DE ANZA COLLEGE  
CLASSIFIED SENATE MEETING MINUTES  
Thursday, May 1, 2014  
Location: ADM 109  

PRESENT: Margaret Bdzil (President), Karen Hunter (Treasurer), Keri Kirkpatrick (Secretary), Thao Nguyen (Section 1), Amelia Sanchez (Section 3), Tracy Chung-Tabangeura (Section 4), Susan Edman (Section 6), Melissa Ingalls (Section 9), Lorna Maynard (Section 10), Andrew Stoddard (Section 11), Mary Kay Englen (Section 13), Angelica Strongone (Section 14), LaDonna Yumori-Kaku (Section 17), Teri Gerard (Section 18), Patti Whelen (ACE), Robert Yosin (DASB)  

GUESTS: Julie Ceballos and Vanessa Smith (Marketing) 

1a. Approval of Agenda: All  
   • Today’s agenda was– (M/S/C – /): Kirkpatrick / Gerard / All 

1b. Approval of Minutes: All  
   • Amend date of meeting to 4/17/14 and location to ADM 109. Amend Item 3 bullet point 9: Instead of the phrase “Direct Asks”, use “Veronica has asked the Senate”. 
   • Amend Item 5, point 4 to read “Second year of their first term...”.  
   • Approval with amendments– (M/S/C – /): Yumori-Kaku / Gerard / All 

2. Announcements: (All)  
   • Teri Gerard introduced Kit Perales, the new Campus Personnel Assistant.  
   • LaDonna Yumori-Kaku still needs donations for the raffles during the Retreat. Had 19 at the time of the May 1 meeting.  
   • EO Reps are needed for hiring committees. Contact Veronica Neal for information. 

3. New Marketing/Communications Request and OmniUpdate v10 Rollout: (Smith / Ceballos)  
   • Version 10 of OmniUpdate will roll out soon.  
     o Demos start Thursday May 8. See the OmniUpdate homepage for demo dates and a tutorial video.
Tuesday 5/13 OmniUpdate will be shut down to do the migration. May be
down as long as 2 days.

- Users will not need to do anything in order to access the new version.
- Version 10 has an improved interface and a drag-and-drop feature for images.
- Users are able to do their own reports, such as audit sheets.

- The Marketing Office has both an updated “Plan and Promote your Event” checklist
  and a new Project Request Form online at http://www.deanza.edu/marketing
  - New email address: marketingoffice@deanza.edu The whole Marketing team
    will receive messages sent to that address.
  - Contact the Office as soon as possible for services such as ordering fliers or
    other print projects, posting your event to the Events Calendar, creating a
    Facebook event page, etc.
  - Lead time for projects depends on several factors including size of orders,
    other projects / events that may have priority, etc. Rush orders are available
    but cost more.

4. **2014-15 Classified Senate Nominations:** (Bdzil / Englen / All)
   - Margaret sent out the nomination form and related documents (description of duties
     for Senators and Executive Board, and the Section descriptions) on the listserv.
   - If anyone sees any changes that should be made to the sections, send that information
     to Mary Kay and she will update the list.
   - Senate section list historically lists buildings, not individual departments, because
     departments and people move around.
   - There is someone running for every Executive Board position at this point, and 2
     Senators. 4 sections do not have a declared person running. (4, 5, 8 and 13)
   - College Council had a positive reaction to the news that we had reduced the number
     of sections in the Senate.

5. **Classified Senate Budget Update:** (Hunter)
   - Karen handed out a Budget Report that incorporates the 2 changes proposed at this
     meeting.
   - The expected balance of the Chase account as of June 30 2014 is $6395.08.
   - The first request pertains to the B-Budget, and is to take the difference between
     the original Retreat budget of $4500.00 and the actual amount being spent on the Retreat,
     which is $3875.00, and put that toward Classified Employees Week activities. This
     would result in $625.00 being available for Classified Employees Week. (M/S/C – /)
     Ingalls / Strongone / All
   - Second Request is $1000.00 from the Chase account to purchase a small token for
     people who participate in the Classified Retreat. (M/S/C – /) Maynard / Sanchez / All
   - The President’s office has agreed to pay $4000 for the presenter at the Retreat. Senate
     will pay $1000.

5. **2014-15 Elections and Spring Social Event:** (Bdzil / Englen / All)
   - We are breaking with the general pattern of elections by having them later in the
     quarter. In the past they have happened in April. Have been out of the pattern for a
     few years now.
   - Classified Employees Appreciation week will kick off with a breakfast served by
     managers on Monday, May 19th.
   - Elections and the Spring Social will be held the Thursday of that week (May 22),
from 2:00 to 3:30 PM.

- Couple of other things in planning for that week: Professional Development as well as fun. Mary Kay is trying to engage some of the Deans. Colleen Lee-Wheat is on board.
- Mary Kay will ask Patrick about using the patio near the Don Bautista Room in the Campus Center. The room or area for the elections and social are TBD. Maybe put the election box in the El Clemente Room and the food in Don Bautista. Also will look into outdoor spaces that may be available.
- Food / ice cream is also TBD; Angelica suggested using Bay Area Ice Cream for the event. Will look in to the price.
- EOM celebration also sometimes happens during this time; the committee needs nominees! Anyone can nominate.
- Mary Kay will be calling around for volunteers to help out at the voting box and with the food.
- Lorna asked if we could find more information about different ways to advertise the need for people to run for Senate, and for the elections, possibly with signs similar to the ones DASB has posted around campus. LaDonna mentioned that permission from Donna Jones-Dulin would probably be required for that, but Margaret will talk with Marketing about options.
- LaDonna emphasized the importance of connecting personally with colleagues to drum up interest and support.

6. **Classified Professionals Retreat Update:** (Hunter / Englen)
   - Information / Registration link is posted up on the web at [http://www.deanza.edu/gov/classifiedsenate/cpretreat.html](http://www.deanza.edu/gov/classifiedsenate/cpretreat.html)
   - “Engage, Connect, Change” is the theme of the day (and the flier is fantastic).
   - Susan Christy is bringing a team with her, including Sue Walden from ImprovWorks.
   - Will take place in Conference Rooms A & B, except lunch which will be in the Fireside Room.
   - Need volunteers for set up, clean up, registration, drawings, and general management of the event. Will pass around a sign up sheet via email.
   - Tracy asked what the managers’ positions are regarding supporting classified workers who want to attend. – The managers are aware of the retreat, and the President’s Office will send out the information again and ask the managers to encourage Classified to attend.
   - If there are any managers that anyone knows of who are reluctant to allow folks to attend the Retreat, email Mary Kay. It is confidential, and Brian has asked specifically to be informed of such circumstances. An anonymous note can also be left in the Staff Development mailbox as well.
   - Employees do not have to use any personal or vacation time to attend the Retreat. It is considered a paid In-Service Day.
   - This is going to be a full day, and the work is continuous through the day. It would be most beneficial to attend the whole day; however, if there are people who are only able to attend a part of the day we don’t want to discourage them from coming.

Meeting adjourned at 4:29 PM