

DE ANZA COLLEGE
CLASSIFIED SENATE MEETING MINUTES
Thursday, October 6, 2011
Location: Administration Conference Room 109

PRESENT: Virginia Marquez (CS, President), Susan Edman (CS, Secretary), Veronica Aparicio (Section 2), Pat Weinberg (Section 3), Sharon Berg (Section 6), Larry Bloom (Section 8), Julie Ceballos (Section 9), Tammy Ehle (Section 11), Lesley McCortney (Section 12), Angelica Strongone (Section 14), Norma Johnstone (Section 15), La Donna Yumori-Kaku (Section 17), Lois Jenkins (Section 18)

ABSENT: Reza Kazempour (CS, President Elect 2012-2013/Section 4), Teri Gerard (CS, Treasurer), Nina Van (Section 1), Berta Pace/ Jo Ann Okabe-Kubo (Section 5), Mary Jo Lomax (Section 16), Patty Jobs (EOM)

GUESTS: Mary Kay Englen, Wanda Lee, Christine Yu, Anastasia Inez, Marilyn Booye, Adam Contreras, Kathy Munson

1. **Approval of Agenda**

- Today's agenda was APPROVED – (M/S/C – Ehle/Strongone) – with the following amendments:
 - i. item 1 – Introductions added
 - ii. item 3 – Correct Thai spelling
 - iii. item 5 – Senate Budget in-depth discussion tabled until next meeting
 - iv. item 6 – EOM Budget in-depth discussion tabled until next meeting

1. **Approval of Minutes**

- Minutes for 6/16/11 APPROVED – (M/S/C – Yumori-Kaku/Jenkins) – with the following amendments:
 - i. Agenda item #3 – first bullet point – add the word “work” to the end of the first sentence
 - ii. Agenda item #5 – first bullet point – correct Marisa spelling

1. **Introductions**

- President Marquez introduced guests Wanda Lee (American Council Education Fellow), Christine Yu and Anastasia Inez (DASB Senators), and Adam Contreras (CSEA Rep)

2. **Welcome Back**

- Current motto “20 Years Strong” (past motto “Together We Can Make It

Happen”). President –Elect Reza Kazempour will put together a committee to solicit slogans from classified staff. The new slogan will be unveiled in summer or fall of 2012.

- Lori Susi is working on a selection of new Classified Senate logos. Selection of a new logo will be voted on later this fall. Sharon Berg requested that the current logo be included in the upcoming vote.

3. **Confirmations**

- Confirm SSPBT classified representatives – Confirmed Janny Thai and Tracy Chung-Tabangcura to be classified reps for the SSPBT.

4. **Classified Senate Website**

- Julie Ceballos presented the current Classified Senate webpage (<http://www.deanza.edu/gov/> click on “stakeholders”).
- CL Senate should look at the site to make sure the contact information is correct.
- Site to give special event information for all classified professionals. Possible future addition: more info links on home page.
- CS Agendas on site; these can be projected at future CS meetings in addition to, or instead of, agenda hardcopies.
- Anyone interested in helping Julie design new features on the page can contact Julie Ceballos or Virginia Marquez.

5. **Classified Senate Budget**

- A tentative CS budget was adopted over the summer. The budget also includes funds in a Chase account. Budget distribution to be discussed and determined in the 10/20 CS meeting.
- Line item “Donations”: seven books given to senior staff for Communication Committee discussions. Term “Donations” to be changed by Teri Gerard.
- The 2011-2012 budget projections look to be over-budget. Lois Jenkins said that the overage will be covered by the Chase account.
- Easiest to use the Chase account to pay contractors and to make donations.
- Modify “Outgoing president gift” to “Appreciation gift.”
- Leadership Retreat? (Johnstone) - 2011-2012 calendar worked on at the Retreat. President Marquez to send a summary of the Leadership Retreat to Norma.

6. **Employee of the Month Budget**

- \$2500 budget for 2011-2011 year. The Executive Council requested a \$500 reduction from the EOM budget to fund activities for the Communication Committee. A longer budget discussion will take place at the 10/20 CS meeting.
- Honorees: three honorees, December 2011. Theme: Harvest (soups, pies, hot cider); six honorees, June 2012. Theme: Health (fruit, vegetables, strawberry shortcake).

- EOM Gifts: Survey of Classified professionals showed that a number of classified professionals prefer the gift certificate option. Gift certificates can only be purchased using the Chase account. De Anza clocks will continued to be purchased from President Murphy's account.

7. **Communication Committee**

- President Marquez hopes to schedule regular meetings of the Communication Committee. If you are interested in joining the Communication Committee, please contact President Marquez. All interested classified staff are welcome.
- Summer discussion: The Thin Book of Naming Elephants occurred on August 10, 2011. The Communication Committee has collaborated with Academic Senate President Karen Chow, the Office of Instruction, President Murphy, and the Office of Staff Development, to coordinate a second discussion activity for this book on November 1, 2011. R. Tomaneng has purchased forty books for faculty and Classified participants (20 each). Additional books will be paid for by Classified Senate, as needed, for classified staff. Brian Murphy and Rowena Tomaneng will be supplying books for administrators.
- Next possible book for discussion: The Thin Book of Appreciative Inquiry.
- Outcomes - Mary Kay Englen will be assessing how to disseminate Communication Committee discussion outcomes to classified staff. This raised an additional discussion on what would be the best technology resources to use to get information pertaining to classified staff *to* classified staff (Weinberg)? There are many ways to communicate but no one way has been adopted by the District. We need to look at what we have and can use (Ceballos).

8. **Classified Retreat**

- Central Services Classified Senate President, Chris White, and Foothill Classified Senate President, Carol Skoog, have expressed interest in having a joint Classified Retreat this year. Retreat date: May 11, 2012. A joint retreat is more difficult (Jenkins). Senator Weinberg stated that she misses contact with Foothill and Central Services classified staff. It's convenient to hold the retreat here on campus for De Anza classified professionals who may have to work part of that day (Booye). President Marquez shared results from the Classified survey: 50% want the retreat on-campus; 50% want the retreat off-campus. An off-campus retreat creates monetary concerns.
- Cost? (Ehle) We need to consider the per person cost. Where will the Retreat be held? We (DA Classified Senate) can't always afford the Retreat locations/events as proposed by the other Classified Senates. President Marquez will further discuss the potential for a joint retreat with Presidents White and Skoog and report back to Senate. We need to come to a decision by December 2011 for planning purposes.

- Theme - Best to have a theme relevant to De Anza classified professionals.
- Attendance – attendance at the Classified Retreat is difficult to track.
- Compromise – if a joint retreat isn't possible, perhaps a representative or representatives from each Senate can make an appearance at the others' retreats to discuss their Senate's current discussion topics and issues of importance (Edman).

9. **4Cs Membership**

- Past membership - in the past we've always paid for an individual membership (Jenkins) and have participated in the 4Cs conferences.
- Partnership – if we partner with Foothill College and Central Services, our membership cost will drop to \$167 per year. If partner with only one of the other two Classified Senates our cost will be \$250 per year.
- 4 Cs Conference, June 14-16, 2012 – Anyone interested in presenting at the Conference in June, please notify President Marquez. Travel funds are available through Staff Development (Englen).

10. **Membership Drive**

- President Marquez shared that a Classified Senate membership drive has not been done for several years. The CS Chase fund has been diminishing as classified professionals retire. President Marquez will be asking Senators to participate in recruiting classified professionals to sign-up to donate to Classified Senate. The sign-up may be a contest to see who can get the most classified staff to donate. \$2 per month is a standard deduction although more or less can be contributed. The deductions are based on the number of months an employee works.
- A committee will be formed to move this action forward.

11. **Announcements**

- Senator Ehle requested flowers to be sent to Patty Jobs. President Marquez offered to check on this request and to follow through as appropriate.
- De Anza Student Body Club informational flyers/packets were handed out to the Senate by Senator Yumori-Kaku.
- Governance 101 – October 5th and 11th – reminder.
- Accreditation – October 24th – October 27th (Marquez).
- Recorder needed for October 20th Classified Senate meeting (Marquez).
- DARE – The DARE Committee has another opening for a classified professional (Ceballos).
- What's Happening in Classified Senate? (Ehle) – Is it possible to continue these emails? President Marquez will continue to send out Classified Senate highlights to De Anza classified professionals with CS minutes attached. If anyone has additional information to add, please send it to President Marquez.

- Committee Reports – where/when should committee reports be included in Classified Senate proceedings (Englen)? The email updates and directions to them can be added to the Classified Senate website (Ceballos). “Group Studio,” a Yahoo-type group tool, is a possibility to use to consolidate and disseminate group information. Committee reports need to be included on upcoming agendas.
- Cupertino shooting and District dissemination of information – How could this have been handled better? How can it be better handled in the future? (Strongone) Virginia Marquez to send an email on behalf of the Classified Senate to Brian Murphy and Marisa Spatafore expressing our concerns over the handling of this emergency. Should the Senate do a survey of responses? Julie Ceballos proposed the possibility of adding an emergency banner message to the District website.