DE ANZA COLLEGE  
CLASSIFIED SENATE MEETING MINUTES  
Thursday, February 16, 2012  
Location: ADM 109

PRESENT: Virginia Marquez (CS, President), Teri Gerard (CS, Treasurer), Veronica Aparicio (Section 2), Pat Weinberg (Section 3), Larry Bloom (Section 8), Tammy Ehle (Section 11), Angelica Strongone (Section 14), Norma Johnstone (Section 15), La Donna Yumori-Kaku (Section 17), Adam Contreras (CSEA Rep), Jo Ann Okabe-Kubo (Section 5)

ABSENT: Reza Kazempour (CS, President Elect 2012-2013/Section 4), Susan Edman (CS, Secretary), Nina Van (Section 1), Julie Ceballos (Section 9), Lois Jenkins (Section 18), Sharon Berg (Section 6), Lesley McCortney (Section 12), Patty Jobs (EOM)

GUESTS: Mary Kay Englen (Program Coordinator, Staff Development), Margaret Bdzil (IPBT), Patricia Whelan (DSS), Shirley Schooler, Anastasia Inez, Wanda Lee (American Council on Education Fellow), Veronica Neal, Mi Chang

1. Approval of Agenda 
   • Today’s agenda was APPROVED – (M/S/C – Okabe-Kubo/Aparicio) with no amendments.

1. Approval of Minutes 
   • Minutes for 2/2/12 APPROVED – (M/S/C – Okabe-Kubo/Bloom) with the following amendments:
     i. Page 2, Committee Reports, bullet point 4, revise to state that “Jim Haynes presented the group with an updated draft of the Student Services Viability Process.”
     ii. Page 3, bullet point 2, “Norman” change to “Norma.”

2. Committee Reports 
   • IPBT: (Englen) Presented the Senate with a list of faculty positions that were ranked from one to 17 with the top nine going out for hiring positions for the 12-13 academic year. There may be an additional tenth position depending on the faculty obligation number for the year. Depending on the budget for the 13-14 academic year, there may be a faculty hiring freeze. If the 13-14 academic year has no hiring freeze, the remaining faculty positions from 10-17 will come back to the pool along with any additional faculty vacancies. The list represents no growth positions.
   • Communications: (Gerard) The committee has decided to meet every other week. The committee is currently an ad-hoc committee of the Classified Senate. The Communication Committee is considering whether
or not to remain as an ad-hoc or to become a standing committee on its own. The committee is currently without Karen Williams to assist the committee in keeping focused and on track. Okabe-Kubo suggested possibly using the funds from the Chase account to pay for Karen Williams. Englen stated they it could be an additional pay from the College to support the Classified Senate with this endeavor. Marquez stated that these are all viable options and the committee will be working on future funding. Yumori-Kaku requested that some of the books from the reading list from the committee be bought by the committee and put on reserves at the Library. Gerard stated that the Classified Senate does have budget for this and the committee will discuss this.

• Retreat: (Marquez) Things are going well and they are well on schedule with the retreat. Yumori-Kaku requested donations of new items valued at $10 or more. Gift cards are a good idea. Central Services will be joining the retreat this year. They are planning for about 160 people with about 12-15 workshops.

3. **Scheduling/Email Test Groups**
   - Englen along with Pippa Gibson, Marilyn Booye, Dennis Shannakian, Jerry Rosenberg and Cheryl Owiesny evaluated three different software programs. Zimbra, Microsoft Exchange and an Oracle software. The Oracle was not very good. Zimbra and Microsoft Exchange would be good alternatives to what we currently use. Fred Sherman is looking to complete this project by the end of June 2012 and have a new email and meeting software purchased by then.

4. **Scholarship**
   - Marquez reported that College Council did not meet with this idea very enthusiastically. If the Classified Senate decides to award a scholarship, President Marquez suggested we create a scholarship for a classified professional.

5. **Logo Refresh Vote**
   - Logo was unveiled at the “I Break for Chocolate” event on February 14. There was a good turnout on the voting (131 out of about 200). Marquez will be working with Julie Ceballos in placing the new logo on the Classified Senate’s website. Yumori-Kaku suggested making some letterheads with the new logo.

6. **Introduction: Veronica Neal**
   - Marquez introduced Veronica Neal, the Director of Equity, Social Justice and Multicultural Education. She can be reached at nealveronica@fhda.edu and at ext. 5338. Neal will be supporting everyone across the campus. She is currently getting to know the campus and is gathering information on what the campus needs. She has a background in Business, Early Child Development and Women’s Studies. She will be
teaching in the upcoming fall 2012 quarter. She will be working with a student assistant to assist her in her office.

9. **Announcements**
   - Partners in Learning Conference will be on March 2, 2012. Classified Senate is funding the conference $300 so please pre-register and attend. Yumori-Kaku suggested having the administrators send out an email to encourage classified professionals to attend the conference.
   - Marquez announced ACE will be having a benefits meetings to discuss the proposed health benefits changes.
   - APASA Lunar New Year Scholarship Luncheon (Yumori-Kaku) - Thursday, February 23, 11:30-1:00. $20.
   - Yumori-Kaku announced the 32nd Annual Day of Remembrance on 2/19/12 in San Jose for the mass incarceration of the Japanese during WWII.