DE ANZA COLLEGE
CLASSIFIED SENATE MEETING MINUTES
Thursday, February 6, 2014
Location: ADM 109

PRESENT: Margaret Bdzil (President), Karen Hunter (Treasurer), Keri Kirkpatrick (Secretary), Thao Nguyen (Section 1), Amelia Sanchez (Section 3) Tracy Chung-Tabangeura (Section 4), Susan Edman (Section 6), Andrew Stoddard (Section 11), Mary Kay Englen (Section 13), Angelica Strongone (Section 14), LaDonna Yumori-Kaku (Section 17), Teri Gerard (Section 18), Patti Whelan (ACE), Robert Yasin (DASB)

GUESTS: Mallory Newell (IRC)

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

1b. Approval of Minutes: (All)
   • Amendment: Robert Yasin’s name was misspelled.
   • Minutes Approval: (M/S/C -): Edman / Whelan / All

2. Campus Climate Survey: (Newell)
   • 2006 was the last time a Campus Climate Survey was conducted.
   • Survey gauges how people feel on campus: welcome, inclusivity, threatened, harassed, etc. Students, faculty, staff, and administrators are all surveyed.
   • HR (Doreen Novotny) is involved in the survey, and it will be a District-wide effort. The process of drafting the surveys for the different groups listed above has begun, taking into consideration the 2006 questions as well as bringing in current research and trends.
   • The student surveys for each campus will be the same, but there will be some flexibility with the questions for staff and faculty because the individual campus climates are different.
   • Working towards a Spring administration of the survey.
   • Also working toward a CCSSE (community college survey of student engagement) for the Spring as well. Given every 2 years as an in-class survey.
   • Employee Campus Climate survey will be an automated link sent by email; still
deciding whether to administer the student surveys in class or via email. Will get a better representative sample if it is done in class. Moving toward that option.

- Processing those results will be time consuming, but there will be funds to hire a student assistant to help input the data.
- Asked for help with reviewing the surveys themselves. The drafts will be put together and then shared with whoever decides to help with that. Once feedback is given from those committees, the drafts will be shared with the respective groups (Classified Senate, Academic Senate, etc).
- Can send representative(s) to help with the drafting part, or can just have them review the draft once it is put together and give feedback. Draft should be done 1st or 2nd week of Spring quarter.
- Time commitment would probably be 3 1-hour meetings for the draft committee.
- We have already formed an Equity subcommittee per Veronica to assist with this. They can decide whether they’d like to be a part of the committee or to give feedback on the draft.
- Mallory will send information regarding the draft meetings to Margaret, who will forward that to the Equity subcommittee. Then the whole Senate will give feedback once the drafts are completed.
- Hopefully this process will continue every 2-3 years.

3. **IPBT Faculty Hiring Ranking Outcomes:** *(Gerard)*

- Gave copies of the ranking spreadsheet from IPBT.
- Every year, FON (faculty obligation number) must be met, so we hire faculty.
- A ranking system is used to determine what faculty positions will be filled. Each member of IPBT votes, and the data is shared with the Senates prior to the vote for feedback.
- Two sets of data: IPBT rankings on the right, and on the left is the Deans’ ranking. Brian asks for that to see if there is a big difference between the IPBT and Deans’ recommendations.
- 20 positions needed to be ranked; the first 7 are the ones that will be hired, and numbers 8 and 9 are “extras” that Christina includes to ensure that at least 7 positions will be hired, in case not all hiring committees are successful.
- Positions are either where there is a retirement, or positions that departments have been requesting. Any positions not hired in a given year stay on the list for the next year.
- Next step: goes to College Council for final approval.
- Hiring committees are already being formed and the hope is to hire the positions by June, for a start date in September. Classified staff will be notified as hires are made so that they can allocate office space, set up office hours, orientations, etc.
- If anyone has any concerns, let Teri know so that IPBT will have that information before the list goes to College Council.
- The data used to make the decisions include seat-counts, numbers of sections, vocational interests, etc.
- If there are no full-time faculty left in a program it does not necessarily mean that the program is eliminated. Part-time faculty can fill out such a program.
- The process is very deadline driven and the decisions are made quickly.
4. **Classified Senate Dues Drive: (Bdzil / Ali)**

- Andrew brought 96 bottle openers to give to new and continuing participants in the payroll deduction.
- Andrew expressed concern that employees may not like the idea of having money taken from their pay each month. Even though it only adds up to $24/year, for employees who don’t work the full year it may be a hard sell.
  - Asked if there was a way to get a donation up front (for example, give the Senate $25 all at once) instead of the payroll deduction.
  - Is there a way to pay an annual membership and renew each year?
- The payroll deduction can be halted at any time, but the employee would need to contact HR and ask them to stop it.
- A donation drive would be different, in that the money would most likely have to go through the Foundation. There are tax implications for donations.
- Andrew also suggested finding other avenues for fundraising besides the payroll deductions. This would also be considered “donations” and have the implications expressed above.
- We could set up a foundation account so that we could accept donations, but they charge a maintenance fee and there is a minimum deposit.
- The only option for employees to contribute is through payroll deduction. Any employee can contribute in this way (classified, faculty, etc.).
- Mary Kay suggested thinking of some things we would spend the money in our Chase account on if we had more people participating in the payroll deduction, and tell people about those things when we approach them about participation.
  - What positive things could we do for our membership?
  - Scholarships (either for students or staff), vouchers for textbooks for classified staff, donations to non-profit organizations, etc.
  - We will look in to whether it is possible to offer a scholarship to classified staff.
  - People may feel more inclined to give if they see that we will spend the money on things besides food.
  - Maybe we could ask the classified staff what types of things they would like to see the money used for.
- Karen will update the payroll deduction form to clarify the areas where the money may be spent.
- Mary Kay and Karen will work on organizing the list of current donors by section and getting that information to the Senators. There are currently 35 participants.

5. **Staff Development Committee Update: (Englen)**

- Committee Members: Mary Kay Englen, Virginia Marquez, Marilyn Booye, Paula Joseph, Marty Kahn, Marge Sainten, Nina Van, Maureen Chenoweth (guest)
- Trying to figure out what exactly the charge of the committee is, now that it is no longer in charge of planning the Retreat.
- Recommendations to the Senate:
  - Convene a bylaws committee to rewrite the outdated things in the Senate’s bylaws. Has to be ready by the time we do elections in April, so voting on that and for the Executive Board can happen at the same time.
Let the Staff Development Committee be advisory to the Retreat Committee.

- Scope and role of committee:
  - Meet 1-2 times per quarter
  - Fall: implement the staff development activities the Senate requested.
  - Winter: Work with Retreat Committee
  - Spring: Use current information to make recommendations for Opening Day.

- Making progress on the three topics given to them by Classified Senate.
- As soon as they get access to a webpage, meeting agendas and minutes will be posted.
- Held first workshop: “I Had a Customer Who…” Based on emotional intelligence. It was very successful. Jackie Reza will be doing a second one early in Spring.
- Going to address some technical issues regarding communication. There is a webinar that’s great but it’s expensive. Deals with issues around email and how to be professional and complete in those communications.
- Safety: making some progress. Fire extinguisher training is coming up as well as the body language workshop. Also QPR (Question, Persuade, Refer). Suicide prevention module. Not yet scheduled but probably before the end of March
- First Aid training: takes 6 weeks of prep. Have to have a minimum enrollment met. There is an online portion and an in-person skills practice portion. May do it in the Summer.
- Career ladders: Suzanne Pfeiffer, Mayisha Washington, and Sarah Corrao talked to the committee about this. Identified 3 things that define “career laddering”: Training, Advancing to the next level position, and advancing to a leadership position.
- 2nd meeting with Suzanne and Mayisha to figure out what to focus on.
- Mary Kay would like to do general things like interview skills, resume writing, etc. and identifying what skills people need when they advance.
- These are District-wide issues, and Mary Kay recommends all 3 Senates work together on this.
- Foothill is doing an event called “Moving Up: Strategies for Advancing Your Career”. March 21, 2014. Mary Kay will send the agenda through the listserv.
- Budget line-item for professional development has disappeared; no one knows why.

6. Spring 2014 Classified Retreat planning: (All)
   - Margaret met with President Murphy, Chancellor Thor, and the other Senates. We have approval to do our own retreat.
   - Chancellor Thor has rescheduled her All Administrators meeting.
   - We have Campus Center rooms A and B for May 16th.
   - The author of “Working Effectively with Faculty” (Susan Christie) has set aside that date for us and will potentially be our keynote speaker and lead a workshop.
   - Will finalize themes when the Retreat Committee is finalized. Need volunteers, both for the committee and for volunteers for the day.
   - We’ve been given permission to spend B-Budget money on food for the Retreat.
7. **Professional Growth Award (PGA) Info:**

- Mary Kay will give a PGA workshop this quarter.
- Anything you do for Senate is eligible, so keep track of your hours.
- Committee work, school, workshops, etc. are also all eligible.
- Can use anything dating back to date of hire in a permanent position.

Meeting adjourned at 4:39 PM