

## SEPTEMBER 2010 CLASSIFIED SENATE/GOVERNANCE SURVEY

The purpose of this survey is to find out why Classified Professionals do or do not serve on Classified Senate or other De Anza College shared governance groups, which include Planning and Budget Teams, College Council, Diversity Advisory Council, Campus Budget and Campus Facilities.

This is a baseline survey on which we hope to build better participation and communication among Classified Professionals in the next year. Why should you bother to answer any of the questions? Because we really want to hear from YOU! Your input is essential. AND YOU COULD WIN ONE OF FIVE PRIZES! So let's go...

Please mark the appropriate box next to your answer choice, and answer all of the questions to the best of your ability. *We are not tracking individual survey takers.*

### **SURVEY RESULTS AS OF SEPT. 13, 2010 – 82 RESPONDENTS**

1. Are you currently serving on De Anza's Classified Senate as an executive officer or a senator?
  - a. Yes – 15.9%
  - b. No – 84.1%**
2. Have you served on Classified Senate in the past?
  - a. Yes – 41.5%
  - b. No – 58.5%**
3. Are you currently serving on any OTHER governance committees?
  - a. Yes – 18.3%
  - b. No – 81.7%**
4. Have you served on governance committees in the past?
  - a. Yes – 32.9%
  - b. No – 67.1%**
5. If you HAVE participated or ARE currently serving, please check all reasons that apply to you:
  - a. Encouragement from management – 22.0%
  - b. Want to be involved in campus decision-making – 61.0%
  - c. Interest in learning more about the campus – 61.0%
  - d. Interest in learning more about governance on campus – 56.1%
  - e. Interest in professional growth – 58.5%
  - f. Interest in seeing that Classified Professionals' voices are heard in decision-making – **63.4%**
  - g. Encouragement from co-workers or Classified Senate members – 46.3%
  - h. Personal invitation to participate – 43.9%
  - i. Other – 12.2% (6 entries)**
6. If you HAVE NOT participated on Classified Senate or other governance committees, please check all reasons that apply to you:
  - a. Management discourages participation – 7.8%

- b. Lack of knowledge or training to participate with confidence – 29.4%
  - c. Pressure from co-workers to cover the office – 15.7%
  - d. Feeling that participation will have no effect on decisions – 29.4%
  - e. Heavy workload – **62.7%**
  - f. Fear of being targeted for layoff – 19.6%
  - g. No interest in participating – 17.6%
  - h. Never been asked to participate – 9.8%
  - i. **Other – 23.5% (15 entries)**
7. How would you rate your knowledge of the role of Classified Senate at De Anza?
- a. Excellent – 17.5%
  - b. Good – **45.0%**
  - c. Poor – 31.3%
  - d. Non-existent – 6.3%
8. How would you rate your knowledge of shared governance in general at De Anza?
- a. Excellent – 6.3%
  - b. Good – **48.1%**
  - c. Poor – 36.7%
  - d. Non-existent – 8.9%
9. Do you consider Classified Senate an important part of campus governance?
- a. Yes – **86.1%**
  - b. No – 13.9%
  - c. **Why or why not? – 45 entries**
10. Do you want to learn more about the senate or campus governance?
- a. Yes – **57.5%**
  - b. No – 42.5%
  - c. **Why or why not? – 43 entries**
11. Would you be interested in serving on Classified Senate in the future?
- a. Yes – 46.0%
  - b. No – **54.0%**
  - c. **Why or why not? – 49 entries**
12. Would you be interested in serving on any other governance committee in the future?
- a. Yes – 46.8%
  - b. No – **53.2%**
  - c. **Why or why not? – 40 entries**
13. If you have any other comments, questions, suggestions or observations you want to share regarding Classified Senate and/or shared governance at De Anza, please tell us here. – **18 entries**

## WRITTEN ANSWERS TO SENATE/GOVERNANCE SURVEY QUESTIONS

### **Question 5: (If you HAVE participated or ARE currently serving, why or why not?)**

1. I was once on a hiring committee more than ten years ago.
2. I have a work relationship with the Classified Senate.
3. The task and topic of the particular committee is crucial to campus mission and student success.
4. I saw an opening for a committee, and I submitted my application
5. Accreditation Team Member
6. Inherent curiosity and ability

### **Question 6: (If you HAVE NOT participated on Classified Senate or other governance committees, why or why not?)**

1. Attended one meeting and felt out of place, un knowledgeable, and the members couldn't run an informative meeting or make decisions. Too boring to come back.
2. Participating in non-governance committees
3. Don't really understand the difference between senate and ACE.
4. Lack of knowledge is my OWN doing:) I am perfectly capable of finding out more about things work on campus!
5. Other commitments
6. When I was on the Classified Senate and wanted to serve on a shared governance committee the Classified Senate president appeared to want to have other staff participate so I never did serve. This past year seemed like information from the Classified Senate Senator information wasn't shared about a need for volunteering on shared governance committees or what was going on with the Classified Senate. If we are suppose to check the Classified Senate web site then a reminder would be good or a brief notes about what is happening would be appreciated. I think a FYI summary of what each shared governance committee does and what the nicknames of committees mean.
7. Time is a major factor that could impede attendance.
8. Staff time not used effectively or efficiently. Too much complaining – not enough doing
9. Lack of coverage in work area
10. New Employee
11. The sense that much of the decision-making process is "political" in nature.
12. Because I work in the evenings and these committee meetings, etc happen during the day
13. I only work part time. So I can't attend afternoon meetings because I work somewhere else.
14. Targeted for layoff June 2011
15. I work nights, when the college is normally closed.

### **QUESTION 9: (Do you consider Classified Senate an important part of campus governance?)**

1. In my opinion, CS would be among the most effective voices and advocates of

issues/decisions that directly affect classified staff. CS serves as one means of keeping other campus and/or district governance groups apprised of issues and concerns of classified staff.

**2.** It is our opportunity to speak out and be heard

**3.** CLASSIFIED VOICE

**4.** It tries to defend classified employees. Unfortunately, the decisions made are not always in the best interest of the employees. Union/management contentiousness is a big factor in negative environment and employment situation at DA.

**5.** I have not seen any concrete accomplishment by the campus governance...

**6.** Shared governance decision-making will not work if parties do not attend

**7.** Probably because I don't know what it does.

**8.** The classified senate at DA can be compared with the Queen of England. We all like it and don't mind pay for it but there is really no decision-making role involved. It cannot be compared with the function of the Academic Senate who is actually a key player on campus. The classified senate lets the college look like they really involve staff into their decisions, which is not true.

**9.** Better some Classified voice in the running of things than none at all.

**10.** Although management makes decisions regardless of our input, it's always good to have a seat at the table. If we decide to try to be more powerful as a group we could exercise more influence in decision-making. How to best org for this empowerment is always a struggle... to get people like me w/2 jobs and caring for family members, but who have genuine care for policies/student access/staff diversity training & having voice...thanks for this survey! It's MAKING me think about being more active;)

**11.** Respect we get with informed and intelligent contributions to the shared governance process

**12.** It allows participation of classified professionals to participate on campus governance. In the past when I was on the Classified Senate sometimes I felt that our participation of input was NOW or by the following week and not allowing much time to discuss it with other classified professionals.

**13.** It's the only way to be heard. Without it, we would be completely lost in the whole system.

**14.** I would presume "Yes" because this survey would not be done if it were not so.

**15.** It should be, but due to Faculty Senate clout, Classified Senate has little impact on decisions.

**16.** Does not seem to have much control of situations or impact.

**17.** Classified workers have a lot of input in regards of students, and the overall campus. I truly believe that if the administrators would listen to some of our ideas to help students' college experience be more positive, especially classified workers who work in student services.

**18.** Typically, managers and faculty have ideas and opinions that come from a COMPLETELY different perspective and have no idea how their ideas/decisions affect the folks who have to implement them. Classified Senate provides us with a voice that can express that and offer feedback from the classified professional perspective.

**19.** Need a watch on admin and faculty to protect classified employees.

20. In reality, I do not know. I am not sure what CS does.
21. To be an unbiased representative, and to report back to my section
22. I do, but I don't think faculty feel the same, and some managers do and some don't.
23. CLASSIFIED PROFESSIONALS, do most of the work, we NEED to be heard.
24. It proves that Staff are important, and that there is a lot more equality compared to other schools (as far as being as important as Faculty and Management are)
25. Good to have input from classified employees into decisions. Keep employees informed on hot topics
26. Prior to the ACE union being formed, quite often it was the only way to stay informed as far as what was happening with classified employees.
27. CS offers reliable and knowledgeable representation for the Classified Professionals
28. I don't think classified have much influence on management decisions; management will make the decisions they want to make
29. Yes, important, but only marginally important.
30. It is important for classified staff to be informed about what is happening within the district.
31. Don't see much output from it
32. I don't know
33. Yes and No. I often find that there is no real understanding of the role the senate play on campus decision-making processes. At times, senators can sit around a table but not provide feedback within the table or outside of the senate.
34. It's important to have input from all perspectives from all the different work populations.
35. Classified Professionals need to have a voice and the campus governance is a vehicle for this.
36. Representation and voice of the classified professionals.
37. To have a voice
38. Classified Senate (CS) provides the voice of all classified staff, outside of their respective unions. CS is responsible for monitoring the wellbeing of Classified Professionals as well as helping with the decision-making process in shared governance.
39. I believe all levels of staff should have input into college operations.
40. Consider my knowledge of shared governance is poor, I am probably not qualified to determine if it is important or not. However, I am involved with the union and I think that is enough for classified participation.
41. Classified Professionals' voices need to be heard, and it's the law.
42. It encourages a sense of shared governance and being afforded an opportunity to learn about issues on campus that may not be available without participation  
A place where there is COMMUNICATION!
43. Yes in terms of awareness and potential action in our interest, but No in terms of other groups viewing us as equal partners.
44. PARTIALLY YES AND PARTIALLY NO
45. It gives classified staff a voice.

**Question 10: (Do you want to learn more about the senate or campus governance?)**

1. To gain a better understanding of how effective a role the CS has had in the shared governance process.
2. I am always interested
3. INTEREST IN PROFESSIONAL GROWTH
4. To better understand how to support the senate's efforts without serving
5. I feel unwanted at DA.
6. I am open minded and I want to be informed, but my work schedule makes it difficult to participate...
7. I have to take notes at 3 governance group meetings & have served as treasurer on CS so have pretty good understanding already
8. Why not? :)
9. I have some level of curiosity, but without much knowledge of the roll played, I'm not all that motivated.
10. I do not have permission to join any function during work hours and can only take workshops during my not flexible lunch hour 12-1PM - few exceptions only and then I have to take personal leave if I sign up for a work shop on campus that is not directly related to my work (healthy eating for example). I worked 4 years for the classified senate as rep driving up to the board meetings on my own gas expense. I did not feel that I got involved into any decision-making. I even had to fight for a chair on the rep table as faculty did not consider me a part of the group nor did the board.
11. In a small way, if it doesn't interfere too much with my work or leisure time.
12. See above
13. We should never stop learning
14. Maybe the section senator could meet with their section (whether it is all or by offices) and share information about what the campus governance committees do and if there is a need for volunteers to serve on committee.
15. Not at this time. I'm on a leave of absence.
16. If time, fear factor and WORKLOAD permits, then yes.
17. Been here 12 years; campus governance policies make sense, but campus governance actions or results do not. We don't practice what we preach.
18. No time right now.
19. Already buried in it! :-)
20. Knowledge is power
21. I would be open to more information, but I don't see the support from my office and my previous experience with committees on campus makes me skeptical of their usefulness. Committees spend much more time discussing ideas than taking action and the effectiveness of that action seems to be mostly lost in trying to please everyone through "shared governance."
22. Never been real interested
23. I'm already aware of the opportunities
24. I have a pretty clear idea of both right now.
25. I think I understand it pretty well
26. So that I can make informed decisions where classified employees are

concerned

27. I feel like I am already hooked in!

28. I am already a Classified Senator

29. See #6.

30. Too busy with banner

31. No time. Heavy workload.

32. Classified Senate should have a "marketing program" that continuously teaches staff about the roles of shared governance, as well as continuously recruits new members for committees (both new staff, and staff that have not engaged with their college).

33. Not at this time

34. Want to understand areas of responsibility for the various governance groups and how they actually affect policies or actions taken by the colleges or District

35. Working nights, I don't have the time for more.

36. I am busy with union work and I really just have no interest in senate and shared governance.

37. Staying informed is the only way to understand what happens on campus.

38. Be more knowledgeable in areas of campus governance

39. No time.

40. No time!

41. BE KNOWLEDGEABLE

42. Too busy

43. I am always up for learning more

**Question 11: (Would you be interested in serving on Classified Senate in the future?)**

1. Heavy test load

2. My primary concern is workload issues (though I have had the full support of my supervisor and management) as well as other personal commitments prevent me from serving to the fullest.

3. I feel it is important to help with our role on campus

4. I am not sure but would like to think about it.

5. INTEREST IN PROFESSIONAL GROWTH

6. I don't feel that I have sufficient time to devote to this activity such that I could do a credible job.

7. Have too heavy a workload during work hours and after work at another position

8. Only if positive difference could come of it.

9. I just wanted to be informed, my work schedule makes it difficult to serve on the Classified Senate...

10. Have to take notes at 3 governance group meetings as part of my job so am a little burnt out with governance group meetings

11. I don't think this school year would be a good time for it as I'm already participating in other committees and projects at a time when a lot of transitions are occurring in my department.

12. I'm already overloaded with other committees and responsibilities.

13. I cannot attend the meetings during work hrs

14. If we run out of other people in my group who have served or want to serve, I would consider it.
15. Same as above
16. Good way to stay informed, to share thoughts and to build camaraderie among all staff
17. Maybe response. It depends on the workload that I may have.
18. I would if I could, but the stress and the time is too much.
19. Unless I am absolutely assured of the fact that there would be no repercussions regarding my decision then yes, I would gladly serve.
20. I do not consider it an effective use of staff time.
21. Maybe...the times are outside of my work hours and getting release time is near impossible.
22. Have served in the past and enjoy it immensely.
23. Job security
24. I have found most action-by-committees on this campus to be heavy with reaction and lacking in planning.
25. Not enough time in the day
26. Already am serving
27. Too bad there's not a "maybe," because that is what I would answer.
28. Please refer to above reasons for not participating...
29. Possibly—It takes a lot of ones time and often doesn't seem to be important. Occasionally important things come up
30. I like knowing what is going on and being part of the decision making process.
31. No interest as I don't believe my input will make a difference; I do not have the motivation and feel those positions are best suited to those who are passionate about serving in this way
32. My supervisor limits us to serving on only one committee or board outside the office at a time, and I am already signed up for an Accreditation Committee.
33. I am already a Classified Senator
34. Maybe, if I was convinced it was worth my time.
35. Way in the future. I am involved in other areas at the moment.
36. Only if things settle down
37. Same as above
38. I don't know
39. Yes, but not for a while. Need to finish my current shared governance duties.
40. Not at this time to busy not sure about the future.
41. I'll be serving for the 2010-11year
42. It's not the sort of thing I'm cut out for.
43. My service on the senate has been rewarding, even though it's been hard work.
44. I enjoy serving
45. Currently serve
46. No time! Heavy workload.
47. UNSURE
48. Busy
49. After the accreditation process is over. I like to stay involved.

**Question 12: (Would you be interested in serving on any other governance committee in the future?)**

1. Heavy testing load
2. Personally, I do not believe I am as effective as others in terms of speaking on behalf of my colleagues.
3. If I have the time away from my job. It has been the reason of my lack of serving on governing committees recently
4. INTEREST IN LEARNING MORE ABOUT THE CAMPUS.
5. I don't feel that I could devote the time needed without feeling that I am neglecting other work.
6. Same as above
7. If my work schedule permits...
8. Same reason as above
9. Same as answer to 11.
10. I'm already overloaded with other committees and responsibilities.
11. I cannot attend meetings during work hrs
12. Too busy, and I have personal goals I want to achieve.
13. If I don't who will? We allow our staff to become burnt out as the few/only people doing the hard work of governance. Also if I'm not happy with something I should become a participating member:)
14. To remain a part of the solution
15. A suggestion would be for a call out for which governance committee meetings dates/times/location and encourage people to come to a meeting but somehow have a quick overview by that classified rep or Classified Senate member.
16. Would need to know more about each committee.
17. As answered in question 11.
18. I am currently on several other governance committees.
19. Maxed out on all out-of-the-office commitments that I can take on. No more time available to do more with my job suffering.
20. Tired of committee work
21. For the above reasons. However, there have been many individuals and groups who have done great things on this campus, but I am not sure how many were through committee.
22. Not at this time, but possibly in the future
23. Again, maybe, depending on the committee and how much of a time commitment was involved.
24. Same as above...
25. Same answer as above
26. Valuable insights and learning opportunities.
27. Same answer as number 11 above
28. Not without understanding what I would be getting into.
29. It is important.
30. No interest. Not my strength.
31. I don't know.
32. Always a possibility.
33. Just not interested

34. Too busy learning new position.
35. See question #11
36. No time! Heavy workload.
37. QUESTION 12 IS A REPEAT OF QUESTION 11. I GUESSED Q12 MEANS CAMPUS GOVERNANCE INSTEAD.
38. DUPLICATE QUESTION
39. Too busy
40. See above question. Same thing

**Question 13: (If you have any other comments, questions, suggestions or observations you want to share regarding Classified Senate and/or shared governance at De Anza, please tell us here.)**

1. None at this time.
2. Thanks again for this survey!
3. Thank you for conducting the survey
4. More communication from the Classified Senate of what is going on... I think we rely on web site, email but a phone call reminder or personal visit may improve the communication/knowledge for everyone. Maybe having a "point person" per office to share what is going on might be helpful. In the past when I was a Senator I asked one person per office to be a point person who would circulate the printed copy of minutes/handouts. I think I had 3 offices as my section. It seemed to help with the communication. I didn't see Meeting Maker notices for the Classified Senate Meetings this past year so that may be one more way to inform people of meeting schedule and also encourage others to come to the meeting. I like the idea of this survey but there may be classified who are on vacation or be 10 month employees who may not be able to participate so maybe this survey deadline should be extended.
5. If some of us weren't so overloaded and expected to work 13 hr days and weekends and had more support and help of our supervisor to manage our jobs more realistically, it would make our lives and our decisions about serving easier and better.
6. More information regarding the Classified Senate being disseminated to all classified employees via a printed newsletter and /or alternatively via email and possibly a notification on upcoming information telephonically.
7. The role of the Classified Senate would be easier for staff to understand and want to participate in if the senators were more connected to their constituents. Most face-to-face contact has gone away and the senate itself is irregular about sending out committee reports and any news in a timely fashion. This would be a good place to focus our energies. All in all, the senators do a wonderful job of representing us.
8. I apologize if this has a negative tone, but I am sure others who might not write anything do share this opinion.
9. As a supervisor, my role and representation is somewhat awkward. On the one hand, I am a classified staff and have a heavy workload. On the other hand, my administrators have not given me much support but WILL know if I said or did anything "not appropriate as part of management".
10. While I consider it important for all segments of DA employees to have a say in

what happens, hierarchy still remains hierarchy, and for the most part, classifieds are at the bottom of the hierarchy and decisions are made according to the wishes of management and faculty.

**11.** The meetings often seem like a waist of time. Perhaps if they weren't as often or only occurred when important decisions needed to be made, or new information was available...

**12.** We need wider participation by Classified Staff and more diversity on all of the governance groups.

**13.** I am willing to serve on one committee, including hiring committees, at a time. That is all that is currently possible.

**14.** Heavy workload should not be considered a valid excuse for non-participation. If the college is committed to shared governance (all indicators point to it is), then all managers need to accommodate any staff member willing to serve in shared governance. And the fact is, all staff members have heavy workloads, so we're all in the same boat.

**15.** I think more would be interested if there were a way to communicate what needs to happen on this campus and what is happening on this campus.

**16.** I think periodic informational/recruitment communications that include past differences the Senate has made have been helpful to me and to others in wanting to participate.

**17.** N/a

**18.** None