



<http://www.deanza.edu/gov/classifiedsenate/>

**De Anza College Classified Senate Meeting Minutes**

Date October 23, 2018

2:00-3:30 p.m.

**ADMN 106**

**Attendees:** [L. Maynard](#), [P. Gerardo](#), [C. Steiner](#), [D. Byars](#), [V. Kahler](#), [H. King](#), [K. Kirkpatrick](#), [R. Levin](#), [D. Shannakian](#)

**Visitors:** [M.K. Englen](#), [P. Del Rio](#), [J. Gilmore](#), [A. Esquivel Moreno](#)

**Scribe:** [C. Guzman](#)

Item #	AGENDA TOPIC	TIME	PURPOSE	DISCUSSION LEADER
1	Approval of Agenda/notes <ul style="list-style-type: none"> <li>- October 23<sup>rd</sup> agenda approved.</li> <li>- October 9<sup>th</sup> meeting notes approved.</li> </ul>	2:00	I/D/A	Maynard/All
2	Conference and Travel Guidelines/app <ul style="list-style-type: none"> <li>- The 2018-2019 Conference and Travel Guidelines have been distributed as a soft and hard copy. The following changes to the application were discussed: itemized estimated expenses, activity category and provide the committee with short answers to these questions. The application does need to be approved by the supervisor. There are no deadlines for submitting your application during the program. However, it is important to reference Application Submission located on page 1 of the application for 'review of application' dates.</li> <li>- For program year 2018-2019, \$5000 was allocated for conference and travel. This amount was divided into the academic quarters (fall, winter, spring) assigning roughly \$1600 per quarter. Funding is still available for fall 2018 in the amount of \$1800. Funding is available on a first come basis. Each employee has a maximum limit amount of \$1600 and Staff Development Office keeps track of recipients.</li> </ul> To obtain the Conference and Travel Guidelines and application visit <a href="#">Applying for Conference and Travel Funds</a> .	2:10	I/D	Englen

3	<p>Update/Transition and Classified Support</p> <ul style="list-style-type: none"> <li>- The Classified Support Team is collaborating with district constituents to develop activities to support the budget cut transitions. These activities include a job fair that will be hosted at De Anza with the support of surrounding college districts, workshops, and a comprehensive transitional plan for the employee who will bump into another position.</li> <li>- A transitional timeline is being generated and will be provided as soon as possible.</li> </ul>	2:25	I/D	Englen
4	<p>Campus Budget Team continuance</p> <ul style="list-style-type: none"> <li>- The Campus Budget Team was originally created prior to the Student Services Planning &amp; Budget Team (SSPBT), Instructional Planning &amp; Budget Team (IPBT) and Administrative Services Planning &amp; Budget Team (APBT) subcommittees, and their role was to review budgets. However, now that the subcommittees are in place, it is being asked where the Campus Budget Team still holds the same purpose. It was noted that if the Classified Senate recommends to cease the Campus Budget Team it will increase seat counts on the APBT.</li> <li>- CONFIRMATION: The Classified Senate recommends that the Campus Budget Team ceases due to responsibilities aligning with subcommittees.</li> </ul>	2:35	I/D/A	Maynard/All
5	<p>Student Support Fund Update</p> <ul style="list-style-type: none"> <li>- The Student Support Fund was created in an effort to close the achievement and socioeconomic gap among students with the highest financial needs.</li> <li>- Funding is obtained through ACE contributions. For every \$1 donated, \$.50 goes to the Student Support Fund.</li> <li>- There is a need to refine the policies, procedures and award process. Currently, all students within an identified course receive funding for instructional materials – amount varies based on funding capacity. It was noted that there should be an application process to identify students with the highest needs as oppose to funding the whole class. D. Byars has asked for help in revising the application process.</li> </ul>	2:50	I/D	Byars
6	<p>Good of the Order</p> <ul style="list-style-type: none"> <li>- Discussion: How can Classified Senate encourage upper management to save positions that are deemed to be slated?</li> <li>- Reminder: Midterm elections are November 6<sup>th</sup> be sure to vote.</li> </ul>	3:10	I	All

7	<p><b>undocuALLY Training</b></p> <ul style="list-style-type: none"> <li>- The workshops series focus on enhancing and developing working knowledge of the services and support provided to De Anza's undocumented student population. The following workshops are available: <ul style="list-style-type: none"> <li>• Workshop 1 – October 24<sup>th</sup> 2 – 4 pm in MLC255</li> <li>• Workshop 2 – November 15<sup>th</sup> 2 – 4 pm in East Cottage – 1</li> <li>• Earn training certification and PGA credit.</li> </ul> </li> <li>- The Division of Equity and Engagement is hosting an open forum with Luis Cortes Romero, attorney and DREAMer on October 24<sup>th</sup> at 4 pm in Conference room B <ul style="list-style-type: none"> <li>• Open forum to discuss current issues related to U.S. immigration law.</li> </ul> </li> </ul> <p>To register for the undocuALLY trainings or to learn on how to support De Anza's undocumented student population visit <a href="#">Resources for Undocumented Students</a>.</p>	3:12	I	Esquivel
8	Adjourn	3:30		

*Agenda Codes: I=Info, D=Discussion, N/A=No Action Required, A=Action Required C/F= Comments /Feedback*

**Next Classified Senate meetings: November 13 & 27, 2018 in Admin106 at 2:00 p.m.**

**Mission**

*It is the function of the Classified Senate to participate in the governance of De Anza College, to provide a centralized means of communication among classified staff and with the rest of the college community, carry out the purpose to actively promote professionalism with the Classified Senate, and to enhance staff development.*