## 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.*
Today’s Date: 10/24/12
Name of Classified Senate Committee Representative: C.J. Jones
Name of Committee(s): EOM (Employee of the Month)
Date(s) of Meeting(s) Reported: 10/24/2012 with Patty Jobs, Sharon Berg, Kathy Munson, Janet Schmidt & C.J. Jones
Discussed: Welcome new Faculty Committee Member: Rachel Pacheco, Physical Education & Athletics. Committee hopes to soon be welcoming Diana Contreras, from counseling. She has expressed interest and Patty will add her to our next meeting invitations and all committee correspondences. We will try and accommodate her so she can make meetings. Classified Senate (CS) has given a budget of $1400 for the 2012-13 fiscal year. Discussed December Celebration: Theme, awards and decorations. Due to new CS Rules we can no longer PURCHASE food. We will use our left over drinks etc. We will ask Hobbee’s for a coffee cake donation. Various committee members will go off campus and see about getting food donations for events. Senate suggests we use our funds to pay for something that Classified Professionals can use at work. Patty will contact Vito’s and cancel our order for December. Committee selected a December award winner. Committee will meet again to again plan for December’s celebration and plan the June event.

Today’s Date: 10/31/12
Name of Classified Senate Committee Representatives: Tracy Chung-Tabangcura
Name of Committee: Student Services Planning & Budget Team (SSPBT)
Discussed: New committee members George Robles, EOP&S (Classified Representative) and Waggio Collins (DASB Chair of Student Rights and Services) were introduced and welcomed. Kevin Glapion, incumbent co-chair, was nominated and elected to serve as the 2012-2013 SSPBT Co-Chair.

Members agreed to meet on a weekly basis for the 2012 fall quarter. The committee continues to review and discuss the recommendations from the Accrediting Commission for Community and Junior Colleges (ACCJC) and to identify areas to implement the recommendations into the planning and budget processes for Student Services. Among the other key points the committee plans to address is: ACCJC definition of proficiency in order to determine if the College is meeting proficiency. Student services programs/areas to input data into TractDat to provide evidence to chart Student Services Learning Outcomes (SSLO) work and progress. SSPBT plans to submit the Student Services Viability Process and Chart (approved Spring 2012) for further review by College Council. In its current form, the SS Viability Process includes elements that will need to be acted upon in Fall 2012. For example, the committee needs to develop criteria for members to review SSLOs and Program Reviews (PR).

Requests for 2012-13 B Budget Augmentation funds will be discussed at the October 24 SSPBT meeting. Student Services programs will be contacted by Financial & Educational Resources, with regards to the purchasing items on the Measure C request list that were approved. There continues to be concern about the proposed budget cuts to Instruction and the impact on SS programs and services, staff, and students. There was discussion about the need for Instruction to maintain the 50% rule between instructors and the classroom which results in an additional burden on Student Services. In consideration of the potential passage of Proposition 30 in November and the possibility that the cuts would be less severe, managers from each Student Services area presented revisions to the budget reduction proposals at the October 10 and October 17 SSPBT meetings. The revisions to and their respective programs represent adjustments to the worst-case scenario budget reduction proposals that were previously submitted to College Council (Spring 2012) and the Board of Trustees (July 2012): October 10 Meeting Moberg: Admissions & Records/Assessment Center and Mieso: Outreach
Le Blu-Burns: Student Development & EOPS October 17 Meeting Cook: Office of the Vice President of Student Services
Caballero de Cordero: Counseling & Matriculation Haynes: Disabled Student Programs & Services Division The revised budget reduction proposals (i.e. Plan B) will be ranked and finalized at the October 24 SSPBT meeting in preparation for the October 25 College Council meeting and the November 5 Board of Trustees meeting. The proposed SS budget reductions will be posted online at the SSPBT Web site shortly (see www.deanza.edu/gov/SSPBT/).
Committee members agreed to maintain the same goals and priorities from 2011-12 and focus on the following issues: Program Reviews, Program Viability Process, Veterans Services, Services for Foster Youth (new) Student Success Act (includes former Core Student Group & Student Success Task Force planning and implementation activities) Exploring Technology.

**Today's Date:** October 31, 2012

**Name of Classified Senate Committee Representative:** Virginia Marquez

**Name of Committee(s):** Communications Committee

**Date(s) of Meeting(s) Reported:** 10/19/12 & 10/26/12

**Discussed:** Revisit 4 strands: 1. *Interpersonal communication:* creating respectful interactions, developing effective listening skills, addressing conflict, confrontation, and difficult situations. 2. *Public communication skills:* public speaking skills, effective meeting and committee participation, assertiveness. 3. Communicating across the college community: knowing what information to share with whom and when. 4. *Methods and mechanics of communication:* Effectively developing and sharing process.

12/13 Goals and outcomes: Centralized Communication (strands 3,4) Develop a process/policy page to post on the Staff and Faculty page that will be both an archive and index. Virginia, Marykay, Lois and Julie will discuss further. Marykay will draft a sample. Appreciative Inquiry training (strands 1,2) Veronica Neal, Jackie Reza or Karen Williams as a facilitator discussing Safety, both personal and front desk.

Meeting time/Date: We will stick with 9:00 on Fridays every other week with some modifications due to the holidays and campus activities. Membership: Virginia will create an “invitation” for Reza to send out and committee members will reach out to staff who would be good team members. Budget: TBD as activities are determined.

Safety: Marykay contacted Ron Levine about bringing the front desk safety workshop to campus by the folks from UC Davis who conducted the campus safety training. He has a call in to them to find out the possibility of bringing it here. The committee discussed wanting to highlight “Best Practices” of campus safety. One idea is to do an article highlighting the recent work done by the employees in the SSCS building to develop a safety plan. The Learning Center is also a good source. Virginia will talk to Angela about sharing the process.

Centralized Communication: Virginia relayed a discussion with Julie Ceballos regarding a web site to post policy and procedures. Julie asked that we decide on our target and then we can proceed. All decided the target audience is campus employees—knowing that this could mean students could access the site if needed. We will continue to discuss how we want this site designed before the next meeting. Marykay brought a draft sample template of elements that could/should be included when posting items. Noted that buy-in will need to start with senior staff and the committee should expect to make presentations to deans and other managers to be successful and effective.

Appreciative Inquiry: Virginia has not heard back from V. Neal and it was acknowledged that she is quite busy this quarter. Virginia will keep trying. Marykay will approach Jackie for her availability. Virginia will talk to bookstore about selling copies of “the Thin Book of Appreciative Inquiry” and possibly subsidizing the cost for Classified staff purchases.

Committee Membership: Virginia approached a few individuals about serving on the team but no firm commitments, still working on an invitation to send out to all.

**NEXT MEETING:** FRIDAY, NOVEMBER 9, 9:00 MARKETING OFFICE