DE ANZA COLLEGE
CLASSIFIED SENATE MEETING MINUTES
Thursday, February 17, 2011 3:00pm-4:30pm
Location: Administration Conference Room 109

PRESENT: Virginia Marquez (CS, President/Section 17), Mi Chang (CS, Secretary), Julie Ceballos (Section 1), Veronica Aparicio (Section 2), Margarita Hawthorn (Section 3), Jo Ann Okabe-Kubo for Berta Pace (Section 5), Sharon Berg (Section 6), Larry Bloom, (Section 8), Norma Johnston (Section 9), Tammy Ehle (Section 11), Lesley McCortney (Section 12), La Donna Yumori-Kaku (Section 15), Teri Gerard (Section 18)

ABSENT: Melissa Ingalls (CS, Treasurer), Reza Kazempour (Section 4), Angelica Strongone (Section 14), Mary Jo Lomax (Section 16),

GUESTS: Lois Jenkins, Melodie Cheney, Bhavi Patel, Mary Kay Englen, Kathy Munson

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1. Approval of Agenda.
   • Today’s agenda was APPROVED – (M/S/C—Gerard/Okabe-Kubo for Pace) – with these amendments.
     i. Add Technology Task Force to Committee Reports with Mary Kay Englen
     ii. Add Dare report to Committee Reports with Julie Ceballos

1. Approval of Minutes
   • Minutes from February 3, 2011 was APPROVED – (M/S/C—Okabe-Kubo for Pace/Bloom) – with these amendments.
     i. Item #2, first bullet, second sentence – add “long” after how.
     ii. Item #2, second bullet, last sentence – should be “communication” and not “communicated.”
     iii. Item #3, first bullet, fourth sentence – start with “She” and not “Her.”

2. Sub-Committee Reports:
   • EOM Survey: Classified Senate reviewed questions regarding an EOM survey. The survey was edited and APPROVED and will be sent to Classified Professionals, Faculty and Administrators.
   • Bylaws: In trying to rewrite the Bylaws to state that a new President-elect will be voted in by a special election caused too many “if” scenarios including a scenario where the President-elect could end up serving up to three (3) years. The easiest solution was to rewrite the Bylaws to state that if the President-elect fills the vacancy as President, then they will serve that term as President and fulfill their own terms as President in the following year. Classified Senate will vote in a new President-elect, as an interim President-elect to serve the current year. The Bylaws will be edited to state this and brought back for a vote to approve the draft for approval by the general membership during the general election.
   • Communication: Mary Kay Englen, Berta Pace and Virginia Marquez met and received approval from Rowena Tomaneng to receive funding to hire Karen Williams to help the
committee work on goals and establish a plan for the committee. Berta Pace will find a common time in the next two weeks for the entire committee to meet.

3. **Needs and Confirmations:**
   - IPBT Vacancy: April Qian from Distance Learning would like to serve on the committee. Mary Kay Englen mentioned another possible candidate. She will check with them and confirm whether or not they would like to serve or not.
   - Diversity Coordinator Hiring Committee: Confirmed Sandy Blackborow for the hiring committee.

4. **Budget Update:**
   - There was a great turn out by Classified Professionals at the Town Hall Meeting.
   - President Marquez is trying to setup a Q & A with Kevin McElroy in the next few weeks.
   - Enrollment Discussion: President Marquez had a discussion with President Murphy as to why Classified Professionals were not involved in the discussions to increase enrollment for spring quarter. Classified Professionals are the first point of contact for students (A & R, Financial Aid, division offices, etc…). Lois Jenkins suggested doing a short survey with the help of Mary Kay Englen to send a survey to Classified to ask let them know that De Anza is facing enrollment issues in spring 2011 and see what ideas they would have to increase enrollment.

5. **Classified Retreat:**
   - The committee met last week and will meet again on Monday, February 28, 2011 at 9AM. The theme will be “Creating a Toolbox for Tomorrow, Strategies for Self-Care” on May 6, 2011. Mary Kay Englen will send a Meeting Maker to save-the-date. President Marquez will talk with Christina Espinosa-Pleb and possibly the deans to get as many Classified Professionals to the retreat. Some possible workshops include: Mindfulness Meditation, Tai Chi, Whole Foods Chocolate Tasting, Massages, Laughing Yoga, Organizational Workshops, Games, Office Exercises and Cooking Demo.

6. **Committee Reports:**
   - IPBT: Mary Kay Englen reported that the IPBT Workshop had a good turnout. It was a productive meeting with good feedback. They will be working on criteria for program reductions.
   - SSPBT: Postponed until the next meeting.
   - Facilities: Larry Bloom reported that campus wide improvements are being made across campus including: ADA pathways, landscaping, lighting and the Sunken Garden. A contract was issued to Sandis to coordinate. Summer projects include: walkway through Parking Lot A to the bus stop on Stelling, walkway from Mary entrance along Campus Drive to bus stop in front of Staff Lot A, walkway from bust stop along Campus Drive to one way vehicle entrance off of Stevens Creek onto Campus Drive and Student Lot A, photovoltaic in Parking Lot B, 10 car charging stations (fee based), retaining walls between Parking Lot C entrance to campus, flashing lights on Campus Drive crosswalks, upgrade Sunken Garden with more historical presence and ADA upgrades of bathrooms. The Mediated Learning Center construction is underway and set to open for fall 2012. Plant Services is down to four grounds people and one district-wide painter.

7. **Burning Issues/Announcements:**
   - Partners in Learning Conference: Reminder that it is on March 4, 2011. Signup and attend!
ADJOURNMENT.

Respectfully submitted,

Mi Chang
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