DE ANZA COLLEGE
CLASSIFIED SENATE MEETING MINUTES
Thursday, February 2, 2012
Location: ADM 109

PRESENT: Virginia Marquez (CS, President), Reza Kazempour (CS, President Elect 2012-2013/Section 4), Teri Gerard (CS, Treasurer), Susan Edman (CS, Secretary), Nina Van (Section 1), Veronica Aparicio (Section 2), Pat Weinberg (Section 3), Larry Bloom (Section 8), Julie Ceballos (Section 9), Tammy Ehle (Section 11), Angelica Strongone (Section 14), Norma Johnstone (Section 15), La Donna Yumori-Kaku (Section 17), Lois Jenkins (Section 18),

ABSENT: Berta Pace (Section 5), Sharon Berg (Section 6), Lesley McCortney (Section 12), Patty Jobs (EOM), Adam Contreras (CSEA Rep)

GUESTS: Mary Kay Englen (Program Coordinator, Staff Development), Wanda Lee (American Council on Education Fellow), Tracy Chung-Tabangcura (Articulation Specialist), Marilyn Booye (Program Coordinator, Supervisor DSPS), Mary Sullivan (Health Services, Coordinator)

1. Approval of Agenda
   • Today’s agenda was APPROVED – (M/S/C – Gerard/Bloom) with the following amendments:
     i. Agenda item #3 – “Gerard” changed to “Marquez” under Discussion Leader.
     ii. Agenda item #3 switched with agenda item #4.

2. Approval of Minutes
   • Minutes for 12/15/11 APPROVED – (M/S/C – Kazempour/Jenkins) with the following amendments:
     i. “Max Gilleland” added to Guests.
     ii. Page 2, bullet point 3, “Jenking” changed to “Jenkins.”
     iii. Page 2, bullet point 9, “old folks” removed.

3. Smoking Policy Vote
   • Mary Sullivan updated the Senate on the status of the Non-Smoking Areas Administrative Procedures and the outcomes from the smoking policy vote.
   • If/when the Board approves the policy, students will be cited beginning spring quarter for smoking violations - $25 for the first offense, $50 for the second, and $75 for the third. 70% of the citation money will go to campus police, and 30% of the citation money will go to a smoking cessation program.
• Smoking survey – 58% agreed that a smoke free campus would have a positive effect; 34% felt it would have little or no effect; 2% would consider studying elsewhere.
• 2014 – CSU/UC campuses will be smoke free.
• Lois Jenkins suggested posting the campus map with the designated smoking areas online.
• How do we go about catching students who smoke outside of the designated smoking areas? (Johnstone) Do say something to the students about the smoking areas and the new enforcement procedures. Students won’t be cited during the first two weeks of the quarter. (Sullivan)
• Can students/employees smoke in their cars? No – in designated areas only.
• Is it possible to relocate the designated smoking area currently located near the faculty parking lot in Staff Lot A? (Weinberg) This will be looked into. (Sullivan)
• Lois Jenkins requested that the text at the bottom of the “Smoke Free Area” sign be increased in size for better visibility.
• A mass email needs to go out to students informing them of any upcoming changes to the campus smoking policy. (Strongone)
• Vote for approval of the Campus Smoking Policy: M/S/C (Ehle/Aparicio)

3. Committee Reports
• IPBT: (Englen) No budget news. Faculty hiring – Divisions have been given an extension (February 10, 2012) to declare retirements. If no additional retirees are declared, there will likely be 7-9 positions to fill. IPBT will receive the ranking list on Tuesday, February 14. The information from that IPBT meeting will be brought to the February 16th Classified Senate meeting. (There is a possibility that faculty hiring will be put off until 2013-2014.)
• SSPBT: (Booye) No meeting on 1/25. Community College assessment standardization was discussed at the 2/1 SSPBT meeting. Each campus (De Anza/Foothill) has its own matriculation processes that fall under a larger, District-wide policy.
• Kathleen Moberg is collecting contacts for the Veterans Outreach subgroup.
• Jim Haynes presented the group with an updated draft of the Student Services Viability Process.
• Enrollment strategies (Gerard): These need to be discussed in College Council (Marquez). Will also be good to add as an agenda item in SSPBT. Foothill enrollment is currently down 9%. A drop in enrollment will greatly affect our state funding. We need to get our schedules out sooner and allow for student applications to be submitted as soon as possible. Why not have a standing committee to address enrollment issues? (Yumori-Kaku)
• Communications: (Marquez) Follow the Reader. V. Marquez will send out an email announcing the De Anza Bookstore display of books on
organizational communication as recommended by classified professionals, faculty, and management. R. Kazempour will check to see if the bookstore can accommodate sales in EReader format.

- Classified Retreat: (Marquez) Last year’s retreat theme of self-care was very popular. This year’s retreat will also be based on the theme of self-care and will utilize the “i-logo” format with such offerings as, icare, icount, iconnect, irelax, iwalk, iwrite, iplay, iread, isleep, irelease, ilaugh, ieat, iaware, etc.
- Norma Johnstone has joined the Retreat committee.
- The Committee is looking for an opening activity coordinator.
- Central Services will be participating in De Anza’s Retreat and will help to pay for the event. We are hopeful that a Central Services person will serve on the Retreat planning committee.
- Julie Ceballos will ask Alan Glassman if he can sing at the Retreat.

4. **Committee Member Confirmation**
   - M/S/C (Kazempour/Ceballos) to confirm Margaret Bdzil as a classified representative to IPBT.

5. **Focus Groups**
   - Tech Task Force: (Englen) De Anza has hired a consulting group to assess and oversee the upgrading of the District’s email/calendaring programs. A decision should be forthcoming in mid-February. Phase 1: email to be implemented by June 30, 2012. Phase 2 – Troubleshooting email problems. Training on the new email system is planned to take place in the timeframe of a month. No timeline yet for calendar implementation. Please contact MK Englen with any questions/concerns you may have; she will forward these to Sharon Luciw.

6. **Logo Refresh Vote**
   - Classified Senate logo survey to be distributed to all classified professionals beginning February 3 and ending February 10. Four designs to choose from.
   - The four logos will be on display at the Classified Senate website. Classified professionals can vote once only.

7. **Partners in Learning**
   - V. Marquez requested $300 from the Classified Senate budget to help cover the cost of lunches for the March 2nd, Partners in Learning event. This year’s theme will be Building Community.
   - Discussion ensued as to the parameters of CS B-budget spending. B-budget funds can be used to donate to an organization but not to classified staff. Since the Partners in Learning event is a Staff Development event, it is ok to use B-budget funds for conference supplies.
• Motion to approve $300 in funding was M/S/C (Yumori-Kaku/Kazempour)

8. **New Diversity Coordinator**
   • Veronica Neal is the new Diversity Coordinator at De Anza. V. Marquez has asked Ms. Neal to present at the next Classified Senate meeting, February 16, 4:00-4:30 pm. Please invite staff from your sections to come to this meeting.

9. **Announcements**
   • V. Marquez asked the Senate to consider supporting an essay contest that would engage students De Anza’s feeder high schools by offering a scholarship award for Fall 2012 registration. This will be a good way to piggy-back on Rob Mieso’s outreach program. (Weinberg) V. Marquez will speak with Rob about possibly putting a sub-committee together. Scholarship money could be used for books and tuition. Important to include other governance groups. (Kazempour) Also important to support the students we already have here. (Yumori-Kaku)
   • AAPSA Lunar New Year Scholarship Luncheon (Yumori-Kaku) - Thursday, February 23, 11:30-1:00. $20. J. Ceballos asked senator Yumori-Kaku to send the event information to her to include it on the Events Calendar.
   • International Transfer Fair. (Strongone) February 9, 12-4 pm, Foothill College. More than 60 universities will be represented. There will be a free shuttle bus to ferry students between the campuses. For more information please go to: http://www.deanza.edu/eventscalendar/view_entry.php?id=1278&date=20120209