De Anza College Classified Senate

Thursday, November 5, 2009
2:30-4 p.m.
Admin Conf. Room 109


Guests: Gerry Durham, CSEA representative, Donna Bradshaw, IPBT representative.

Call to Order: L. Jenkins called the meeting to order at 2:35 p.m., introducing guests Jerry Durham, representing the CSEA members, Donna Bradshaw, CS IPB representative and Lucas Ho of the DASB.

Approval of the Agenda: M/S/C (G. Vandiver/A. Guevara) to approve the agenda.

Review/Approve Oct. 15 minutes: M/S/C (L. Jenkins/C. Pereida) to approve minutes.

Committee needs and confirmations: IPBT – C. Pereida was confirmed, with MK Englen confirmed as a visitor while Michelle Nga Doan is on Staff Development Leave (SDL). Facilities Committee meets monthly, Tuesday from 3-4:30 p.m. with G. Vandiver available at that time, willing to attend the next meeting with possible proposed confirmation next month. Diversity Advisory Council - V. Marquez was confirmed for a second year and P. Lam (former Office of Diversity administrative assistant) was confirmed for the second seat.

Budget Report: M. Ingalls reported the balances of the two Senate accounts: Chase (dues account) has $7,627.00, less $2k reserve. (This account was used for Carl Brown memorial donation, Robert Griffin’s retirement gift.) L. Jenkins encouraged increasing member dues contributions for one of this year’s goals. Banner (B) account has $6,833.33, with CS-DA’s share of the State Classified Senate dues the only outlay.

Discussion followed: Heart Walk T-shirt commitment is $500 for this year; Annual Retreat contribution was $4k for the combined retreat with FH and District, and to hold $3-400 in reserve for a half-day, on site transition retreat at the end of the year; Opening Day workshops were SLO meetings, but funds for proposed two or three half-day mini-workshops including all three senates; two Employee of the Month (EOM) celebrations already have the clocks purchased, $1k for food/tip, $200 for gifts, $200 decorations, $250 drinks, totaling $3k from the B account can be augmented (if needed) from the Chase account, with future discussion on the celebration to be discussed with the EOM committee; Refreshment funds of $125 for the last meeting of the quarter could be replaced with a cookie exchange, etc. within food service requirements; Election Ice

Cream Social budget of $200 could be increased to $300 with consideration of fruit, cookie, popcorn or other non-melting alternatives.
D. Bradshaw reminded the Senate to be mindful of perceptions with our fund allocations during the current college budget crisis. T. Gerard noted that the Senate has the guidance of administrative advisor Lydia Hearn. 4Cs membership (California Community College Classified Senates), check out the Web site of this statewide organization that has provided trainers for past workshops; Classified Cares committee used to send out cards to classified, but hasn’t met in a couple years; Printing still need funds for flyers, election ballots, etc.; Mail had been budgeted for Cares committee mailing cards; Gifts include one at the end of the President’s term (L. Jenkins declined one), Spring Fling and Holiday Reception gifts of $50 each are no longer necessary with the shift in event emphasis; Reimbursement for Conference if unused will be swept at year end; Contingency Fund is a recommended practice to maintain for a buffer when the need arises.

In summary:
$3,000 EOM
$4,000 Classified Retreat
  $300 Year end
  $125 quarter end
  $300 election
  $50 Classified Cares (eliminate)
  $50 printing (future electronic voting?)
  $200 mail (eliminate)
$600 donations (Smart/final, Costco for Holiday canned goods $200)
+$200 for Holiday & Spring food drive
$100 gifts (take $100 out for holiday parties) food drive from Senate dues account
$200 reimbursement for conferences
$500 (2009-10 Heartwalk) came out of this year Sept 2009
$600 contingency fund

M/S/C (A. Guevara, T. Gerard) to pass the 2009-2010 Classified Senate De Anza budget.

Announcements: A. Guevara announced that the ICCE will be hosting a Food Fair on Dec. 1, 3-5p.m. in the Sunken Garden, with a film from 5-7:30 p.m. in Conf A&B. Reminder that there are Conference and Travel funds available for Classified Staff, so don’t hesitate to apply. The DARE task force invited the CS president or representative to a retreat 11:30 a.m.-6 p.m. Friday, Nov. 6. Burning issues: Reminder for all Senators to check the Classified Senate mailboxes in the Admin mail room. Ingalls and others inquired how the instructor deadline information could be accessible on the portal instead of A&R e-mailing all the division assistants to send the information out to all their instructors? J.Ceballos will contact J. Pena-Ferrick to follow-up.

Adjournment: The meeting adjourned at 4:04 p.m.

Respectfully submitted,
Jo Ann Okabe-Kubo, 11/18/09
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