DE ANZA COLLEGE
CLASSIFIED SENATE MEETING MINUTES
Thursday, March 20, 2014
Location: SEM- 3G

PRESENT: Margaret Bdzil (Acting President), Karen Hunter (Treasurer), Keri Kirkpatrick (Secretary), Thao Nguyen (Section 1), Tracy Chung-Tabangcura (Section 4), Lorna Maynard (Section 10), Andrew Stoddard (Section 11), Mary Kay Englen (Section 13), Angelica Strongone (Section 14), LaDonna Yumori-Kaku (Section 17), Teri Gerard (Section 18), Robert Yosin (DASB)

GUESTS: Fulbright Fellow Liudmila Murtazina, of the Russian International Education Administrators program

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

1b. Approval of Minutes: All
   • Minutes Approval: (M/S/C -): Maynard / Nguyen / All

2. Spring 2014 Classified Retreat Update: (Englen / Hunter)
   • Virginia Marquez, LaDonna Yumori-Kaku, Karen Hunter, and Mary Kay Englen make up the Retreat Committee. Staff Development Committee has been assisting with the development of the theme and the format.
   • A tentative agenda for the day has been established. Susan and the Committee will nail things down at the next Retreat Committee meeting.
   • Next step is finalizing logistics; rooms are already booked, budget will probably be set at the next meeting, both for Retreat and for Classified School Employees Week.
   • Looking at doing some fun stuff and staff development for Classified School Employees Week as well, with the Retreat as the kick-off.
   • Mayra Cruz has expressed interest in participating in the follow-up session with Susan Christy.
   • Possibly bring Susan back in September to do the Working Effectively with Faculty exercises.
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3. **Classified Senate Section Reconfiguration:** *(All)*
   - Dennis Shannakian has resigned from his position as Senator for Section 15, and Melissa Sheldon, who was Section 9 Senator, has resigned from her position at De Anza. We have 3 vacancies now, and feel that due to these and other factors we need to revisit the configuration of the Senate Sections.
   - Currently there are 17 Sections. We have decided we need to reduce this number.
   - Mary Kay made some visual aids to help us figure out which Sections we could combine.
   - Decided that keeping the Section geographical is the best idea, because it still fosters communication even though we mostly correspond through email now. We also need to figure out effective communication methods to reach our constituents.
   - After much discussion, we have decided that combining Sections 2 and 4; Sections 5 and 6; Sections 9 and 10; and Sections 16 and 17; makes the most sense. This will reduce the number of Sections to 13.
   - We will take into consideration the elections patterns as well so that there is not an entirely new incoming Senate every cycle.
   - We should also look at the bylaws and revise the section regarding the maximum number of constituents allowed per section.

4. **Spring 2014 Elections Planning:** *(Englen / Maynard / All)*
   - We will need to push elections out a little bit, so that we can work on getting nominations and any changes to the bylaws that will need to be voted on.
   - Mary Kay will ask Virgina Marquez to help us out with nominations. This needs to be done ASAP so that Mary Kay can get the ballots and sign-ins together.
   - Since we’re changing the Sections, we need to figure out who is affected by the changes. Susan Edman’s section would be affected, as well as LaDonna’s. Need to create a new election pattern to reflect the changes, to make sure that only half the Senate goes out in any given year. Mary Kay will look at that.
   - Mary Kay asked Lorna to help her work on alerting the sections to the upcoming changes, and sending out the message that we feel that we need to create more efficiency within the Senate due to a reduction in the Classified ranks over the last few years, and have decided the best way to do that is to reduce the number of sections. We will ask for feedback before the Senate has a formal vote on the changes.
   - Margaret will send an email to the Classified Staff announcing the potential changes.
   - We will hold our elections concurrently with the Spring ice cream social, probably Thursday May 22, 2014. We will promote the elections and the social at the Classified Retreat.

5. **Announcements:** *(All)*
   - Tracy Chung-Tabangcura: Found something in the Bylaws that says that people can contribute to the Senate on a one-time basis by writing us a check, instead of doing the payroll deduction. Such contributions are not tax deductable.
   - Teri Gerard and Mary Kay: There were 32 participants at the Office Safety: Assessing Threats and Taking Action workshop, and it went an hour over time.

Meeting adjourned at 4:37 PM