DE ANZA COLLEGE
CLASSIFIED SENATE MEETING MINUTES
Thursday, March 15, 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), Berta Pace (Section 5), Larry Bloom (Section 8), Julie Ceballos (Section 9), Tammy Ehle (Section 11), Lesley McCortney (Section 12), Norma Johnstone (Section 15), La Donna Yumori-Kaku (Section 17), Lois Jenkins (Section 18)

ABSENT: Angelica Strongone (Section 14), Sharon Berg (Section 6), Patty Jobs (EOM) Adam Contreras (CSEA Rep)

GUESTS: Mary Kay Englen (Program Coordinator, Staff Development), Tracy Chung (SSPBT Committee Rep), Veronica Neal (Director of Equity, Social Justice, and Multicultural Education)

1. Approval of Agenda
   • Today’s agenda was APPROVED – (M/S/C - Johnstone) with the following amendments:
     i. Change agenda item #2, SSPBT Committee Report rep spelling from “Trung” to “Chung.”
     ii. Insert new agenda item 3: Relay for Life (Jenkins). Agenda re-numbered accordingly.
     iii. Add “Classified Senate Donation Form” (Gerard) to item 7, “Quick Updates.”

1. Approval of Minutes
   • Minutes for 2/16/12 APPROVED – (M/S/C – Gerard/Ehle) with the following amendments:
     i. Page 1, “Present:” change spelling of Okubu-Kaku to Okabe-Kubo.
     ii. Page 1, agenda item #2 “Committee Reports:” second bullet point. Change “they are considering (along with the Academic Senate) on whether or not…” to “The Communication Committee is considering whether or not….”
     iii. Page 2, agenda item #4, “Scholarship:” Change “She suggested instead in creating a scholarship for a classified professional” to “If the Classified Senate decided to award a scholarship, President Marquez suggested we create a scholarship for a classified professional.”
2. **Committee Reports**

   - **SSPBT**: (Chung) The SSPBT is currently undertaking a Student Services viability review process. They are considering common areas of service across the different Student Service programs currently being offered. Enrollment strategies are also being considered, but, ultimately, this responsibility falls under Division Deans.

   - **Facilities**: (Bloom) Parking lot D is currently being used as a staging area during the construction of the new track and field. Construction there will likely be taking place into fall quarter. No graduation in the track and field area this year; there may be football games there in the fall. Larry Bloom hopes to have a draft of the policy of the use of motorized vehicles on campus. Bloom will check in with Donna Jones-Dulin regarding the current and future use of the charging stations in parking lot B and also regarding the missing stop sign in front of the Student Services building. Please let Larry know of any current or ongoing facilities issues. Requests were made to notify campus staff and students of any parking lot and/or campus closures throughout the year. Lois Jenkins said that this is possible. President Marquez also offered to draft a memo to Donna Jones-Dulin to ask for updates on campus construction dates and deadlines (including the Sunken Garden remodel project). Campus construction information should be included in a future Classified Senate agenda for further review.

   - **Communications**: (Marquez) The Communications Committee is working on creating a follow-up activity to The Thin Book of Naming Elephants workshop. Themes from The Thin Book of Trust in the Workplace are being considered for the next discussion, either jointly with The Thin Book of Naming Elephants book, or as a stand-alone discussion. The committee will be watching a webinar on how to present The Thin Book of Trust. The De Anza Library will be putting books recommended by the Communication Committee on reserve. Time limits for these books on reserve are still to be determined. Ultimately, these books will be donated to the Staff Development office.

3. **Relay for Life**

   - (Jenkins) Cupertino high school will be hosting this year’s Relay for Life event in July (21?). The Classified Senate offered financial support for this event last year, and Lois Jenkins requested support from the Senate for the event this year as well. Teri Gerard will check on the amount we donated last year. Jenkins requested that this item be placed on the next agenda for additional review.

4. **Election and Ice Cream Social Committee**

   - (Marquez) We need to do marketing for elections. Election committee volunteers: Englen, Aparicio, Jenkins.

   - **Ice Cream Social, 4/26/12**: where can we hold it? CHC? Sunken Garden? Marquez will contact the ice cream company to see what their needs will
be for the event (electricity, etc.). R. Kazempour will speak with Patrick Gannon regarding use of the Campus Center for this event.

5. **Retreat**
   - (Marquez) Is it possible to fund gifts for retreat attendees that have the conference and Senate logos for both De Anza and Central Services on them? Yes. (Approved - from the Chase account) Central Services will help to pay a portion of the cost. Marquez will check with the District regarding Board policy for gift guidelines. R. Kazempour requested a retreat budget breakdown from the retreat committee. V. Marquez will put a budget together to present at a future Senate meeting. The bookstore may be able to provide gift items at a lower cost (Kazempour). Letters will be distributed soon requesting raffle items. Give letters to staff to give to managers. Faculty and administrators will also receive requests. Items from local merchants will be requested as well. Hope to focus on receiving gift cards for raffle prizes.

6. **Layoff and Bumping Process Review**
   - (Englen) Notifications ongoing through next week. Placement vs seniority (bumping) is very complicated. Bumping notifications will likely begin in 1-2 weeks. Not as many people will be displaced as in past years. Layoffs are taking place on both campuses. The Staff Development office will enter into the process in mid-April when people start to move into new positions. July 1st will be the official start date for staff in new positions. Most classified vacancies will not be filled. 20% of all classified positions have been lost in the past 3 years.

7. **Quick Updates**
   - Partners in Learning Conference (Englen) – about 130 people attended. A good forum for collegiality, discussion, and networking. New instructor, Jason Bram, plans to put together a number of employee events in the future. It would be good to invite him to the Classified Retreat to recruit classified staff for events. Can Partners in Learning event information be disseminated earlier? (Yumori-Kaku) The schedule existed for 2 weeks online prior to this year’s event. Once the new scheduling and email systems are in place next year, event announcements and updates should be easier to share.
   - Communication/Emergency Update (Marquez) – President Marquez has invited President Murphy to attend a future Classified Senate meeting towards the purpose of sharing updated emergency policies and procedure information with the Senate.
   - Smoking Policy (Marquez) – The smoking policy was passed by the Board on 3/12. We need better police enforcement of the current policy. When will the issuance of citations begin?
   - Classified Senate Donation Form (Gerard) – The new CS logo has been added to the form. Need to put discussion of the new form on the agenda
for the next Senate meeting to discuss how/when to present this to classified staff. Perhaps the form can be presented during the elections and/or during the ice cream social event.

- Gerard will also present an update of the Classified Senate budgets at the next Senate meeting. Standing Senate committees and their budgets also need to be discussed.

8. **Announcements**

- (Yumori-Kaku) – Thanked classified staff for attending the APASA luncheon. The APASA needs $200 in donations to help cover a deficit from funding the luncheon. Please consider supporting APASA with a tax-deductible donation.
- (Yumori-Kaku) – Farmer’s Market, meets weekly on Saturdays, 9-2, De Anza, near the VPAC and Student Services buildings.
- (Marquez) – Martha Kanter will be speaking at De Anza on 3/26, 12:30 pm, in Conference Rooms A/B. Reception to follow in the Fireside Room.
- (Weinberg) – There was an emergency in the testing area but no campus police ever responded even though they were contacted. Contact 911 if every physically threatened. Emergency protocols must be solidified and distributed across the campus. President Marquez will email Brian about this incident. Both President Murphy and a representative from Campus Security will be invited to a future Senate meeting together to address emergency protocol/procedure/training issues.