

**De Anza College Classified Senate**  
**March 4, 2010**  
**2:30-4 p.m.**  
**Administrative Conference Room 109**

**DRAFT**

**Present:** V. Aparicio, S. Berg, L. Bloom, D. Bradshaw, M. Browning, J. Ceballos, T. Ehle, T. Gerard, A. Guevara, M. Hawthorn, L. Jenkins, N. Johnstone, MJ Lomax, V. Marquez, L. McCortney, J. Okabe-Kubo, C. Pereida, G. Vandiver.

**Guest:** L. Thor, Chancellor, FHDA College District, MK Englen, Staff Development.

**Approval of Agenda and Feb. 4 minutes:** L. Jenkins asked for any additions to the agenda. There were none and it was M/S/C J. Ceballos, L. Bloom to approve the agenda. Jenkins asked for any additions, corrections, changes to the minutes, noting that the workshop notes were not included to retain the confidentiality of process. It was M/S/C, A. Guevara, V. Marquez to approve the minutes.

**Guest Introduction:** Linda Thor, Chancellor, was introduced and L. Jenkins began the introduction of the officers and senators with name, work area and years of service. Thor summarized her experience and described herself as a “big fan of technology, though not a techie” having most recently come from a “college without walls” in Maricopa County, which is an area equal to the 13 New England states. She noted that 38,000 of the 48,000 students are online and they have an 85% retention rate.

Thor continued with a couple observations that she has been astonished with what she has seen, that FHDA’s reputation is well deserved, how lean the district is with people working two to three jobs and continuing to be focused on what is best for students. She is impressed with the depth of shared governance and Thor apologized to the ETS staff for her frustration with redundancies since she is accustomed to a little more support for her personal productivity.

“Thank you, from the Board (of Trustees) on down,” Thor stated. “You are appreciated.” In closing she said our challenge is to build on the legacy that our district has, then she excused herself for another meeting.

**CS Budget Update:** Jenkins noted that M. Ingalls apologized, but could not attend this meeting. Jenkins announced there will be a joint CS retreat meeting following the current meeting. She reminded the group that the B budget needs to be spent or it will be “swept.” The Employee of the Month (EOM) committee still has food expenditures that haven’t been recorded. Jenkins will check with P. Jobs for those receipts.

The Dues account is a different spending pot that we prefer to retain a \$2,000 balance carry-over. This account has more flexibility in purchasing items than the B budget.

**Committee Reports:** V. Marquez reported that the Diversity Advisory Council (DAC) co-sponsored an LGBT student panel held on Feb. 25. The five-student panel

thoughtfully addressed a group of 20 attendees. Marquez regretted there weren't many faculty in attendance, and noted that if the publicity had gone out earlier, there would have been a larger attendance. DAC is on record supporting protests by students and Multicultural Staff Association statement of solidarity regarding the cuts across campus affecting classified diversity.

The Latino panel felt they were short of time to schedule it for winter quarter. They decided it will be presented first at the Teaching/Learning Conference, then later for students. The subcommittee is reformulating the workshop to fit the TLC format.

SSPBT Marquez encouraged the Student Services participation in posing the question of collegiality. She stressed that particularly during this challenging budget period, classified staff need to project our contributions.

SSBPT has the ongoing charge to clarify the process and procedure of member appointment. The co-chair (M. Winters retired) had been appointed by the Faculty Senate, but IBPT has a classified co-chair (L. Jenkins). After S. Kawazoe (classified) retired, she was replaced with a faculty member. A co-chair to replace the retired Winters will be named once the appointment process has been clarified and formalized.

J. Ceballos said the College Environmental Sustainability group is exploring how to come into shared governance.

Since we need to look toward doing business differently with reduced budgets, VP Stacey Cook has drafted a realignment plan that would shift reporting lines without affecting services to students. About 20 counselors attended the SSBPT meeting to voice their concerns about the realignment. It was reiterated that it is a proposal and that we all need to remain open-minded for next year.

**Facilities:** L. Bloom, G. Vandiver reported on Facilities' need to have a policy for leaflets on campus: a) being posted and b) being "stuffed" in the Admin mailboxes. Bloom said the committee noted that information posted on the campus should support the college mission, not any religious or political views, and should incur no cost to the college. The committee requested ideas for additional criteria for both student and public leaflets. The limit of five stamped copies by the Student Activities Office is often ignored and difficult to enforce.

T. Gerard noted her concern for the CDC children on campus to attend various events and walking past the kiosks with graphic adult material advertising dances and part/time jobs. C. Pereida inquired if there are laws or regulations to cover inappropriate posting. Jenkins reminded the group that the First Amendment applies since we are a public institution.

**IPBT:** MK Englen thanked classified for submitting their faculty rankings, and reported that De Anza is hiring 10 faculty next year. She will get the final list from Christina Espinosa-Pieb and let us know. The big charge is to cut \$200,000 of faculty reassigned

time where there is currently no standardization, common pay schedule, or duties for department chairs, and the Faculty Association and Academic Senate will want input.

**Classified Mentoring:** MK Englen explained there used to be a mentoring program when we had a few years of new hires. She suggested reinstatement of the program could be beneficial at this time for the “new” staff from the bumping process. The joint Foothill, De Anza and Central Services mentoring program requires one hour of training. Each of us is so overwhelmed at this time, but this doesn’t require additional time commitments. Mentors can meet with their newcomer over a brown bag lunch, or do the EPA tour. The program can make a grievous situation better. A vote of hands favored moving the program forward.

**Announcements:** Burning Issues, Carmen Pereida announced her resignation as the President Elect. Her job has been eliminated and the responsibilities in her new area no longer enable her to preside next year. L. Jenkins reported that Sarah Carrao, Financial Aid, offered to sit on the IPBT, though it was noted that the classified representative may need to be from Instruction. It was M/S/C, S. Berg, T. Gerard to accept the resignation.

**Adjournment:** It was M/S/C T. Ehle, J. Ceballos to adjourn at 4:05 p.m.

Respectfully submitted,

Jo Ann Okabe-Kubo  
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