DE ANZA COLLEGE
CLASSIFIED SENATE MEETING MINUTES
Thursday, May 15 2014
Location: ADM 109

PRESENT: Margaret Bdzil (President), Karen Hunter (Treasurer), Thao Nguyen (Section 1), Tracy Chung-Tabangcura (Section 4), Lorna Maynard (Section 10), Andrew Stoddard (Section 11), Mary Kay Englen (Section 13), Angelica Strongone (Section 14), LaDonna Yumori-Kaku (Section 17), Teri Gerard (Section 18), Patti Whelen (ACE), Robert Yosin (DASB)

GUESTS:

1a. Approval of Agenda: (All)
   • No Amendments
   • Today’s agenda was– (M/S/C – /): Maynard / Strongone / All

1b. Approval of Minutes: (All)
   • No Amendments
   • Minutes Approval: (M/S/C -): Maynard / Gerard / All

2. Announcements and Campus News: (Bdzil / All)
   • Vacancy in International Students Office (Supervisor position). Open now, will close end of May. Occasional travel is required, but not as much as Marilyn did.
   • Marilyn moved to a Recruiter position at Foothill; will recruit for both campuses.
   • De Anza Student Body Senate Elections end May 16; results will post May 22nd.
   • Robert is transferring to either Berkeley or San Diego. Congratulations!

3. Employee of the Month Committee Update: (Jones)
   • Meeting monthly to go over nominations; did not select for April, but have May and June selections.
   • Event will be June 13th, 1:00 PM. May have it in the area where Custodial is this time to get people to visit different areas of Campus (The Barn).
   • Phong Lam was given a clock for her EOM gift, but she could not accept it due to cultural beliefs. C.J. asked if we could get her a $60 gift card to the Bookstore
instead.

- The clocks are generally purchased by the President’s Office and cost approximately $68.00.
- C.J. would like suggestions for other gifts besides clocks to give in the future.
- The funds for the replacement gift would come out of the Chase account.
- EOM still has over $650 left in their budget.
- Motion to approve EOM budget request of $60 for gift card – (M/S/C -): Yumori-Kaku / Hunter / All

4. Classified Senate Bylaw VIII Proposed Change: (Englen / All)

- Governor’s May budget revise just came out and we didn’t get the Staff Development funds we had hoped we would get.
- Getting pushback from faculty unions across the state, who believe staff development funds should be for faculty only. Faculty has all of the funding at this point.
- Chancellor’s Office wanted to make professional development funding equitable across all employee groups.
- Hoping that Title V language changes will coax Gov into approving this money next year. (2015-16)
- When funding does come in, Staff Dev Committee will be positioned to identify needs for Classified. Campus-wide committee is needed.
- Strong commitment from Senior Staff to support professional development.
- Changes to the Bylaw will reaffirm what the Staff Development committee does and how they will participate with the campus wide committee if/when it is formed.
- Changes to Section 1:
  - Change name to “Professional Development Committee”
  - Part a: Add “for professional development events sponsored by the Committee” after “obtain and allocate funds”
  - Part b: change to “programs for professional development under the guidance of Classified Senate, established annually at the Classified Senate Leadership Retreat”. Establishing the goals of the Professional Development Committee for the coming year has historically been done at the Leadership Retreat.
  - Part c: Omit “staggered one-year terms” and replace with a minimum one-year term.
- Changes to Section 2:
  - Change the title to “Professional Development Chairs”
  - Part b: change to Professional Development
  - Part c: Replace “staggered one-year terms” with minimum one-year term.
  - Part e: Replace “president elect” with “Classified Senate”
  - Part g: Change to: prepare summary of committee activities for distribution to the Classified Senate at the end of each Academic Year.
- LaDonna commented that it is a little complicated to read; normally changes should be done with just a strikethrough and then add the new language after it in a slightly larger font. Mary Kay will reformat before it is sent out.
- Teri thanked Mary Kay for how she presented these changes and filling the Senate in on the background information regarding the State budget.
- Mary Kay suggested that it is time to look at the Bylaws in their entirety; we should review them to bring them up to date. Would be good to do that next year.
- Motion to approve changes to go out for a vote by the constituents of the Classified Senate as part of the Elections – (M/S/C -): Yumori-Kaku / Gerard / All
5. **Classified Professionals 2014 Retreat:** *(Hunter / Englen / Yumori-Kaku)*

- Everything is in-place and ready to go
- 109 registrants, which is better than last year.
- The follow up email that was sent was very helpful, and illuminated where there are sticking points on campus. Some offices have elected to close so that staff can participate.
- Sent emails to people who accepted on the Outlook calendar and had not registered; a few of them ended up signing up.
- There will be a sign-in and sign-out sheet to calculate PGA and help Mary Kay generate the certificates.
- La Donna suggested that maybe we alternate years getting food from off-campus to free up Classified in that area to attend the Retreat.
- La Donna has collected over 80 gifts for the raffles. Eight of them are “special prizes” that are of higher value and/or hand crafted, and will be given away at the conclusion of the day after evaluations have been submitted.
- Virginia thanks everyone who has volunteered; there is still a need for early morning set-up and afternoon cleanup. Morning set-up starts at 7:30 for volunteers.
- The Vintage Singers, led by Ilan Glasman, are going to sing during the break in between sessions, while lunch is being set up. Starting at 12:00. Lunch will start at 12:15, and the drawing will be at 12:50.

6. **2014 – 15 Elections and Spring Social Event:** *(Bdzil / Englen / All)*

- Several events happening for Classified Professionals Appreciation Week, starting with a breakfast on Monday May 19.
- “Bibs and Bling” on Tuesday; Smart Email Management webinar on Wednesday from 10:00 – 11:30 led by Dr. Monica Seeley. Mary Kay will send out the link.
- Thursday: Elections and ice cream social (thank you Angelica for getting that together!). Will be in California History Center.
- Don’t have nominees for Sections 4, 5, and 8. Hopefully there will be write-ins for these on Election Day. Overall we are doing very well.
- If there are any write-ins for the 3 sections, the Elections Committee will contact those people to see if they are willing to serve. If not, we’ll have to appoint those positions.

7. **Classified Senate Leadership Retreat:** *(Bdzil / Englen)*

- Mary Kay suggests we focus on the vision of the Senate, and has asked if Karen Williams can facilitate a visioning retreat Thursday July 31st (tentative)
- Details will be dependent on new Executive Board.
- Everyone is welcome. Idea is to create some mentoring between new and seasoned folks. Outgoing and ingoing should come if they can.
- Things to think about: Hold here or off campus? Could have it in the Staff Development Office or California History Center
- Since it is considered an all-day meeting we can use B-Budget for breakfast and lunch. Teri suggests using Panera.

Meeting adjourned at 4:10 PM