DE ANZA COLLEGE
CLASSIFIED SENATE MEETING MINUTES
Thursday, October 7, 2010 3:00pm-5:00pm
Location: Administration Conference Room 109

PRESENT: Lois Jenkins (CS, President), Virginia Marquez (CS, President Elect/Section 17), Mi Chang (CS, Secretary), Melissa Ingalls (CS, Treasurer), Julie Ceballos (Section 1), Veronica Aparicio (Section 2), Margarita Hawthorn (Section 3), Sharon Berg (Section 6), Larry Bloom, (Section 8), Tammy Ehle (Section 11), Lesley McCortney (Section 12), Angelica Strongone (Section 14), Mary Browning (Section 15)

ABSENT: Berta Pace (Section 5), Mary Jo Lomax (Section 16), Teri Gerard (Section 18)

GUESTS: Susan Edman, Elaine Kuo, Melodie Cheney, Reza Kazempour, April Qian, Brian Murphy

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Approval of today’s agenda.
• Today’s agenda was APPROVED – (M/S/C—Ehle/Ceballos) – without any amendments.

Introduction/Confirm New Senator
• Everyone went around and introduced themselves.
• Confirmed Reza Kazempour as new Section 4 Senator.

Senator Requests:
• President Jenkins Jenkins would like to have Senators in Sections 9 & 10 filled by our next week. If you know anyone please recruit them.
• Virginia Marquez said she will be submitting her resignation to the Diversity Advisory Council. She is putting a request out to fill her replacement.
• Marquez said she will research all the committees on campus that have and do not have Classified Senate representatives and report back with a list.

Brian Murphy:
• Welcomed Classified Senate back to a new 2010-11 year.
• He announced that with the Parcel Tax going on the ballot for the 11/2/10 and it’s approval, De Anza College is looking at $3,150,000 for each college to spend in the next year. Preliminary wise, the District is looking at 24 new faculty positions and 42 new classified positions.

DISTRIBUTE NEW MATERIALS FOR BINDERS/SENATOR RESPONSIBILITIES:
• President Jenkins Jenkins distributed new materials for senators.
• President Jenkins reviewed from the Senate by-laws the responsibilities of each senator:
  The Section Senators shall:
  a. attend regular Classified Senate meetings
  b. ratify all appointments made by the President of the Classified Senate

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c. maintain constant oral and written communication with Sections to:
d. report to the Classified Senate on matters from their Sections which are part of
   the Classified Senate's concern
e. post minutes of Classified Senate meetings. *(Larry Bloom commented that
   this was more of posting the minutes in a central location where
   Classified Professionals would be able to have access to the minutes). *(President Jenkins said this would be a good idea in terms of grounds and
custodians who don’t work in front of a computer all day.)
f. find an alternate to attend Senate meetings in their absence. *(President
   Jenkins commented that this is important to have quorum to vote and
   have consistency in your sections and it will also introduce the person to
   see if they would like to serve in following years.)*

   • President Jenkins said she would distribute the agenda and the minutes through the list
   serve for Classified Professionals so everyone is informed.

**EMPLOYEE OF THE MONTH UPDATE/DISCUSSION:**

• Melodie Cheney, Acting EOM Chair reported that Dawna O’Malley is the October EOM and
  Yusuf Mathir is the November EOM. December EOM has been determined but will be
  announced later. The December celebration will be on December 9th from 1-3 PM in the
  Fireside Room in the Campus Center. Setup and cleanup will be an hour before and an
  hour after the celebration. She is asking for assistance to anyone that can come. Theme
  will be country western. She is requesting $3000 for the EOM budget.
• Senators requested an itemized budget for the $3000 budget request since only $400 of the
  same request was made last year.
• Melissa Ingalls, Treasurer requested a meeting with EOM on a quarterly basis to facilitate
  communication on how the money is being spent.
• President Jenkins said she, Melissa Ingalls, Olga Evert and Rowena Tomaneng will have a
  meeting to discuss Classified Senate and guidelines for purchases made for the CS.
• President Jenkins requested that Senators go back and poll their areas on if they are
  interested in having a survey on EOM. Are they happy? Do they like it the way it is? Would
  they like to see it changed somehow? Please report back at the next meeting.

**2010-11 CS BUDGET REPORT:**

• Melissa Ingalls summarized last years 2009-10 budget. She had 2 line item corrections on
  the 3rd page. The line item for $491.63 was for the Ice Cream Social/Elections last year and
  the $199 was for refreshments at the last Classified Meeting.
• Melissa Ingalls presented the 2010-11 budget proposal. The beginning “B” budget balance
  is $7000, Chase is $7296.05. We will approve the budget once EOM submits a detailed
  budget request.

**ACCREDITATION SURVEYS:**

• Elaine Kuo is the new researcher at Foothill and presented the Accreditation Surveys which
  will be distributed starting 10/22/10 to all Faculty and Staff, and a separate survey to a
  sample student population. It is important to get a significant number of responses and
  senators are asked to remind and encourage staff in their area to submit the survey. The
  survey is similar to the previous 2004 Accreditation survey, and uses ACCJC language
  throughout most of the survey. The section containing the campus Core Competencies is
  new and reflects specific information for the DAC campus.
SHARED GOVERNANCE TRAINING:
• V. Marquez gave a report about the Shared Governance training workshop presented by the Staff Development Office on 10/5/10. The workshop was very worthwhile and informative and it was suggested that Classified Senate ask J. Reza to develop training specifically for Classified Senate. Information about future Shared Governance training will be brought to the Senate and Senators and all staff are encouraged to attend and participate.

BURNING ISSUES/ANNOUNCEMENTS:
• Information item: Academic Senate will be discussing the proposal by SSPBT to open up the position of co-chair to any member of the SSPBT on Monday, October 11 between 2:40 and 4:30 in Admin 109. This recommendation was unanimously supported last spring by Classified Senate.
• The Student Services Division Staff Retreat is on Thursday, October 14, 11:30 to 4:30 in the Campus Center A & B.
• De Anza received a notification that it will receive up to $60k in remaining ARRA funds. The expenditures need to be identified by Monday, 10/11 in order to obtain the funds. College Council has recommended the funds be used to replace funds previously lost to hire OTI work-study students. Developments on this issue will be reported.
• The Accreditation Follow-up report will be sent to the ACCJC on Monday, 10/11 and mainly deals with the process made by the college in meeting the 2012 goals for SLOs.

ADJOURNMENT:

Respectfully submitted,

Mi Chang with the assistance of Virginia Marquez, President Elect
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