DE ANZA COLLEGE
CLASSIFIED SENATE MEETING MINUTES
Thursday, October 3, 2013
Location: Administration Building 109 Conference Room

PRESENT: Margaret Bdzil (Acting President), Keri Kirkpatrick (Secretary), Karen Hunter (Treasurer), Thao Nguyen (Section 1), Amelia Sanchez (Section 3), Tracy Chung – Tabangcura (Section 4), Susan Edman (Section 6), Melissa Ingalls (Section 9), Lorna Maynard (Section 10), Andrew Stoddard (Section 11), Tony Arellano (Section 12), Mary Kay Englen (Section 13), Angelica Strongone (Section 14), David Byars (Section 15), Teri Gerard (Section 18)

ABSENT: Melissa Sheldon (Section 8)

GUESTS: Virginia Marquez

1a. Approval of Agenda
   • Today’s agenda was– (M/S/C – /): We did not formally approve the agenda at this meeting.
   • Amended as follows: Approval of June 20 2013 minutes added.

1b. Approval of Minutes: All
   • Minutes from June 20, 2013 (M/S/C – /): Gerard/ Maynard
   • Sarah had to cobble these together from various notes because of a malfunction with the CS flashdrive.
   • Item 7: Lois Jenkins’ last name spelled incorrectly in 1st bullet point.
   • Approved with amendment.

2. Welcome: (Margaret Bdzil)
   • Margaret is acting as president since no one ran in the last election. If anyone is willing to take up the charge let her know.

3. Senator and Representative Confirmations (All)
   • Sections 3, 16 and 17 are vacant. Please let Margaret know of any parties interested
in filling these vacancies.

- Shared governance committees that need representation: FERPBT; Facilities Planning Team (2); Academic Senate (non-voting member); DARE Taskforce (2). As above, notify Margaret if anyone is interested in any of these groups.
- Virginia Marquez withdrew her request for confirmation to serve on the Campus Center Advisory Board possibly but will also consider DARE taskforce

- Motion to confirm new appointments as follows made by Karen Hunter. Seconded by T. Arellano. Motion carried unanimously.
  - David Byars confirmed for Section 15.
  - Julie Ceballos confirmed for “at-large” Senate representative for SSPBT
  - Teri Gerard confirmed for IPBT and District Budget Team
  - Janny Thai confirmed for SSPBT 2-year term
  - George Robles confirmed for SSPBT 2-year term
  - Mary Kay Englen confirmed for Section 13
  - Andrew Stoddard confirmed for Section 11

4. **Governance 101 Workshop: (Jackie Reza)**
   - Reza was called into a meeting so workshop was led by Mary Kay Englen and Virginia Marquez.
   - Highlighted differences between governance groups and bargaining units. Classified Senates don’t discuss contractual issues; that is the Union’s responsibility. There is a Comparison of Roles on the Governance website (see below).
   - Our roles are to represent all constituents across the whole campus, and not just those in our departments or divisions, and are tied to the 5 ICCs and Mission Statement of the College.
   - Received “Effective Committee Member Checklist”
   - Showed the Governance website at [www.deanza.edu/gov](http://www.deanza.edu/gov). The Governance Handbook can be found on this website along with a lot of other information regarding governance structures at De Anza.
   - Reviewed the Classified Senate Constitution and Bylaws.

5. **Areas of Concern and Focus for 2013 - 14: (All)**
   - Safety issues: being prepared for dangerous situations or emergencies. What are the protocols, what are our responsibilities, what are the guidelines we follow?
     - We are designated emergency workers by the State, meaning we are charged with staying and supporting our areas in the event of an emergency on campus.
     - In light of events that have happened recently in the world, this is an important topic.
     - Training in this area will help us be more effective.
   - Communications: personal and informational / on campus
     - Procedure for communicating policy changes etc on campus could use improvement
     - Organizational and interpersonal communication: acknowledgement and respect issues.
• Technology
• Pathways to promotion: professional development and growth; upward mobility
  o How does one move up in the District? What are the limitations or barriers to advancement?
• Classified ranking system during hiring. Faculty does this already. Christina Espinosa-Pieb asked whether Classified Senate would be interested in discussing this idea.
  o Need clarification if this would be for growth positions or existing positions or both.
  o We should involve ACE in this discussion as this is a gray area and involves labor issues.
• Funds drive for Classified Senate?
• Incentives to encourage more of our colleagues to serve on Classified Senate
  o Designated parking space?
  o Other ideas to recognize and show appreciation for people who serve / EOMs
• Raise the profile of Classified Professionals and promote recognition of Classified Professionals. See information below under Employee of the Month

6. Important Dates and Events: (All)
• Meetings are scheduled on Outlook.
• May 16, 2014: Joint Classified Senate retreat
• Employees Of the Month – Fall and Spring quarters? How can we raise the visibility of them outside of the circle of Classified Professionals?
  o Celebrate Employees of the Month during the Classified Senate Retreat instead of having a separate celebration?
  o Have EOM at Board of Trustees meetings
  o Sharing at College Council?
  o Employee of the Year as well, honored at the Retreat? Voted on from pool of EOMs for the year?
  o Look at examples from other community colleges for ideas
  o Bring EOM committee members in to this conversation.
  o Campuswide email notifying the campus community of the accomplishments of the current EOM
  o An article in La Voz including a photo and the accomplishments of the EOM, and/or profiles of a different Classified Professional each week to raise visibility and recognition of Classified contributions to the College.
• Classified Professionals Week is the week leading up to May 16, 2014
• Elections should probably be held in April
• Leadership Retreat in early Summer. Old and new Senates come together for a day to get settled as we go into the new year.
• Communications Committee will close down with a recommendation to go forward with efforts to improve communication campus-wide.
• Staff Development committee is already looking at some of the topics mentioned above.
• 30 minutes next meeting to rank critical things to work on.

Meeting adjourned 5:03 PM.