DE ANZA COLLEGE
CLASSIFIED SENATE MINUTES
November 1, 2012
Location: Admin 109

PRESENT:  R. Kazempour (President) L. Jenkins (President Elect & Section 18) S. Corrao (Secretary) T. Gerard (Treasurer) V. Aparicio (Section 2) P. Weinberg (Section 3) T. Chung-Tabangcura (Section 4) S. Edman (Section 6) M. Sheldon (Section 8) J. Ceballos (Section 9) T. Ehle (Section 11) T. Arellano (Section 12) N. Johnstone (Section 15) V. Marquez (Section 16) LD. Yumori-Kaku (Section 17)
ABSENT:  N. Van (Section 1) M. Trosper (Section 10) L. Maynard (Section 13) A. Strongone (Section 14)
GUESTS: Patty Jobs (EOM) Sharon Berg (EOM) Karin Novak (DASB) Mary Kay Englen (Staff Development)

1a. Approval of Agenda (All)
   ● Today’s agenda was APPROVED – (M/S/C –Arellano/Jenkins)

1b. Approval of Minutes (All)
   ● Minutes for 10/18/12 was APPROVED as amended – (M/S/C –Gerard/Jenkins)

2. De Anza Votes 2012 (Jenkins & Kazempour)
   o A mail-in ballot box for Santa Clara County is chained to the flag pole until Election Day. If you have not voted please do (Jenkins). There is a lot at stake (Kazempour). A reminder to vote will be posted on the De Anza College front page (Ceballos).

3. Classified Senate Funded Committee Reports (Committee Members)
   ● Staff Development Committee (Englen)
     o Members: Marquez, Englen, Van, Weinberg, Joseph, Harper, Sainten, Bradshaw
     o The Staff Development Committee meets once a quarter. They have been working in conjunction with the Communications Committee on issues pertaining to safety. They are also interested in offering technology training and will do a survey to see what classified professionals need. In addition, they will also provide transitional support during the bumping process.
   ● Communications Committee (Marquez)
     o Members: Marquez, Joseph, Booye, Englen, Ceballos, Jenkins, Berg, Jobs
     o 12/13 Goals and outcomes: Centralized Communication (strands 3, 4). Develop a process/policy page to post on the Staff and Faculty page that will be both an archive and index. Virginia, Marykay, Lois and Julie will discuss further. Marykay will draft a sample. Appreciative Inquiry training (strands 1, 2) Veronica Neal, Jackie Reza or Karen Williams as a facilitator discussing Safety, both personal and front desk. Would like to address Safety, Centralized Communication, and Appreciative Inquiry.
     o 4 strands: 1. Interpersonal communication: creating respectful interactions, developing effective listening skills, addressing conflict, confrontation, and difficult situations. 2. Public communication skills: public speaking skills, effective meeting and committee participation, assertiveness. 3. Communicating across the college community: knowing what information to share with whom and when. 4. Methods and mechanics of communication: Effectively developing and sharing process.
   ● Employee Of the Month Committee (Jobs)
     o Members: Jobs, Jones, Berg, Schmidt, Munson, Pacheco, Contreras
     o They are looking into office supplies that will help recipients with their jobs. They will have one
celebration in December and one in June celebrating 9 employees. President Murphy will supply clocks and plaques.

4. Funded Committee Brainstorming (All)
   - Mythbusters for communication committee (Kazempour).
   - Include students in front desk safety training (Edman).
   - Safety training for big student events (Yumori-Kaku).
   - What it’s like to walk in someone else’s shoes: Students: Staff: Faculty (Kazempour).
   - We should honor EOM in La Voz (Edman).
   - Prerequisites enforced in Fall Quarter, need joint experience. Have small group experience (Weinberg).
   - Calendaring on website. Links on our website to a list of all campus meetings times and dates (Yumori-Kaku).
   - Link to governance handbook. Promoting information about each of the committees. (Marquez).
   - Governance Website has been updated. (Ceballos).
   - Responding to meetings isn’t really happening. Save the date for upcoming for events (Englen).
   - Susan Malmgren offers training for Microsoft Outlook/ Calendaring (Gerard).
   - Could Susan videotape herself so more people could view (Yumori-Kaku)?
   - Small snippet videos for training (Ceballos).
   - Everyone has different learning styles (Englen).
   - What about Jobs suggestions (Berg)?
   - Cups and Mugs might be considered decoration maybe check with supervisor (Gerard)?

5. General Committee Reports (Committee Reports)
   - SSPBT (Tabangcura): The ranking of Student Services positions slated for elimination/ consolidation can be found on the SSPBT website and has already been presented to College Council. College Council accepted the ranking but did not support the elimination of any positions. Yesterday SSPBT went over the viability process.
   - DASB (Novak): Budget goals.
   - IPBT: Did not meet.
   - Campus Budget: Did not meet.
   - College Council (Jenkins) approved budget reduction plans but no one believes that the college will be able to operate if they are implemented. The plans will be sent to board November 6. Student Success Act: How can we implement with no funding? Without funding they cannot enforce. Implemented: Scorecard, Enrollment Prioritization. Cleaning Schedule on Educational Resources. We will not get the same level of service we used to. We will need to help out.

6. All Classified Retreat (Kazempour)
   - All three groups (De Anza, Foothill, & Central Services) would do a joint classified retreat this year. Foothill would like to start a planning committee as soon as possible. Email Kazempour if you are interested.

7. Second Harvest Food Bank (Kazempour) until December 20th. They will bring bins to be placed all over campus (Marquez). Vote approved by consensus.

8. Burning Issues/ Event Sharing, Endorsing & Sponsoring (All & Kazempour)
   - Partners in Learning Conference Committee call for proposals. Date to be determined. Committee will request funding at a later date. Wants sponsorship from Classified Senate (Marquez). Vote approved by consensus.
   - Demo on My Portal Tabs (Ceballos).
     - Added a registration tab.
     - Adding Channels to All User Tabs.