DE ANZA COLLEGE
CLASSIFIED SENATE MEETING MINUTES
Thursday, December 6, 2012
Location: Administration Conference Room 109

PRESENT: Reza Kazempour (CS, President), Lois Jenkins (President-Elect; Section 18), Teri Gerard (CS, Treasurer), Veronica Aparicio (Section 2), Pat Weinberg (Section 3), Tracy Chung-Tabangcura (Section 4), Susan Edman (Section 6; fill-in for Secretary, Sarah Corrao), Melissa Sheldon (Section 8), Julie Ceballos (Section 9), Tammy Ehle (Section 11), Tony Arellano (Section 12), Norma Johnstone (Section 15), La Donna Yumori-Kaku (Section 17), Mary Kay Englen (Staff Development)

ABSENT: Nina Van (Section 1), Matt Trosper (Section 10), Lorna Maynard (Section 13), Angelica Strongone (Section 14), Virginia Marquez (Section 16)

GUESTS: Kathy Munson (EOM Committee), CJ Jones (EOM Committee), Sharon Berg (EOM Committee)

1. **Approval of Agenda**
   - Today’s agenda was APPROVED – (M/S/C – Gerard/Arellano)

2. **Approval of Minutes**
   - Minutes for 11/15/12 APPROVED – (M/S/C – Gerard/Jenkins) with the following amendment:
     i. Minutes item #8 – last bullet point – add “is” so the sentence reads: “Erin Ortiz, the Classified Senate President at Foothill College, introduced herself and let us know that the retreat committee is off and running.”

3. **Employee of the Month Celebration Update**
   - CJ Jones, representative from the EOM Committee, requested $100 from the Senate to help fund the 12/14/12 EOM celebration. She requested attendees to bring white elephant gifts for a raffle to be held at the celebration. (Please bring new but not expensive gifts; $5 minimum value.) The Bookstore will be donating gifts to raffle. M/S/C (Arellano/Ehle) to approve the $100 for the EOM Committee from the Classified Senate Chase account. Senate Treasurer, Gerard, requested receipts from the EOM Committee as soon as possible.
   - CJ requested the Senate to help with getting more nominations of employees who “go above and beyond” for the EOM Committee.
   - President Kazempour officially recognized the EOM Committee’s work this year.
3. **Safety Committee Discussion**

- President Kazempour requested that a committee be created to discuss and explore ongoing campus safety issues. Should we have a joint task force with the Academic Senate?
- The campus had a Safety/Emergency Preparedness Task Group in the past, but it’s fallen apart. Safety is a critical focus (Ceballos) and there has been a lack of advocacy (Englen). We need to take the lead in organizing and creating a safer environment; we need to push to have results; we need to create ideas towards best practices particularly in the areas of emergency communication, and we need to lend the knowledge of each of our workplaces to creating the most effective emergency response criteria. We need to be careful not to undo any or undermine any emergency preparedness plans that are already in place. (Englen)
- People don’t want to participate in creating effective emergency response (Englen) We need to engage as a community.
- Building monitors need ongoing training. (Jenkins) We need to define areas/buildings and their monitors. (Ceballos) The list of building monitors is posted online. Pippa Gibson oversees this list. The campus police are not involved in training building monitors. We need to be sensitive to the variety of situations that building monitors may be finding themselves in during these tough budget times and be careful not to overburden them. (Edman)
- We need both a larger all-campus plan and plans that are individual to each area. (Yumori-Kaku) We need to explore the different needs on campus.
- Perhaps the Communications groups can help with safety information dissemination. Faculty should also be included in safety discussions.
- Not all of the campus is connected to the alarm system. (Arellano)
- Do we need a campus command center? If so, how will it be funded?
- President Kazempour will discuss these issues with Academic Senate President Karen Chow and will report back to the Classified Senate.

4. **Social Committee**

- President Kazempour asked that the Senate help to create and promote social events for faculty and staff to participate in off-campus, e.g., ballgames, bowling, bbqs, hikes, etc. in order to help relieve some of the tension and stress we’re all feeling.
- We can poll each section to get a sense of the level of interest and potential participation. (Jenkins)
- Senator Ceballos offered the use of her groupons for a bowling event.
- President Kazempour will talk with Academic Senate President Chow about next steps to take towards creating a social events committee.
5. **Payroll Deduction Challenge/Contest**
   - Kazempour – let’s try to raise the payroll deduction amount for Classified Senate. President Kazempour proposed the idea of having a contest, open to all participants, to help create new donors for the Classified Senate fund (Chase account).
   - Idea proposal for the contest: 1 point if a Senator is able to get a donor to donate within their section, 2 points if outside their section, 3 points if the donor is a faculty member, and 5 points if the donor is senior staff or an administrator. President Kazempour said that he will try to get the Bookstore to donate an iPad for the contest winner. Senator Yumori-Kaku suggested that additional gifts be provided for contest participants in the form of a drawing.
   - A timeframe for the contest of one to two months was suggested, beginning in either January or February.
   - Contest rules and parameters need to be created.
   - One time donations are also encouraged.
   - The Classified Senate Executive Council will discuss the contest further.

6. **Burning Issues/Event Sharing/Endorsing & Sponsoring**
   - President-Elect/Senator Jenkins read a portion from a draft letter announcing that the District has received accreditation.
   - Senator Weinberg announced that new international students have arrived on campus.
   - Senator Ceballos asked if the “Ask Me” campaign would continue this coming winter quarter. President Kazempour said that he would talk with Marisa Spatafore to get clarification.
   - Senator Yumori-Kaku reported that Student Accounts, on behalf of DASB, has discount movie tickets available. Tickets are limited to 10 total per person. You will need to present your staff ID. Cash or check only. Best to get tickets now since ticket prices are likely to go up.
   - President Kazempour reminded the Senate that the Bookstore is currently having a toy drive for Christmas. Please donate new, unwrapped toys by December 21st. Drop-off bins are located both inside and outside of the Bookstore.

(SE for SC)