DE ANZA COLLEGE 
CLASSIFIED SENATE MEETING MINUTES 
Thursday, November 7, 2013 
Location: ADM 109 

PRESENT: Margaret Bdzil (President), Karen Hunter (Treasurer), Keri Kirkpatrick (Secretary), Thao Nguyen (Section 1), Tracy Chung-Tabangcura (Section 4), Susan Edman (Section 6), Melissa Ingalls (Section 9), Andrew Stoddard (Section 11), Tony Arellano (Section 12), Mary Kay Englen (Section 13), Angelica Strongone (Section 14), David Byars (Section 15), Dennis Shannakian (Section 16), LaDonna Yumori-Kaku (Section 17), Teri Gerard (Section 18), Patricia Whelan (ACE Rep), Robert Yosin (DASB) 

ABSENT: Amelia Sanchez (Section 3), Melissa Sheldon (Section 8), Lorna Maynard (Section 10) 

GUESTS: Jason Bram (Biology Dept.), Edmund Norte (Equity Action Committee) 

1a. Approval of Agenda 
   • Today’s agenda was– (M/S/C – /): Kirkpatrick /Gerard / All 

1b. Approval of Minutes: All 
   • Minutes from October 17, 2013 (M/S/C – /): Ingalls/Hunter/All 
   • Amendment: Remove Angelica Strongone from “Present” list. 
   • Approved with amendment. 

2. Senator and Representative Confirmations (All) 
   • Still need reps for Campus Center Advisory Board, Academic Senate, Finance & Educational Resources PBT. Dennis Shannakian has volunteered for Campus Center Board. Will confirm at next meeting. 
   • Motion to approve the following appointments made by Melissa Ingalls, Seconded by LaDonna Yumori-Koku, Confirmed by All as follows: 
     • Dennis Shannakian confirmed for Section 16. 
     • Sabrina Stewart confirmed for DARE taskforce.
3. **Campus Events Committee: (Jason Bram)**
   - Jason Bram, faculty member in Biology, is trying to get a committee together to plan social events on campus for staff, faculty, and students.
   - He is looking for members from all three of the above groups to participate.
   - Purpose of the committee will be to plan events that will foster a sense of community for the campus, and that will allow people from all campus groups to come together and get to know one another.
   - Possible activities may include intramural sports teams or trips to sporting events. These events may be funded by DASB, which has expressed an interest in supporting such a project.
   - To start out, meetings may be held once a month, and maybe have one activity per quarter. The committee is in the beginning planning stages and any input is welcome.
   - Jason will compose a message with information about the proposed committee and its purpose and send it to Margaret; he asks that we forward the message on to our constituents to see if there is anyone interested in participating in the committee. Any interested parties should email Jason directly.

4. **Professional Development Recommendation: (Bdzil)**
   - The CCCC has asked that all Classified Senates at all California Community Colleges send in a Professional Development Recommendation to be forwarded to the Board of Governors to show support for mandatory professional development flex days. So far, Maureen Chenoweth has received 24 such recommendation letters.
   - Currently, not all Community Colleges in California have required flex days. Under the new Student Success Act, this will change.
   - Initially the requirement was going to be 5 required days for professional development, but that has since been reduced to 2 days because of a lack of support.
   - We looked at the recommendation written by Margaret Bdzil, using a template she received from CCCC.
     - Motion was made to amend the resolution to recommend the original 5 days of mandatory professional development instead of 2; we feel that 2 days is not adequate since the District and College opening days could be construed as our 2 flex days.
     - Motion to approve the Professional Development Recommendation with the above amendment (M/ S/ C-/ ) Shannakian / Edman / All

5. **Budget Presentation: (Hunter)**
   - The Senate has an automatic B Budget allocation of $7000 per year.
   - The Senate also has a Chase checking account, which is funded with donations. The joint Retreat is partially funded from this account.
   - Margaret would like to do a donations drive this year to try to increase the amount in the Chase account. There have been fewer contributions lately because of recent retirements and staff reductions.
   - Next steps for the budget are to give Budget Request forms to the Employee of the Month, Staff Development, and Retreat committees.
   - Teri suggests setting up a $500 Contingency Fund to use if something comes up in between meetings and there is not time to put it to a vote.
   - LaDonna reminds the Senate that the B Budget cannot be used for gifts. Last year, it
Draft

could not be used for food either, but Rowena determines approval of B Budget spending, and we should ask her about that policy for this year.

- The Executive Board will have a draft of the annual budget to vote on at the next Meeting.

6. News and Burning Issues: (All)

- Margaret Bdzil:
  - Brian Murphy was going to come and address threat assessment policies at this meeting, but he would not commit to attending unless we could also get Ron Levine or someone else from District Police to also attend. Margaret has been trying to communicate with District Police and the President’s Office to get a presentation set up for the December meeting and hopes that we will get a response soon.

- Mary Kay Englen:
  - There was news that the State was going to allocate an estimated $25 million to community colleges for staff development. This estimate has since gone down to $8 million, but there are entities that are continuing to press for the original $25 million figure.
  - There are 2 pathways by which this funding will come to the colleges. Once is direct from the Board of Governors, and that money could be seen as early as July 1. The other is from Title V legislative approval.
  - Staff Development Committee met last week and had a retreat. The focus was to try to redefine the mission of the committee, and they talked about possibly revising the bylaws. Also discussed 3 topics of importance for this year: Safety, Communications, and Career Laddering.
  - Marty Kahn expressed interest in joining the Staff Development Committee. Mary Kay will bring the names of new members to confirm at the next Meeting.
  - On the topic of Safety, there have been some recent changes. The Emergency Plan is being moved to the District Police, so both colleges will work from the same plan. There have also been 2 new hires in District Police: Jeff Schlesinger is the new Assistant Chief, and Mark Frise is a Lieutenant with both fire and police training.

- Julie Ceballos:
  - SSPBT: the focus of this group right now is the Student Success Act and pathways to student success.
  - They are trying to define what students need to make their way through the college experience and be successful in their goals.
  - Coordination among PBTs and Departments to help students through student success pathways is an important focus. Communication and defining roles of various programs is important.
  - Special attention is being paid to veteran student population and technology.
  - DARE: Also dealing with pathways, specifically how to define them and how do we communicate them to students.
  - Want to find ways to make the student experience more straightforward, and to create a culture of helping students get what they need across departments. This speaks directly to finding new and effective ways of communicating with students and with each other.
  - Due to a student-driven initiative, the District Board voted to divest in fossil
fuels. We are the first community college district in the U.S. to pass such a resolution.

• Teri Gerard:
  o The District has been awarded a technology grant, in conjunction with Butte College, to create infrastructure for the California Virtual Campus initiative. There will be 5-6 years of funding for the project, which will allow community colleges in California to offer online degree programs through one system. There will be positions created as a part of the initiative. The District is currently in the appeals period but if there are no challenges the grant will come through in December.

• Edmundo Norte (Equity Action Committee)
  o The Equity Action Committee is welcoming new members.
  o Meetings are held the 2nd and 4th Wednesdays of the month, from 3:30 to 5:00 PM in the Multicultural Center conference room.
  o The committee seeks to create a culture of care and empathy on campus.
  o Planning a community conversation to address student concerns surrounding the reported assault that took place on campus last week.
  o A major goal of the committee is to make sure that students know that we are proactive about such incidents.

Meeting adjourned 4:27 PM.