DE ANZA COLLEGE
CLASSIFIED SENATE MEETING MINUTES
Thursday, November 6, 2014
Location: ADM 109

PRESENT: Dennis Shannakian (President), Karen Hunter (Treasurer), Keri Kirkpatrick (Secretary), Thao Nguyen (Section 1), Amelia Sanchez (Section 2), Tracy Chung-Tabangcura (Section 3), Shirley Schooler (Section 4), Melissa Ingalls (Section 6), Andrew Stoddard (Section 7), Larry Ching (Section 9), LaDonna Yumori-Kaku (Section 12), Teri Gerard (Section 13), Oscar Cruz (DASB)

GUESTS: Mayra Cruz (Academic Senate), Virginia Marquez and Mary Kay Englen (Professional Development Committee), Mallory Newell (RI), Veronica Neal (Equity), Rowena Tomaneng (Instruction)

1a. **Approval of Agenda:** *(All)*
   - Today’s agenda was Approved

1b. **Approval of Minutes:** *(All)*
   - Minutes Approved

2. **Announcements and Campus News:** *(Shannakian / All)*
   - Oscar Cruz introduced himself as DASB representative.
   - Chancellor’s Advisory Committee met and gave a budget update. Budget looks okay for now but the future is uncertain.
   - PERS contribution could be going up to 18% at some point.
   - ETAC had a retreat to go over mission statement etc. Will present updated information in the near future.
   - Tech Task Force: There are some reorganizations going on, the early alert system will be implemented soon.

3. **State Equity Report:** *(Tomaneng / Neal / Newell)*
   - Rowena, Veronica, and Mallory presented the Equity Report draft narrative and action items.
   - Reviewed the findings of the committee and how the State Equity Initiative connects
Draft to the Basic Skills Initiative and SSSP.

- Reviewed the budgets related to the three above initiatives.
- The Equity Implementation Plan is due to the State January 1, 2015.
- There will be some professional development opportunities associated with the Equity Initiative and BSI; the State has said that monies from BSI and Equity can be used towards SSSP goals.
- The Powerpoint presentation and Draft of the Equity Report will be distributed to the Senate and posted on the Senate Website under Committee Reports.
- Veronica stressed that the shared governance process is very important in this process, and is integrated into the Equity Initiative.
- There is over $600,000 in the BSI budget that needs to be spent this year. The State reduced the carry over timeline to 2 years from 3 so we ended up with a double allocation. DARE has $100,000 allocated for student services, including professional development. Anyone can submit a proposal for some of that funding. More information / guidelines are available on the DARE website.
- Next year there will be an allocation that needs to be spent as well, and $100-$150,000 to support tutoring in Basic Skills math and English.
- Equity Action Committee will also have approximately $100,000 in grant money available.

4. **Educational Master Plan Task Force:** *(Newell)*
   - Mallory passed out a handout with information on the Educational Master Plan Taskforce.
   - The Taskforce will review the Educational Master Plan 2010-2015, provide updates in necessary, and present the plan to College Council for approval in Spring 2015.
   - If interested in participating on the Taskforce, contact Mallory or Mayra Cruz.
   - First meeting is December 2, 2014, and will most likely meet every 2 weeks in Winter.

5. **Professional Development Committee Report:** *(Englen)*
   - Virginia and Karen went to Denver for a customer service in higher education program. It was so good that the Committee would like to bring the program to De Anza. It is two full days of training.
   - Looking into how to make it sustainable and something that can be offered many times.
   - All-staff Retreat theme this year will focus on customer service and generational differences.
   - Want to continue from last year: Safety, Senate’s mission to promote professionalism, subcommittee to improve orientations, governance 101, and career advancement.
   - Mary Kay, Virginia, and others will attend a conference regarding professional development in community colleges.
   - There is a definite need to review and have regular trainings on FERPA.
6. **Classified Senate and Effective Communication:** (Maynard / All)

- One of our goals for this year is to improve communication with constituents.
- Lorna’s idea was to take 2 sections or so and do a social experiment: Those two senators would walk their sections and try to connect more personally with the people in those sections. The outcome would be to see if there would be more participation from those sections where the Senators walked their sections.
- How can we get people to be more engaged on campus? How can we communicate more effectively the importance of being engaged?
- La Donna suggests that getting to know the names of the people in your section goes a long way. Or a gathering for coffee/tea and to meet the Senators. Mary Kay routinely gets feedback that people enjoy opportunities to meet and socialize with their colleagues.
- Amelia suggests sending cards for occasions such as hiring date anniversaries.
- Senate will organize a coffee/tea hour and invite our constituents to come and meet the Senate. Hopefully we can get something together before the end of the quarter. Maybe we can try to make it a once-a-quarter occurrence.

Meeting adjourned at 4:25 P.M.