DE ANZA COLLEGE  
CLASSIFIED SENATE MEETING MINUTES  
Thursday, November 20, 2014  
Location: ADM 109  

PRESENT: Dennis Shannakian (President), Karen Hunter (Treasurer), Keri Kirkpatrick (Secretary), Amelia Sanchez (Section 2), Thao Nguyen (Section 1), Tracy Chung-Tabangcura (Section 3), Andrew Stoddard (Section 7), Adam Contreras (Section 8), Larry Ching (Section 9), LaDonna Yumori-Kaku (Section 12), Teri Gerard (Section 13), Oscar Cruz (DASB)  

GUESTS: Mary Kay Englen (Professional Development Committee), C.J. Jones, Lesley McCortney, Diana Contreras, and Kathy Munson (EOM Committee), Mayra Cruz (Academic Senate)  

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

1b. Approval of Minutes: (All)  
   • November 6th minutes were approved.  

2. Announcements and Campus News: (All)  
   • There is a committee report template on the CS website for anyone who serves on committees to use.  
   • LaDonna: Soliciting drawing prizes for the EOM celebration on Dec. 12.  
   • DASB held their midterm elections and elected 8 new Senators.  
   • Karen: DARE committee report: Talking about assessment process and early intervention for basic skills. Equity presentation has been updated with more information about budget allocation.  
   • Dennis: College Council discussed Equity Report and 3SP. Event for Classified Senators and Academic Senators to help foster collaboration will be held Monday Nov. 24 at 4:30 PM.  

3. Classified Senate Budget Report: (Hunter)  
   • Gave out handouts for 2014-15 Budget.
Draft

- The Chase account is receiving approx. $159 per month in donations.
- The Chase account is below the minimum balance requirement, so we are currently being charged $15/month maintenance fee.
- Karen is continuing to research other bank options.
- Budgets have not yet been set for the year.

4. Employee of the Month Committee Report & Budget Request: (Jones)
   - December celebration quote is $350 for food.
   - Event will be held Dec. 12 from 1 – 3 PM in the Staff Development Office.
   - The suggestion to increase the number of celebrations per year to 3, and other suggestions, will be revisited by the Senate and Committee for next year. Doing a quarterly celebration may put undue strain on the committee chair and members; support and assistance from the Senators would be appreciated.
   - If the committee could find more members it may easier to do 3 celebrations per year.
   - Other suggestions were to possibly have one celebration per year, or to rethink the timing of the events so that more Classified may be able to attend.
   - For this year, the Committee will stick to 2 celebrations.
   - Terri suggests presenting EOM awards at the Classified Retreat.
   - CJ asks that EOM be able to change the award; we chose the engraved pen set.
   - Questions: Are EOM members allowed to make nominations, and what happens if an EOM member is nominated for the award?
     - EOM Committee members may nominate, as long as that member is then excluded from the voting process.
     - If an EOM Committee member is nominated, the Executive Board shall step in and make the decision.
   - Request for $350 for Dec. EOM Celebration, to come from the Chase account unless we are able to use the B Budget for food. (M / S / C): Gerard / Nguyen / All

5. Professional Development Committee Report & Budget Request: (Englen)
   - Mary Kay requests $2250 for Professional Development materials and fees for the 2014-15 year. This is a small increase ($250) from last year.
   - Presented final expense / budget report for last year.
   - Request for $2250 for Professional Development activities and supplies, to come fully out of the B Budget, with the possible exception of $150 for food that may need to come from the Chase account (M / S / C): Hunter / Gerard / All
   - Committee focus this year will be on 3SP, especially because in the 3SP documents, Classified are not represented in the sections regarding professional development.
   - Planning on customer service trainings has begun.
   - The professional development piece of the State 3SP budget is still awaiting approval from the governor, but looks hopeful for the 15-16 budget year.
   - The Chancellor’s Office wants to build a Professional Development Clearinghouse to help colleges across the state build resource centers, this at the recommendation of the 3SP Subcommittee on Professional Development. Mary Kay, Virginia Marquez, and David Garrido attended a conference regarding this.
6. **De Anza Food Cupboard Donation:** *(Hunter)*
   - Rob Mieso is organizing a food cupboard at De Anza.
   - Partnering with a couple local organizations and creating an area in OTI where they can store food for the cupboard.
   - The program could use donations; Karen suggests that this would be a good use of some of our Chase money.
   - Further discussion is needed regarding the nature of the donation (one-time vs ongoing), the needs and outcomes of the program, etc.
   - Oscar mentioned that the Kirsch Center is planning to create a community food garden and is also looking for funding.
   - The main reason the Chase account was first created was to be able to donate money to a scholarship fund for the women who thwarted a planned attack on De Anza. The fund has been continued in that spirit, and donating money toward worthwhile causes remains a goal for the money.
   - LaDonna suggests there be more specific guidelines for the way the money is spent.
   - We will invite the people who are involved with the Campus Cupboard and the Kirsch Center garden to present more information to the Senate in January.

7. **Needs and Confirmations:** *(Shannakian)*
   - Need 2 representatives for SSPBT
   - Dennis has been attending ETAC (Educational Technology Advisory Committee), which is being restructured.
   - Dennis mentioned that he does not have a list of all of the Classified representatives on the various committees on campus. Virginia may have one. He will send out an email asking for volunteers for SSPBT, and also to ask anyone currently serving on committees to let us know what committee and how they got on it.
   - Vote to officially appoint Dennis to ETAC (M / S / C): Kirkpatrick / Hunter / All

Meeting adjourned at 4:31 P.M.