DE ANZA COLLEGE
CLASSIFIED SENATE RETREAT MINUTES
August 29, 2012
Location: California History Center

PRESENT: Reza Kazempour (CS, President), Teri Gerard (CS, Treasurer), Sarah Corrao (CS, Secretary) Nina Van (Section 1), Veronica Aparicio (Section 2), Tracy Chung-Tabangcura (Section 4), Julie Ceballos (Section 9), Matt Trosper (Section 11), Tammy Ehle (Section 12), Tony Arellano (Section 12), La Donna Yumori- Kaku (Section 17), Lois Jenkins (Section 18),

ABSENT: Pat Weinberg (Section 3), Susan Edman (Section 6), Melissa Sheldon (Section 8), Lorna Maynard (Section 13), Angelica Strongone (Section 14), Norma Johnstone (Section 15), Virginia Marquez (Section 16), Sharon Berg (EOM), Janet Schmidt (EOM), and Patty Jobs (EOM)

1. Brunch (Coffee/Snacks) Meet & Greet
2. Ice Breakers (Yumori-Kaku)
3. Team Building (Yumori-Kaku)
4. Lunch
5. Introduction to Classified Senate (Jenkins)
   A. Introduction to Classified Senate
      a. Presented poster of word cloud from code of ethics (wordle). Weights words by how many times words are listed (see attached).
      b. Classified Senate was established twenty years ago and in honor of that we created a new logo last year.
      c. We sponsor Classified Retreats (annually) and welcome everyone.
      d. We conduct surveys.
      e. We have a budget suggestion box (online).
      f. We participate on all governance committees: Influence.
      g. Our service is district wide: District.
      h. We participate on all standard accreditation committees: Standards.
      i. We received the Model Senate Award: Respect of fellow senates: Respect.
6. Classified Senate Highlights (Kazempour)
   A. Welcome to Classified Senate 2012-13.
   B. We do not have a President Elect. We are still trying to recruit for one. This person will need to attend Academic Senate Meetings and lead in the absence of the President.
   C. Section 5 is vacant. Section 7 does not have any classified professionals working there currently.
   D. Mary Kay will be getting a list of constituencies out to senators. Make a group in outlook for information dissemination. Senators will need to make more contact with their groups with agendas, minutes, etc.
   E. Kazempour will meet monthly with the De Anza College President Brian Murphy and he will be working on better communication across leadership bodies.
F. General announcements will go out through the Listserv. Agendas and minutes will be disbursed to constituent groups by senators directly. This way if constituents have questions and/or concerns senators can bring them to senate meetings directly. We need to put our constituencies first.

G. Thank you all for your participation.

7. Bylaws (Kazempour)
   A. The bylaws are in your binders. Please make sure to review them.

8. Budget Update & Payroll Deductions (Gerard)
   A. B Budget
      I. Expenditures for 2011-12: We started with $7,000.00 and spent $5,835.40. We were left with $1,164.60, which was rolled back into college’s budget.
         a. Ceballos commented that we are helping the college save money by rolling money back.
      II. Budget for 2012-13: We will start with $7,000.00 and may have midyear cuts.
         a. Kazempour emphasized that we need to show taxpayers that we are spending our funds on things that are really needed.
         b. Kazempour indicated that new for this year EOM and Staff Development will need to fill out a budget request form outlining their needs. The Classified Executive Council will put together a recommended budget and present it to the Classified Senate for ratification.
      III. We will not be able to use this fund to purchase food and/or gifts going forward (Gerard). We will need to rethink how we fund/celebrate during the Employee of the Month celebrations (Kazempour) and may need to ask for donated gifts (Schmidt)
   B. Our Chase Account is funded through payroll deductions. Please encourage others to participate (see attached).
      I. Expenditures for 2011-12: We started with $6,129.15, received $1,487.77, and spent $1,855.78. We were left with $5,760.47.
      II. We use this account for things we cannot use “B” budget to pay for.
      III. This fund is mostly used to fund the Classified Retreat.
   C. Going forward we will need to raising money through payroll deductions.
      a. Kazempour we will need to revisit budget every quarter to keep us on track.
      b. Ceballos asked how much we are getting through payroll deductions and Gerard said about $120.00 per month from all supporters.
      c. Gerard mentioned that Marquez would be running a “Thank You” note writing drive for our donors.
      d. Arellano asked whether it would be possible to have a fundraiser and Jenkins said that their maybe restrictions and we would need to look into it. Arellano and Jenkins will look into it.

9. Calendars of Events (Kazempour)
   A. Meetings 1st & 3rd Thursday 3-4:30 PM Admin 109
   B. Executive Meeting: Mondays before Classified Senate Meeting 10-11:00 AM Classified Senate Office.
      a. October 4th: 1st Meeting
      b. October 18th: Budget
      c. November 1st
      d. November 15th
      e. December 6th: Cookies and Friends
      f. December 7th: EOM Celebration
      g. January start planning retreat
      h. January 3rd
      i. January 17th: Budget
j. February 7th
k. February 21st
l. March: Partners in Learning
m. March 7th: Promotion of Elections
n. March 21st
o. April 4th
p. April 18th
q. April 25th: Elections/Ice Cream Social
r. May 2nd
s. May 10th: Classified Retreat
t. May 20th - 24th: Classified Professional Week
u. May 22nd: Classified Professionals Celebration (tentative)
v. May 16th
w. June 6th
x. June 7th: EOM Celebration
y. June 14th: Leadership Retreat
z. June 20th: Final Meeting (Recycled Gift Exchange)

10. Outlook Calendar Tracking/Committee Reports/Academic Senate & DASB Liaisons (Corrao & Kazempour)
   A. Outlook Calendar Tracking (Kazempour) requests that you make sure to accept the Classified Senate meetings on your Outlook calendar so that we can plan accordingly. We need to make sure we are going to have a quorum, especially over the holidays.
   B. Committee Reports (Corrao) Please submit your committee report (see attached template) to Corrao before the Classified Senate meetings (2nd and 4th Monday of each month). The report should include a few bullet points as they pertain to classified senate.
   C. We are working on having DASB Liaisons and need a volunteer to serve on the Academic Senate until we have a President Elect (Kazempour).

11. Goals/Projects Brainstorming Session and Discussion (Kazempour)
   A. Our goals for this year should not just be about raising money but trying to get more people involved. We need new members, ideas, and senators. Ideas lead to more ideas (Kazempour).
      a. It’s about partnerships (Ceballos).
      b. We are all part of the equation (Jenkins).
      c. Let’s just participate. We do not need to wait for people to invite us we can invite ourselves (Gerard).
   B. Let’s work on an ongoing Classified Senate/Classified Professionals Community Service Project (Jenkins). E.g. Food Bank Collections, Giving Tree, Heart Walk, Walking in her shoes, etc.
      a. Northern California Sports Camp SJSU needs volunteers as well as money (Arellano).
      b. Relay for Life, March in March (will advocate to supervisors etc.) (Kazempour).
      c. Making Strides against Breast Cancer (Yumori-Kaku).
      d. Once a quarter, rather than all at once (Yumori-Kaku).
      e. Events throughout the year without one on top of each other so more people can come (Jenkins).
      f. Need to ask constituencies what volunteer causes are people involved in? Can we get involved? (Kazempour)
         I. Survey Monkey: What sort of things will you support (Jenkins)?
         g. Get to know constituencies first. Office Hours, Meet and Greet (Yumori-Kaku).

C. November is pending and cuts are looming. It important for us to do something for morale (Gerard).
a. Classified Professionals could go to De Anza sporting events together. We could get together and support the students (Ceballos).
b. Picnic, Maybe once a month (Jenkins).
c. Game, Yoga Thursday, Lunch in sunken garden (Ceballos).
d. Hat day, Jersey Day, Halloween (building themes) adds a little bit of fun (Fridays) Freeze mob, Make it fun (Gerard).
e. Aloha Friday (Yumori-Kaku).
f. It would be great to get DASB & ICC involved in these morale building activities (Kazempour)
g. Themed Swap Meet (Jenkins).
h. Comedy Night (Jenkins).
i. A social hour once a quarter (Yumori-Kaku)

D. What about a Classified Senate Scholarship? (Ceballos)
   a. Yumori-Kaku recommends having separate accounts for scholarship donations (through foundation) and regular CHASE activities.

E. Please email Kazempour other ideas. We will share ideas when more people are present and ask for volunteers. We could have an open agenda item to ask for a vote (Kazempour).