# Classified Senate Meeting Notes for June 13, 2023 Draft 1

Notes by Juan Diaz

**Senate:** Tracy, Adriana, Bidya, Lisa Kirk, Adam, Vins, Maritza

**Members:** Lisa Ly, Dennis, Juan, Stanley, Juan, Diana, Andre, Hua Ching, Nathaly, Deepa, Lidia

**Guests:**

**Absent:** Deborah (sick), Alex Harrell (PDL)

## Welcome and Check In

Discuss whether to continue with the meeting or cancel it due to low attendance. Meeting continues with an information-only meeting and limit action items to discussion. Adriana acknowledges that fewer people mean fewer reports and is open to making decisions if everyone agrees.

Review of agenda and any additional items needed. Thursday leadership event was briefly mentioned.

May 23, 2023 approval tabled for June 27, 2023

## Senate Business Classified Senate Reports

**Board of Trustee Meeting Report Back**

Adriana attended a board of trustees meeting for the first time and presented a resolution in support of increasing capacity through budget allocation, hiring more custodial and grounds employees, improving onboarding and training of supervisors, and ensuring the success of custodian and grounds workers. They asked for training from the board to better represent classified employees. Adriana and their colleague received support for their resolution and read it during their leadership report at the end of the meeting. Adriana also mentioned updates on pay and benefits for classified employees.

During the meeting, Carla, the support person of the board, was told they were placed in public comments, but Adriana and their colleague went ahead and read their resolution during their leadership report at the end of the meeting. Adriana mentioned that they stayed until 9:40 PM to present their resolution and thanked their colleague Stanley for their support. Adriana also mentioned updates on pay and benefits for classified employees, including the possibility of a cola until 2024-2025, but after that, it is unlikely. The board is looking at different ways to proportion the cola in a percentage year per year.

Adriana mentioned that during the meeting, the board discussed student housing and is considering building 400-450 beds, but they are still deciding on the site, which could be either the De Anza or Sunnyvale campus. There are many variables to consider, and there is an advisory housing committee that people can join. Adriana also mentioned that someone asked a question about the housing, but they had to leave early and missed part of the presentation. Adriana explained that it was a first presentation for the feasibility plan for student housing, and there were many questions and assumptions that need to be addressed by the feasibility housing task force team before they can give a better sense of how much housing would cost to build.

**Balance**

The balance in the US bank account is $13,513.84, but there may be outstanding deductions that have not yet been reflected, and Adriana will check for a more accurate update. Adriana now has access to Argos to view budget.

Need to email Patrick, Gary, Tracy, Kevin, and Crystal to confirm what they need to do to ensure that dining is paid, and there may be outstanding deductions for the outside bank account, but Tracy has receipts for the payments made for the classified Senate branch and the ice cream social.

## Approve Classified Senate Appointments for Committees

Adriana discussed the need for a classified representative for the CDC director hiring committee. The committee will meet during the summer and they need someone who is available from July 15 to August 15. Maritza volunteers to be the classified rep.

The conversation then shifts to graduation and the need for volunteers to help with different shifts.

Adriana and Tracy discuss the need for a classified representative for the college planning committee and notes that it needs to be someone from the executive committee. They mention that the committee is responsible for coordinating the accreditation steering committee, updating planning documents, and shared governance reflections. Tracy will ask Mallory about a designated Senate member or classified professional serving if an executive member can't serve.

We need a classified representative for the police chief’s advisory committee and the scholarship readers for the upcoming scholarship application deadline in February. The scholarship readers are usually staff members, but they are also looking for volunteers. Deepa, Lidia and Hua volunteered to be scholarship readers, Adriana will pass names along to Lisa Mandy and set up a reminder to discuss expectations in January.

Professional Development Day Report from Maritza

Maritza discussed that they are working on an evaluation form to get feedback from people. They also mentioned the possibility of having the professional development day at a different time of year, such as summer, and separating it from appreciation week. Plans to send out the finalized plan to all the classified centers once it is complete.

**Review of Classified Senate Election**

LINK PDF

**Classified Senate Leadership Retreat scheduled for June 20th.**

## Reports from Standing Committees

**Bylaws Committee Update**

Adriana discussed the progress of the bylaws committee and thanked Maritza, Andre, Lisa, Juan, and Deborah for their feedback on the bylaws. Adriana spent a few hours cleaning up the bylaws and is currently two-thirds of the way done. The bylaws will be brought to the June 27 meeting for approval, and the new leadership will use it as a tool for the next year. Adriana asked if there were any questions regarding the bylaws process and thanked the committee members for their time and creativity.

**CSCA Solidarity Resolution**

Adriana discussed the CSCA solidarity resolution and thanked everyone for their support, including the faculty association and academic senate. Adriana asked Stanley to follow up with the DASG president, Amy, to see if they can endorse the resolution, even if it's after the term has ended. Adriana suggested emailing both Amy and the incoming president to ensure the resolution's support.

**Megan "Blaine” Agustin (pronouns they)**

Adriana announced that Megan and Blaine are leaving the college and that Andre and Adriana are planning a drum jamming session to send them off. The session will be held at Sunken Garden, and anyone interested in joining can bring their own drums or percussion instruments. Blaine was part of the equity inclusion committee and contributed greatly to their work in the last six months. Adriana encouraged everyone to send Blaine an email and give them flowers as a reminder of their beauty.

HEFAS Resolution  
Adriana discussed a job fair that was organized by a planning committee, which unfortunately became an unsafe space for HEFAS students and staff due to the presence of the Border Patrol. Students and colleagues were able to draft a resolution with demands for the organization's leadership to acknowledge and apologize for the harm done, have clear signage at future career fairs for opportunities for undocumented students, and provide more access and support for undocumented students towards professional career development. The resolution also calls for the creation of a district policy that centers and enforces a sanctuary district, including not collaborating with ICE or other immigration agents on campuses. Adriana asked if Classified Senate can support this resolution and listed the other requests made in the resolution.

Support Passed with one abstaining saying that there needs to be more conversations regarding the resolution. We need more participants in the conversation to find a resolution that works with every party involved.

## Caring Campus

**Bidya and Andre:** Bidya discusses the work done by the classified staff on the Curing Campus project, which involved different groups working on different aspects of the campus. The staff met in person for two group sessions and presented their work to senior staff in a joint session. Bidya emphasized the support and agreement from senior staff from the beginning. The work involved different commitments, such as the 10-foot rule, name tags, and one referral, and the communication group worked on a communication plan and sought support from different groups on campus. Bidya offers to share the documents with more details on the different groups' work and the leadership support part, which discussed support and incentives for the classified staff's work.

No response from senior staff just yet.

## Shared Governance Reflection

Adriana discusses a reflection document on the work of the governance group over the past year and how it helped fulfill the vision, mission, value, strategic initiatives, institutional core competencies, and commitment to equity. The document includes questions for reflection on what has been working well, recommendations for improvement, and strengths and weaknesses in disseminating information to stakeholders.

## Shared Governance Reports

Academic Senate, recently celebrated faculty retirements and scholarship recipients.

Tracy mention the Asian American and Asian Pacific Islander program, which partnered with Impact AAPI to present a student achievement ceremony.

Art on Campus Advisory Committee and ongoing student input on decorative acoustic panels in the fire side room.

Black Faculty and Staff Association (BFSA): discussion on cost of living adjustments (COLA) and mindful housing, with a separate discussion planned for staff and faculty housing.

Budget Advisory Committee

The Budget Advisory Committee had a meeting, which may have been the last one, There was some confusion about the absence of a member named Pam Gray. The committee discussed a previously approved position and the transition to a new shared governance structure, which may take some time to adjust to.

College Council

CSCA resolution and the need for support for supervisors. Also discussed college engagement and the diversity of compensation for leadership roles. The College Planning Committee also discussed, including the makeup of membership and the need for more representation from student services and classified staff. There was no decision made on these topics, and the group will meet again to discuss further. There is also a need for volunteers for Graduation

DASG

The last meeting is tomorrow, where new officers will be sworn in. The senators have been busy with their duties, and the spring training has been completed. The group is finalizing details for scholarships for the new officers and preparing for the transition to the new team.

RAPP

The group meets every Tuesday to discuss the personal hiring process. In a recent meeting, the conversation was faculty-heavy, and some members felt that classified staff and other representatives should have been invited to speak as well. The group discussed the ranking of various positions, with the majority being instructor positions and only one classified position. There was also mention of the rushed timeline for submitting position requests, which some members felt was inequitable. The group is now considering how to move forward with the hiring process and whether to focus on high-ranking positions or those marked as low or moderate. Some members suggested providing support to areas that need help filling out position requests and giving them a chance to improve their chances in the next round of hiring.

They hope to work through the issues and focus on both high-rated positions and other positions that may have been overlooked. Some members suggested providing support to areas that need help filling out position requests and giving them a chance to improve their chances in the next round of hiring. The group plans to email the relevant people to ensure their concerns are on the radar for the next meeting. They also discussed attending various committees and supporting each other in their roles.

## Next Steps and Calendar Dates

* **Wed. June 14:** Equity Champion Awards (Bertha Sanchez)
* **Fri. June 16: Black Grad @ VPAC**
* **Tues, June 20:** 2023 New Leadership Retreat Part I
* **Wed. June 21:** Lavender Grad @ Sunken Garden
* **Fri, June 23:** Shared Governance Reflection Due
* **Fri, June 23:** Latinx Grad @ Foothill College
* **Tues, June 27:** Last Senate Meeting for 2022-2023 academic year
* **Sat. July 1: [4-6pm]** De Anza Graduation @ Santa Clara Convention Center

## Announcements

## Affirmations

Meeting Adjourned