

Classified Senate Meeting Minutes
Wednesday, December 3, 2008
S-32

Attendance

S. Berg, L. Bloom, M. Cheney, L. Ching, T. Ehle, MK. Englen, A. Guevara, N. Johnstone, K. Kirkpatrick, L. McCortney, B. Pace, M. Sainten, L. Yumori-Kaku

Call to Order

President A. Guevara called the meeting to order at 2:40 p.m.

Approval of Agenda

It was moved by M. Cheney and seconded by T. Ehle to approve the agenda.

Approval of the Minutes of November 20, 2008

It was moved by M. Cheney and seconded by K. Kirkpatrick to approve the minutes of November 20, 2008 and adding under the Approval of the Agenda of November 20, 2008 the name M. Cheney made the motion and seconded by M. Sainten.

Committee Reports

Campus Budget:

L. Bloom reported that we will make it for this year but 2009-2010 is a concern. There is a Town Hall Meeting on Monday, December 10 to hear about the budget situation.

SSPB:

A. Guevara attended the meeting.

IPBT:

Mary Kay Englen attended as a guest and shared that they are working to create a program review template that is a combination of the 3 PBTs to look at cost of programs and reductions. The timeline is Jan. 15, 2009 is when they are due and Feb. 15, 2009 is the final decision and March 15 would be the deadline to notify faculty of any layoffs. She voiced concern that the shared governance groups would not have time to review it. The shared governance groups aren't supposed to meet after next Tuesday to include the faculty. A. Guevara will share with President Murphy the concern that classified voices need to be heard.

Staff Development Office:

M.K. Englen shared that the office provides a notebook that is given to new classified staff prior to the fall quarter. A handout called "First Year Experience Program for Classified Staff" was distributed and reviewed. There is the computer lab that is available for all to use. Jose Rueda offers workshops on technology of Web mail, Meeting Maker and district software. A suggestion was made to put the information on the Classified Senate Web site and the Staff Development Office Web site.

Classified Senate Retreat Survey:

M.K. Englen distributed and discussed the survey results. 38 people with a 17% participation rate. A. Guevara reminded that President Murphy would underwrite the cost for De Anza classified participants. A. Guevara would like to be on the joint planning committee and needs additional De Anza staff to work on the planning committee.

Phyllis Garrison's Retirement Event:

The reception will be this Friday, December 5 from noon – 1 p.m. in the Administration Bldg. lobby. Phyllis' last day is at the end of December

De Anza Classified Code of Ethics:

A copy was distributed and reviewed. A. Guevara will forward a copy so people will have opportunity to provide input so we can approve a document at our January 2009 meeting.

District Budget

Guevara attended the meeting and said that we should look at revenue end. He suggested a fundraising event. He shared that the Foothill Classified Senate came up with a 4-page document with ideas. It was suggested that any cost saving measures go toward saving of jobs.

Burning Issues

Carl Brown Scholarship Donation – it was asked if the Classified Senate would like to make a donation.

Adjournment

It was moved by M. Cheney to adjourn the meeting and it seconded by K. Kirkpatrick. A. Guevara adjourned the meeting at 3:59 p.m.

Respectfully submitted

La Donna Yumori-Kaku