

**Classified Senate Meeting Minutes**  
**January 17, 2008**

**Present:** Berg, Cheney, Guevara, Kirkpatrick, Leever, McCortney, Paccioretti, Patlan, Sainten, Vandiver, Von Ahnen

**Others in attendance:** Mary Clark, Sally Larson, Cynthia Smith

**1. Approval of Agenda:** approved.

**2. Administration Re-organization Discussion – Student Services and Finance:**

Mary Clark distributed a proposal for re-organization of duties under the Dean of Academic Services to create a “Centralized Faculty Service Department” to include Scheduling, Curriculum, Faculty Payroll and Personnel.

Discussion followed concerning alignment of various functions under appropriate deans and possibilities for re-assignment of current responsibilities.

**Student Services:** Possible re-org of Financial Aid & Scholarships under a dean rather than directly under the VP. Under Dean of Admissions & Records – change Enrollment Management to Enrollment Reports to better reflect the nature of the responsibility.

**Finance:** There was discussion about custodial, grounds & operations going back to Plant Services at district.

Other group recommendations: Voc Ed, OTI, Co-Op, Workforce and CACT – put under Dean of Community Education. Tech Resources group – move from VP of Finance to new Dean of Learning Resources.

Other comments/suggestions: The DA Web site has two calendars – 1 maintained by Marketing & Communications; 1 by Resource 25. CS recommends that only one comprehensive calendar be maintained and posted on the DA Web site.

As an aside on the same topic: Olivia recommended that Classifieds review their job description if they are given the charge of updating web pages. CS needs to conduct a survey of changes in duties over the past 5-6 years regarding technology changes.

**3. Review Admin Re-Org Recs with Brian Murphy:** President Murphy did not attend this meeting.

**4. Announcements:** Melodie Cheney and CJ Jones have been presented with awards by the local American Heart Association for their leadership in the 2007 Heart Walk. Team De Anza raised \$7,200, the highest amount among non-corporate participants.

Meeting was adjourned at 4 p.m.

Submitted by Ann Leever