# Classified Senate

Meeting Notes

January 30, 2024

## Welcome and Introductions

Classified senate met on zoom, Tuesday, January 30, 2024. President, Adriana Garcia called the meeting to order at 2:09 PM.

## Approval of Agenda and Notes

The current agenda and notes for the January 16th meeting were approved by unanimous vote. The notes for January 23 do not need approval because it was a topical discussion, but attendees are welcomed to provide feedback regarding edits and corrections.

## Senate Business

### Budget Report

Adriana explained she had met with Tracy, the previous treasurer but had not been able to get U.S. bank to change the signature card so she would have access to the senate’s funds. This occurred because the bank trustee familiar with handling the senate’s account challenges was no longer employed for U.S. Bank. She may need to start from scratch and is meeting with Tracy to gather the organizational documents to the bank on a subsequent visit.

### Survey Form

Debee presented the form she developed for governance groups requesting classified staff representation. She made it collaborative so others can modify and improve it. Once the senate approves the form it will be shared with any committee chair requesting a classified staff person to join their committee. She also expressed appreciation for the assistance of Claudia and Lisa.

### Campus Resource: Connect Program

Next, Sushini Chand gave a presentation on De Anza CONNECT, the program that lets staff and faculty connect students with resources and services they need like tutoring, financial aid or counseling. She showed the meeting participants how to access the referral form and ensure students get the services they need to succeed. The form is in MyPortal under the staff section.

### Elections Committee

Alex reported the elections committee is beginning to get organized and will soon seek nominations. There are vacancies for President, Vice-president and treasurer.

### Professional Development Day

Maritza reported the district-wide professional development day planning is going well and they need volunteers to conduct workshops. Debee agreed to contact Kevin Metcalf to see if he will do a workshop on office and zoom integration. Will send workshop proposal form on Wednesday morning and again on Friday’s senate signal

### Name Change Exploration Resolution-First Read

Adriana shared the Name Change exploration resolution document which she would like the senate to approve in a subsequent meeting. Today’s introduction gave the senate an opportunity for a first reading and contemplation of the document before voting to support it. The goal is to ask the college to create a name change exploration task force. Maritza made an inquiry for clarification of language and Adriana edited it to reflect clearer language.

### Leadership Requests

Representation needed for the following leadership committees: Police Chief Advisory Committee, Campus Advisory Committee, and the Employee Recognition Awards.

### Leadership Reports

#### District Budget Advisory Committee

Adriana asked for a representative to join the district budget advisory committee which meets the same time as classified senate. She said the police chief’s advisory committee which meets Thursdays and the campus advisory committee need staff representation. She is also trying to form an employee recognition committee.

#### CS Handbook

Juan and Adriana will meet on Friday to begin crafting a classified senate handbook and Adriana welcomes more volunteers.

#### Leadership Report

She also displayed the leadership report and reminded people to fill in information about any shared governance activities in which they participated.

#### DDEAC: District Diversity And Equity Advisory Committee

Maritza reported the district diversity and equity advisory committee had met the previous week and will be reviewing an equity plan.

DASG
Maritza also said that DASG needs more students to get involved in student government.

#### Other Leadership Committees

There were no updates on RAPP, the measure G task force or the Chancellor’s town hall.

## Calendaring

Adriana concluded the meeting by running through upcoming events of interest on the De Anza calendar such as the Chancellor’s Townhalls, Black History Month, UndocuSol training and election deadlines.

### Next Steps

Debee will be absent on February 6, so someone will be needed to take notes. She also agreed to email EOPS to see if they can present at a future senate meeting.

Adriana announced Tina will be hosting a focus group for bike riders to explore how De Anza can better support them. Input and interest in participation due by Friday, February 2.

## Affirmations

## Meeting Adjourned

The meeting adjourned at 3:08 PM.

## Links Mentioned in the Chat

Note: The De Anza CONNECT link could not be included as it is inside MyPortal.

This meeting’s agenda:

 <https://www.deanza.edu/gov/classifiedsenate/meetings/2024-01-30.html>

Notes for the Senate Topical discussion January 23

 <https://www.deanza.edu/gov/classifiedsenate/meetings/Classified%20Senate%20Meeting%20Notes%20January%2023%202024%20Topical%20RAPP%20Draft%202.docx>

Minutes for January 16 to approve:

 <https://www.deanza.edu/gov/classifiedsenate/meetings/Classified%20Senate%20Meeting%20Notes%20January%2016%202024%20Draft%202.docx>

 Classified Senate, Request For Representation.

 For filling out the form:

 <https://forms.office.com/Pages/ResponsePage.aspx?id=n7L3RQCxQUyAT7NBighZShuFGSKGtitHqPZED7tWJV1UNlFNTFJYOVlQNUdQTlQzOVdISVQ0Q0NJSC4u>

 For editing the form:

 <https://forms.office.com/Pages/DesignPageV2.aspx?subpage=design&FormId=n7L3RQCxQUyAT7NBighZShuFGSKGtitHqPZED7tWJV1UNlFNTFJYOVlQNUdQTlQzOVdISVQ0Q0NJSC4u&Token=09b7dd13e4fa4fa0809cc51345b71e8a>

Leadership report, Jan 16-30:

 [https://foothilldeanza-my.sharepoint.com/:w:/g/personal/11250797\_fhda\_edu/EeFcBjEL6\_5DhLHVwEKspH8BK7KkhTn44Wz9ok\_q6w7ZrA?e=p9TCxV](https://foothilldeanza-my.sharepoint.com/%3Aw%3A/g/personal/11250797_fhda_edu/EeFcBjEL6_5DhLHVwEKspH8BK7KkhTn44Wz9ok_q6w7ZrA?e=p9TCxV)

Workshop Registration for Classified Development Professional Day

 <https://forms.office.com/r/31sHdJEvBU>

Name Change Exploration Resolution Draft:

 [https://foothilldeanza-my.sharepoint.com/:w:/g/personal/11250797\_fhda\_edu/EeWGDhIxBJREv6mPKF9xAqIBxjuAX23g4KfS5\_d5aiiUnQ?e=4poYFB](https://foothilldeanza-my.sharepoint.com/%3Aw%3A/g/personal/11250797_fhda_edu/EeWGDhIxBJREv6mPKF9xAqIBxjuAX23g4KfS5_d5aiiUnQ?e=4poYFB)

UndocuSol Training #2

 <https://fhda-edu.zoom.us/meeting/register/tZApcOGupzsqGtM-TanfZFPvhXn4cLETAmop>