DE ANZA COLLEGE
CLASSIFIED SENATE MEETING MINUTES
Thursday, April 17, 2014
Location: ADM 109

PRESENT: Margaret Bdzil (President), Karen Hunter (Treasurer), Keri Kirkpatrick (Secretary), Thao Nguyen (Section 1), Lorna Maynard (Section 10), Andrew Stoddard (Section 11), Tony Arellano (Section 12), Mary Kay Englen (Section 13), LaDonna Yumori-Kaku (Section 17), Teri Gerard (Section 18), Robert Yosin (DASB)

GUESTS: Dennis Shannakian, Veronica Neal

1a. Approval of Agenda: (All)
   • No Amendments
   • Today’s agenda was– (M/S/C – /): Hunter / Arellano / All

1b. Approval of Minutes: (All)
   • No Amendments
   • Minutes Approval: (M/S/C -): Gerard / Maynard / All

2. Approval of VP of Finance Hiring Representative: (Bdzil / All)
   • Teri Gerard has volunteered to serve on the VP of Finance Hiring Committee.
   • Her appointment to represent the Classified Senate on this hiring committee was approved unanimously by the Senate. (Motion made by Arellano, seconded by Maynard).

3. Campus-Wide Equity Discussion: (Neal / All)
   • Veronica Neal gave update on Campus Climate Survey.
   • Will share the information gathered from our activity at the convocation on Friday 4/18.
   • Everyone is in the process of establishing their Equity Core Teams. Each team should include a Classified professional.
   • Veronica is reviewing the Equity Core Teams’ membership to ensure that each includes at least one Classified, and also a student representative.
   • Will come back to Senate and share the Core Teams, and ask for input.
• Equity Subcommittee for Classified Senate should be ready to go soon. That group will be helping with the development of the administrators, faculty, and classified professionals’ Climate Survey. They will bring the survey to the larger group for feedback.
• Equity State Plan is also going forward, and the Subcommittee will be Classified representation for that as well.
• EAC meeting on April 16, 2014 was held to go over data that will inform the State plan.
• Direct asks: Who will be on the Subcommittee, and who will be the liaison between the EAC and the Senate Subcommittee? If interested, contact Margaret and/or Veronica.
• 4th meeting of EAC is designated to talk about equity planning and it would be good to have a liaison there.
• Equity is for everyone on campus. It happens in all the different relationships we have.
• The Senate participated in an exercise that Veronica brought: A questionnaire regarding the Senate’s feelings on equity and how the Senate engages in equity. How do we feel we’re doing around equity work? Hoping to identify areas of strength and areas of growth. We are modeling the importance of this work for the Campus by doing this work ourselves.
• Exercise outcomes:
  o There is a strong sense of camaraderie, cooperation, and service in the Classified Senate.
  o We are structured in such a way to allow us to represent several different programs in each Section, which helps us stay un-territorial and adds to diversity.
  o Understanding / modeling of college core values: Connectedness correlates to developing the human capacity, and institutional core competencies especially global, cultural, societal awareness.
  o Our focus on educating ourselves, and the campus at large, on areas of safety speak to the critical thinking and physical/mental wellness and personal responsibility competencies. Part of our mission is to promote professional development.
  o The Retreat will touch on some of these issues. Part of the focus is to highlight the fact that our individual roles are important in the whole institution, and how we contribute to student and institutional success.
  o We’ve worked on communication and professionalism across the campus.
• Veronica took notes and asked us to give our notes either to her or the subcommittee.
• Asked us to think about things we do as a Senate that helps people feel connected to each other.
• Asked that subcommittee look at promising practices we can share with the other governing bodies, and some specific things we do that create an inclusive space. What are some of the things we are doing that is equity work, but hasn’t been named in that way yet? Examples: commitment to professional development, better communication, etc. How are these about inclusion and empowerment? What are our strengths and areas of growth?
• Veronica and the subcommittee will meet to look at the notes and work on this together.
4. **Classified Senate Section Reorganization:** *(Bdzil / Englen / All)*
   - Mary Kay created and sent a survey out through the listserv. There were 38 responses and most were in favor.
   - There were some comments in the survey, and they were very telling of the morale and climate within Classified ranks. Mary Kay suggested that we find a way to get these comments to senior staff.
   - The reality is that many people are not able to participate in shared governance due to an increase in workloads and inflexible work environments.
   - Mary Kay will forward the survey results to Rowena to present at the next senior manager’s meeting. Also suggested that we put them on our website somewhere to keep the record for accreditation. Executive Board and Mary Kay will sum up the discussion around the reduction in staffing to supplement.
   - Mary Kay will look at the data that shows how many Classified positions / people have been lost over the past several years.
   - Motion to reorganize the Senate sections and reduce the number to 13 made by Hunter; seconded by Gerard. Approved unanimously.

5. **2014-15 Classified Senate Elections:** *(Englen / All)*
   - Mary Kay needs help with the nominations piece of the elections.
   - Only folks who are not running can help with nominations.
   - Started the nominations form. Section 3, 4, 5, 8, 9 and 10 will be up for election.
   - The nominations committee is responsible for asking Senators who are finishing their second term of their first term this year if they are going to continue and run for the next year. Same with the Executive Board.
   - We need to find a President for one year. Lorna is running as President Elect.
   - It is everyone’s responsibility to talk to people about running for open sections / offices.
   - Really needs someone to call the senators who need to be asked if they are running again. Appointed terms don’t count toward the term limits, so they can also run.
   - Senators do not have to work in the Section that they represent.
   - Margaret asked if anyone has recommendations for the President position. Mary Kay has an idea.
   - Needs someone to coordinate getting the nominations out once we know which sections / positions will need nominations. Nominations committee needs to confirm with the nominees once the forms are in. There is currently no nominations committee.
   - Virginia suggests writing up a task list to send out to give people an idea of what the responsibilities of the nominations committee are. Virginia and Dennis will work on it.
   - Next step: send out nomination sheet and give people a few weeks to fill them out / confirm nominations.
   - Elections will be held concurrently with the Ice Cream Social, on May 22, 2014.
   - Won’t be able to do the Leadership Retreat until July.
6. **Classified Professionals Retreat Update: (Englen / Hunter)**
   - In a couple weeks the half-sheet flier will be ready to be distributed. There will be a hard copy flier as well as an email and a posting on the Senate website.
   - Virginia noticed at the Partners in Learning conference that a hard copy flier seemed to cause a slight jump in attendance, and the committee thought it would be a good idea to see if it would help Retreat attendance in the same way.
   - Senators should walk their sections with the fliers to connect with constituents and drum up interest / invite them to the Retreat. Find their mailbox if you can’t find the person.
   - Karen will be meeting with Patrick regarding food soon.
   - This year’s retreat will more closely resemble a flex / in service day. There is only one topic / theme. Because of that, more encouragement may be required to get people to attend. It will be a more focused day and less leisurely, but will be great for self-reflection and development.
   - There are 2 presenters who will team during the day, and lead activities.

7. **Announcements and Introductions: (All)**
   - Gerard: someone has been hired to fill the vacant Campus Personnel Assistant (formerly called the Campus Payroll Assistant) position. Her name is Catherine Perales. She goes by Kit. She will stop by next meeting to introduce herself.
   - Yumori-Kaku: Club Day is Thursday April 24. Brought some fliers for us to take and distribute to students / other staff.
   - Robert Yasin: Spring DASB elections are coming up. Deadline for nominations is April 28. Student Trustee elections as well. Meet Your Senators event on April 22 and 23.

Meeting adjourned at 4:44 PM