DE ANZA COLLEGE
CLASSIFIED SENATE MEETING MINUTES
Thursday, May 19, 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), Reza Kazempour (Section 4), Berta Pace (Section 5), Larry Bloom, (Section 8), Norma Johnstone (Section 9), Lesley McCortney (Section 12), Angelica Strongone (Section 14), La Donna Yumori-Kaku (Section 15), Mary Jo Lomax (Section 16), Teri Gerard (Section 18)

ABSENT: Melissa Ingalls (CS, Treasurer), Margarita Hawthorn (Section 3), Sharon Berg (Section 6), Tammy Ehle (Section 11)

GUESTS: Patty Jobs, Melodie Cheney, Lois Jenkins, Adam Contreras, Stephanie Pham

1. Approval of Agenda.
   - Today’s agenda was APPROVED – (M/S/C—Gerard/Pace) – with these amendments:
     i. Add item #2 as Needs and Confirmations.
     ii. Add Campus Cleanup under #6.
     iii. Remove IPBT under #3.
     iv. Item #5, should be June 16 and not May 16.

2. Approval of Minutes
   - Minutes from May 5, 2011 was APPROVED – (M/S/C—Lomax/Aparicio) – with these amendments:
     i. Item #5, second bullet – “Benefit” and not “Benefits.”
     ii. Item #5, third bullet – “ECO” and not “Echo.”

3. Needs and Confirmations:
   - Confirmed Donna Bradshaw as voting member to represent Classified Senate in IPBT.

4. Classified Employees Week:
   - President Marquez handed out two resolutions from Academic Senate and the Board praising Classified Professionals for their hard work.

5. Committee Reports:
   - Elections – Mi Chang announced some of the results of the election on May 17th. Final results will be announced at the next meeting as some positions were still being confirmed.
   - Communications – Berta Pace announced that 85 of 120 evaluations were submitted at the Classified Senate Retreat. The committee is in the process of tabulating and transcribing the results. This will help determine where to go from here and how to direct the committee. President Marquez announced an upcoming workshop, “Classified Tool Box – Find What
Works” on Tuesday, May 24, 2011 from 11:30 – 1:30 PM. The Communications Committee is sponsoring this. Pace also handed a worksheet on “Checklist of Cognitive Distortions.”

- SSPBT – President Marquez that the committee has been meeting every week. They are trying to determine the core students and the core support services they want to provide. This has led to needing discussions with IPBT to determine what courses are being cut from that group. She also mentioned that Stacey Cook is proposing a separation of the ISP program to be self-funded.

5. **Classified Retreat – May 6:**
   - There was much discussion about the retreat. The positive reviews that the workshops and the entire retreat received. President Marquez also discussed developing a President manual to standard procedures like the elections/ice cream social, meetings, etc…
   - President Marquez requested help with tabulating the evaluations that were submitted from the retreat. Please take as many as you can and submit to her by early next week. The committee is still meeting to look over the photos that Julie Ceballos took to post on the web site. They will also discuss the possibility of continuing some of the workshops in the coming year.

6. **Final Meeting Agenda – June 16:**
   - President Marquez would like to do a final meeting with presentations and awards. Mary Jo Lomax and La Donna Yumori-Kaku also volunteered to help. If anyone else would like to help please see President Marquez. Also, if anyone else has agenda items for the final meeting. She is proposing a potluck for the last meeting as well. Bring snacks, drinks, etc… Venue to be determined.
   - PGA Requests – President Marquez also requested that if you have your hours recorded, please bring them to the meeting and she will sign off on them then.

7. **Burning Issues/Announcements:**
   - Campus Cleanup – DASB vs Classified Senate. The date still needs to be confirmed.
   - Retirement Gift – La Donna Yumori-Kaku requested from the Senate a donation for Stephanie Sherman’s retirement gift. She has always been a big contributor to the Senate. It was APPROVED – (M/S/C—Yumori-Kaku/McCourtney) – to donate $50 towards a gift card to Petco or a donation to a Humane Society for Stephanie Sherman.
   - Accreditation – Lois Jenkins announced that this is late. She is hoping to finish up in the next couple of weeks. Site visit will be on 10/24/11 and the Accreditation Team needs it 8 weeks before the visit.
   - EOM – They have accepted new members, Melissa Sheldon, Yusuf Mathir and CJ Jones.

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**ADJOURNMENT:**

Respectfully submitted,

Mi Chang
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