DE ANZA COLLEGE
CLASSIFIED SENATE MEETING MINUTES
Thursday, May 21, 2015
Location: ADM 109

PRESENT: Dennis Shannakian (President), Lorna Maynard (President Elect), Karen Hunter (Treasurer), Keri Kirkpatrick (Secretary), Amelia Sanchez (Section 2), Shirley Schooler (Section 4), Melissa Ingalls (Section 6), Andrew Stoddard (Section 7), Larry LaDonna Yumori-Kaku (Section 12), Teri Gerard (Section 13), Mary Kay Englen (Professional Development Committee),

GUESTS: Janet Tillman (Equity Office)

1a. Approval of Agenda: (All)
   • Agenda was approved.

1b. Approval of Minutes: (All)
   • May 7, 2015 minutes were approved.

2. FHDA Classified Professional Development Day: (Englen)
   • The Committee got a lot of positive feedback about the day.
   • Karen explained the cost of the Retreat and our budget situation.
     o DA paid for 50%, FH 30% and CS 20%
     o We originally allocated $3500 from the B Budget but only spent approximately $2490 of that.
     o Proposal to spend some of that leftover allocation on the Election expenses rather than use the Chase account. Motion: Maynard  Second: Gerard
       Approved: All
     o $1442 of the Chase allocation of $2000 was used.
   • Attendance this year was approximately 200, making this the largest Retreat day to date.
   • Professional Development Committee has done presentations of the Service Excellence project to various entities throughout the District as well as the Chancellor.
Five gifts didn’t make it to the raffle. The Senate decided to do a drawing for just the night custodians and food services since they did not get to participate in the retreat. The Wellness Center certificate will be raffled off at the EOM Celebration.

There were some comments that it was difficult to know what line to get in to during sign-in and sign-out because the signs on the table were too small.

LaDonna suggested acknowledging the donors of the large gift items in the future.

3. **Classified Senate Election Outcome:** (Englen)
   - 53 people came out to vote. 22% of the membership.
   - Board for 2015-16 are President: Lorna Maynard; President Elect: Karen Hunter; Secretary: Keri Kirkpatrick; Treasurer: Melissa Ingalls; Communications Officer: Dennis Shannakian
   - Elections Committee was Lorna Maynard, Mary Kay Englen, and Dave Kennedy.
   - Bylaws update: Equity and Service Excellence Committee will remain ad hoc committees for the year. Changes to bylaws and constitution were approved.
   - Sections 5, 9, and 11 are vacant. We will try to appoint representatives in Fall.

4. **Classified Senate 2015-16 Leadership Retreat:** (Englen)
   - Tentative date July 23, 2015
   - Will be held on campus
   - Agenda TBD

5. **Classified Senate Communications Plan:** (Englen)
   - Mary Kay will send out survey after talking to Mayra about the question regarding communications from senators.
   - Hopefully we can finalize the plan at the retreat.

6. **Plans for final 2014-15 Senate Meeting:** (All)
   - Mary Kay suggests that the Senate create a succession plan to encourage new colleagues to get involved.
   - The last meeting of the year could be used as a reception for both new Senators as well as new staff in general, and the first meeting in September could also be a reception for staff hired in the summer.
   - Suggestion to send out invitations to new staff to attend a meeting and learn about the Senate.
   - The Senate will purchase invitation cards to use to invite sections / departments to meet the Senate.
   - The Executive Board will bring refreshments for the June 18, 2015 meeting.

7. **Announcements and Campus News:** (All)
   - Queer and Now conference will be held on June 2, 2015. There will be presenters, workshops, and panels.
   - De Anza Auto Tech golf tournament benefiting the scholarship fund is on June 5, 2015. Fee is $125.00.

Meeting adjourned at 4:20 p.m.