DE ANZA COLLEGE
CLASSIFIED SENATE MEETING MINUTES
Thursday, March 5, 2015
Location: ADM 109
PRESENT: Dennis Shannakian (President), Lorna Maynard (President Elect), Karen Hunter (Treasurer), Keri Kirkpatrick (Secretary), Thao Nguyen (Section 1), Tracy Chung-Tabangcura (Section 3), Andrew Stoddard (Section 7), LaDonna Yumori-Kaku (Section 12), Mary Kay Englen (Professional Development Committee), C.J. Jones (EOM Committee), Kathy Munson (EOM Committee)

GUESTS:

1a. Approval of Agenda: All
   ● Today’s agenda was approved.

1b. Approval of Minutes: All
   ● Minutes for 2/19/15 meeting were approved.

2. Employee of the Month Committee Budget: (Jones)
   ● EOM Committee asked for $1000.00 for the rest of the year, for supplies including plates, cups, utensils; decorations and balloons; and food for the June 5th event.
   ● Would bring this year’s EOM budget to $1350 total.
   ● Last year’s budget for EOM was $1000 total.
   ● Keri Kirkpatrick made a motion to allocate an additional $650.00 from the Chase account for the EOM for the rest of the year, bringing the total budget to $1000, which is the same as last year.
   ● Motion seconded by Lorna Maynard and passed by consensus.

3. All Classified Retreat Budget: (Hunter)
   ● Last year’s budget was $3500 out of the B Budget and $1000 from the Chase account.
   ● B Budget money cannot be used for giveaways.
   ● This year we are combining with Foothill and Central Services.
Food last year was approx. $2500, and we also used $1000 toward the speaker fees.
Only used $428 out of Chase account last year; Retreat was under budget.
This year we may need to pay for the speaker without assistance. Luckily he is only asking that we pay for airfare and lodging expenses.
Proposal: $3500 from the B Budget, and $1000 from the Chase account for giveaways. B Budget allocation will cover De Anza food, printing costs, and speaker expenses in the event that Foothill and Central Services are unable to contribute to the latter.
$250 would be left over in the B Budget to fund the Classified Senate election and ice cream social. If not all the Retreat allocation from the B Budget is spent, it would be used toward this and Classified Employees week as well.

4. **Classified School Employees Week Budget: (Hunter)**
   - Proposal: $250 from B Budget, and $500 from Chase account as a contingency.
   - Motion to approve budget proposals for both the All Classified Retreat and the Classified School Employees Week events made by Lorna Maynard. Seconded by Mary Kay Englen. Passed by consensus.

5. **Constitution and Bylaws Committee: (Shannakian)**
   - A call for participants will go out on the listserv to all Classified professionals.
   - Mary Kay, Lorna, Dennis and Keri expressed interest in participating.
   - LaDonna suggests attaching the constitution and bylaws to the call for participation.

6. **Retreat Committee: (Shannakian)**
   - Participants will work on logistics for the Retreat: Food, set-up and break-down, etc.
   - Professional Development Committee set the theme and tentative structure.
   - Call for participants will also go out for this committee.

7. **Announcements and Campus News: (All)**
   - Counseling Division’s new Dean will be starting on April 1st. Her name is Sheila White-Daniels.
   - The Library West Computer Lab is piloting a high-speed scanning station called Scannex. It is free for students to use. The Lab will have the system until the end of Spring Quarter on a trial basis and are looking for funding sources to get a permanent setup.

Meeting adjourned at 4:00 PM