DE ANZA COLLEGE
CLASSIFIED SENATE MEETING MINUTES
Thursday, [Fill in Date]
Location: ADM 109

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

GUESTS: Paula Joseph, Kim Te, Janet Tillman (Equity Office)

1a. Approval of Agenda: All
- Amendment: Add LaDonna Yumori-Kaku under item 3, CS Retreat Committee.
- Today’s agenda was approved by consensus.

1b. Approval of Minutes: All
- Minutes approved by consensus.

2. Communication Discussion: (Englen)
- Updated materials per discussion from the previous CS meeting.
- Next Steps in Communication Plan: Define communication goals, establish timetable, identify communication responsibilities, and design an assessment of the plan.
- Mary Kay looked at the professional development survey and is splitting out pieces of it. Goal is to have a short survey of 5 questions about communication to figure out how people want to receive information.
- The five questions are: 1. What is the respondent’s current position at De Anza; 2. How long have they worked here; 3. Which communication sources does the respondent check at least several times per week; 4. What are the respondent’s top 3 preferences for receiving information about events; 5. How often would the respondent like to be reminded about professional development events/activities once they are posted to the website.
- Suggestions for other questions specific to Senate stuff: How does the respondent
receive communications from their Senate?

3. **Confirmations and Needs**: (Shannakian)
   - The Following committees and their members are confirmed:
     - CS Bylaws and Constitution Committee: Dennis Shannakian, Lorna Maynard, Keri Kirkpatrick, Mary Kay Englen M/S/C: Yumori-Kaku, Vandiver, All
     - CS Retreat Committee: Karen Hunter, Mary Kay Englen, LaDonna Yumori-Kaku, CJ Jones, Vanessa Smith M/S/C: Kirkpatrick, Maynard, All
     - CS Equity Committee: Diana Argabrite, Sandy Cardoza, Kim Te, Janet Tillman M/S/C: Englen, Maynard, All

4. **Announcements and Campus News**: (All)
   - Service Excellence presentation to senior staff went very well.
   - Paula Joseph is the new chief steward for ACE, replacing Olivia Patlan who is retiring.
   - Gail attended the trauma intervention workshop. Definitions of trauma were discussed, as well as groups affected and statistics. The goal of the workshop is to promote safety on campus.
   - LaDonna reminded us that the Senate had discussed finding a way to recognize our Classified retirees.
   - The Senate will look into using money from the supplies budget to purchase notecards with the logo.

Meeting adjourned at 3:59 PM