis: Got an email that the Board of Trustees is reviewing the Distric conflict of

Meeting adjourned at 4:34 PM.
interest code. They have to make changes to align with recent changes made at the state and local level.

3. **Classified Senate Budget Report:** *(Hunter)*
   - Gave handout of all the budgets from 2013-14.
   - Staff Development was allotted $2000 from the B Budget and used all but $31.80 of it.
   - EOM came out of the Chase account and only administered 2 of the 3 events they had planned on. Of their $1000 budget they have approx. $225 left. We gave an additional $60 for the replacement gift.
   - Retreat budget is broken down by category on the handout.
   - The earbuds gifts for the Retreat were donated, which caused the Committee to spend much less of their B Budget allotment.
   - $500 was set aside for supplies; only approx. $100 was spend for the digital recorder and batteries.
   - Classified Employee’s Week expenses came out of the B Budget.
   - Chase account: Karen reiterated that the Chase account is dues/donations money and we should be conscientious about what we spend it on and how we spend it.
   - It is too early to know what our B Budget will look like next year. Probably August.

4. **Leadership Retreat Budget Approval:** *(Hunter / All)*
   - Karen handed out Retreat Budget proposal.
   - Karen Williams’ amount is split in between the 2 accounts because the campus will not allow us to pay her more than $1000 from the B Budget. Her normal fee is $3000 per day, but she was willing to give us a 50% discount. Asking for $500 from the Chase account to make up the difference
   - Going to go outside for breakfast / food for the day to save costs. Patrick was going to charge approx. $360 for breakfast, which we feel is too high.
   - Leadership Retreat Budget (M / S / C): Ingalls / Maynard / All

4. **Classified Senate Constitution Review:** *(All)*
   - Mary Kay put together an activity: How is Classified Senate like pizza?
   - Each team read one piece of the Constitution and wrote bullet points to explain their section on a slice of the “pizza”.
   - Discussion and clarifications: Article One: Name of Organization. Describes who is represented. The phrase “… shall represent all classified staff who choose to participate…” may need clarification. Mary Kay pointed out that there are certain religious affiliations that are against participation in other groups. This phrasing allows people holding such views a way to opt out of Senate participation.
   - Clarification regarding voting rights in elections vs. at meetings is needed.
   - Clearly the Constitution is out of date and needs revision.
   - Developing leadership is something that we should work on doing more, as well as articulating and promoting professionalism.
   - We are having a challenging time with communication, both from the Senate to the constituents and from other governance groups to the Senate.
   - We need to be careful to highlight the difference between ACE and the Senate.
   - We tested our knowledge of the acronyms that are used regularly on Campus.

Meeting adjourned at 4:34 PM.