1. **Approval of Agenda.**
   - Today’s agenda was **APPROVED** – (M/S/C—Ceballos/Ehle) – with this amendment:
     i. Remove Sub-committee report: EOM Survey

2. **Sub-committee Reports:**
   - Bylaws: Larry Bloom explained the current bylaws state that if a vacancy occurs in the President or President-elect position, then the vacancy shall be filled by a simple majority vote of the Executive Council. With the current vacancy of the President-elect position, it is not clear in the bylaws whether the position can remain vacant and if filled for how long the position is for. This is a big decision that affects the entire senate. Mi Chang explained that then there are 3 choices: 1\textsuperscript{st} – choose a President-elect with a vote from the Classified Senate to serve the current year and become the President the following year; 2\textsuperscript{nd} – choose a President-elect with a special election; 3\textsuperscript{rd} – choose a President-elect with a vote of the Classified Senate to only serve out the current year. The Classified Senate felt that it would be better if a special election is held for the President-elect position to serve out this year and then become the President the following year. The bylaws would need to be rewritten to state this and can also be approved with the special election. The Bylaws Committee will meet to write up the new language and come up with a process for the special election.
   - Communication: Berta Pace, Virginia Marquez and Julie Ceballos met and brainstormed ideas about this. One thing was to do a survey to seek out what is lacking in the campus as well as district wide. Mary Kay stated that there is a part-time faculty member who helps corporations create communications plans. She can aid in getting the committee started with goals and ideas. Depending on the scope, Academic Services may be able to provide
funding for her services. The more this issue of lack of communication is vocalized the better it will be addressed.

3. **Needs and Confirmations:**
   - IPBT Vacancy: Donna Bradshaw officially submitted her resignation from the committee. She thanked the Senate for allowing her to serve and stated that it was a great place to get information about the budget. President Marquez encouraged anyone who would be interested in replacing her. She and Mary Kay Englen will be holding an IPBT Coffee Break on Tuesday, February 8, 2011 at 1:45 PM in the Santa Cruz room for an information session about IPBT and the opportunities it provides to serve on that committee.
   - DARE confirmation: Confirmed Donna Bradshaw for the DARE Committee. Her work with the hearing impaired gives her knowledge about what basic skills are needed in school.

4. **Communicating with your areas:**
   - Jackie Reza from Staff Development has put together a little daily survival kit for the Classified Senate. She has requested that the senators pass out the kits to their constituents. The senators agreed to pass these out and so they will be placed in the senators mailboxes for distribution.

5. **Budget Update:**
   - There is a Town Hall Meeting on Thursday, February 10, 2011 at 11:30 AM in the Fireside Room. President Marquez encouraged all Classified Senate to attend. She stated that Kevin McElroy was willing to meeting with Classified Senate. The best time would be after the Town Hall meeting and after senators have had a chance to talk to their constituents about any questions from their areas there might be from the meeting.

6. **Classified Retreat:**
   - It was **APPROVED** – (M/S/C—Ceballos/Ehle) that the retreat be on Friday, May 6, 2011. Venue and specific times is still to be determined. Foothill College has already planned theirs. Central Services might be interested in doing a joint retreat depending on what their people would like. President Marquez is willing to serve as co-chair. Stephanie Pham would like to be on the committee. CJ Jones and Tracy Chung-Tabangcura will help as needed. Mary Kay Englen would serve as a resource. La Donna Yumori-Kaku and Melodie Cheney will assist with the drawings and prizes. Angelica Strongone will volunteer as needed. She agreed to tentatively book Conference Rooms A & B if it is to be held on campus. Some initial thoughts that President Marquez had were: strategies for stress, health and wellness, massage therapy, laughing yoga and chocolate tasting. If you’d like to serve on the committee please contact President Marquez.

7. **Committee Reports:**
   - IPBT: Mary Kay Englen reported that 12 of the faculty positions were finalized and hiring committee’s are being formed. She stated that they are looking at a full day retreat for voting members in the future to rank the top 40 programs from the instructional side only that are core to the mission of the college for purposes of the 12-13 budget. With these 40 determined IBPT can then focus on other programs for possible elimination. Mary Kay Englan and Mary Clark-Tillman are looking to hold a brown bag lunch about every other week to keep people informed about IPBT discussions. More information to come about this.
Approved as amended 2/17/11.

8. **Burning Issues/Announcements:**
   - Partners in Learning Conference: It is on March 4, 2011 from 9 – 4 PM. Please plan on attending.
   - Enrollment: Brainstorm about how to increase enrollment for spring.
   - Student Walk-In: This will be a learning session about the budget and education on February 19, 2011 in the Campus Center from 10:30 – 3 PM.
   - Black History Month: It is the month of February. Looking for events on the De Anza website.
   - There is an International Transfer Fair on February 17, 2011 from 10 – 1 PM in Conference Room A & B.

**ADJOURNMENT:**

Respectfully submitted,

Mi Chang
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