

**DE ANZA COLLEGE**  
**CLASSIFIED SENATE MEETING MINUTES**  
Thursday, October 20, 2011  
**Location: Administration Conference Room 109**

**PRESENT:** Virginia Marquez (CS, President), Teri Gerard (CS, Treasurer), Reza Kazempour (CS, President Elect 2012-2013/Section 4), Nina Van (Section 1), Veronica Aparicio (Section 2), Pat Weinberg (Section 3), Berta Pace/Jo Ann Okabe-Kubo (Section 5), Larry Bloom (Section 8), Julie Ceballos (Section 9), Tammy Ehle (Section 11), Lesley McCortney (Section 12), Norma Johnstone (Section 15), Mary Jo Lomax (Section 16), La Donna Yumori-Kaku (Section 17), Anastasia Inez (DASB), Mary Kay Englen (Staff Development), M. Booye (SSPBT representative), M. Aguilar (DARE), P. Lam (DARE), April Qian (IPBT)

**ABSENT:** Susan Edman (CS, Secretary), Patty Jobs (EOM), Sharon Berg (Section 6), Angelica Strongone (Section 14), Lois Jenkins (Section 18)

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1. **Approval of Agenda**

- Today's agenda was APPROVED – (M/S/C – Ceballos/McCortney)

1. **Approval of Minutes**

- Minutes for 10/06/11 APPROVED – (M/S/C – Gerard/Bloom)

2. **Classified Senate Budget**

- Teri Gerard presented the budget. She walked the Senate through the budget and stated that it projects the best estimate scenario for expenditures/allocations for the 2011-12 AY. Gerard explained that the budget is a versatile “tool.”
- The Banner account is comprised of Board approved State/District/College funds, while the Chase account consists of dues and monthly payroll contributions. The Banner account has more restrictions; the Chase account has fewer restrictions and is easier to access for time sensitive business.
- Discussion followed re: new Communication Committee sponsoring programs for a projected \$500 that was subtracted from the EOM allocation. A suggestion for a new line item: Contingency Fund (L. Yumori-Kaku) in the Chase account could be for donations and gifts (e.g., Partners in Learning Conference request and the sympathy bouquet for P. Jobs).
- T. Gerard said the EOM reduction for the Communication allocation was a discussion based on the 2010-11 survey results switching to finger foods to lower the EOM budget. She suggested that percentages can clarify the budget for folks: 36% = EOM, 51% = Retreat, 5% = Elections, 7% =

Communication. The Classified Senate AYU 2011-12 budget was approved M/S/C (Lomax/Ceballos).

3. **Employee of the Month**

- L. McCortney presented the \$2,500 allocation for EOM when the committee requires \$3,000. President Marquez explained the Executive Council had agreed: 1. That the Classified Retreat directly affects more classified and suggested not to lower that budget, and 2. The EOM survey results recommended replacing the full meal with alternating celebrations comprised of desserts/healthy finger foods, for a lower expenditure.
- R. Kazempour noted that beverages for the Senate's first meeting were reduced. V. Marquez added that the Leadership Retreat budget was reduced to \$200. J. Ceballos queried the expenditure for bottled water with efforts to support campus-wide sustainability. R. Kazempour questioned the cost-effectiveness of budgeting \$960 for sixty people for a one and one-half hour event. He also noted that if the Senate develops more committees, each needs funding.
- Since the Administration is curtailing event expenditures, we also have a responsibility to curtail event expenditures. V. Marquez reminded the Senate that the EOM volunteers plan the events and any questions should be directed to them. V. Marquez said she will email P. Jobs and the committee of the approved \$2,500 and invite her/them to the next Senate meeting.

4. **Classified Retreat**

- V. Marquez reported that both the Foothill and the District Senates are still undecided with their retreat. Central Services may alternate attending Foothill's retreat one year and De Anza's retreat the next.

5. **Logo Refresh**

- The original idea was to refresh the logo with the Classified Senate's 20<sup>th</sup> anniversary. Developing a new logo could be a team building exercise: fun, but also a lot of effort. The original logo was created by a classified staff member (not Lori, Marketing).
- J. Ceballos asked if we need a new logo and reminded that a "tag line" would also have to be created, and the tag line often drives the design. (With ACE, there was a need for a new logo since the organization changed.) M. Lomax requested the membership be polled via email whether we need a new logo. V. Marquez said she would draft an email.

6. **Membership Drive**

- In the interest of time, V. Marquez tabled this item until the next meeting.

7. **Governance Committee Reports**

- **SSPBT:** M. Booye reported on the Oct. 2 meeting where new members were introduced and budget reductions were discussed. C. Castillo noted

the angst that classified staff experience at the mention of reductions. Stacey Cook asked Amy to take that point back to the Academic Senate. There was a reminder of the Accreditation Visit dates, an announcement of the new co-chair K. Glapion (SPED) replacing V. Moreno (COUN), an announcement for Measure C equipment requests, a draft budget reduction proposal for Financial Aids and Admissions and Records, and an announcement of the upcoming College Transfer Day, Thursday, Oct. 27.

- **FERPBT:** No report.
- **IPBT:** V. Marquez said that in Spring 2011, the Senate had voted MK. Englen a temporary member of the IPBT and Marquez proposed that Englen remain a temporary member for AY 2011-12.
- A.Qian said there is no detailed break down for reductions. IPBT is ranking the proposed faculty positions for hire: top 13 of 22 positions. (V. Marquez said that seven positions that were held back last year are now hiring.) MK Englen explained unlike last year, senators aren't asked to rank because of the volume of 'back up' that Qian and she must read. Qian said the FT positions must be filled to meet the FON (FT/PT) ratio required by the state or we are fined \$70k/faculty. The college wants to retain the more productive programs, and other programs will be reviewed later. R. Kazempour asked for figures for the Librarian and Euphrat positions (new growth positions with no statistical back-up). V. Marquez encouraged everyone to look at the list and forward any questions to Qian and Englen. (**see attachment**)
- **Facilities:** L. Bloom reported that vehicles on campus are a major safety issue. There are guidelines for faculty/staff who need to bring a vehicle on campus. Questions should be emailed to [bloomlarry@fhda.edu](mailto:bloomlarry@fhda.edu). (**see attachment**)
- **Campus Budget:** L. Bloom reported that the Campus Budget committee is advisory to the College Council. They met on October 11 with the same budget as Opening Day. Measure C Phase 2 furniture and equipment purchases need input ASAP, so classified staff should be aware if your manager hasn't discussed this with you. (**see attachment**)
- **College Council:** Tabled until next meeting.
- **DARE:** M. Aguilar said DARE strengthens student success by providing support for Sankofa Scholars, Puente, and other programs. A technician for the WRC was hired and proposals supporting student success are considered in a democratic process. (**see attachment**)
- **ACE:** Tabled until next meeting.

## 8. Announcements

- J. Ceballos reported that the **Governance website** is live as of last week.
- V. Marquez said registration is open for The Thin Book of Naming Elephants **book group** is meeting Nov. 1.
- College **Transfer Day** will be Thursday, Oct 27.
- P. Weinberg thanked the Senate for the **Measure C** FF&E information.

- MK. Englen reminded senators that budget reduction talk creates anxiety; please calm the waters when in discussions. This is a step in the process with information available after Thanksgiving.
- T. Gerard reiterated that the college budget gets us through 2011-12