De Anza College Classified Senate  
Thursday, Dec. 3, 2009  
2:30-4 p.m.  
Administration Building Room 109

<table>
<thead>
<tr>
<th>Item #</th>
<th>AGENDA TOPIC</th>
<th>TIME</th>
<th>PURPOSE</th>
<th>DISCUSSION LEADER</th>
<th>OUTCOME</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Approval of Agenda</td>
<td>2:30-2:35</td>
<td>I</td>
<td>Jenkins</td>
<td>A</td>
</tr>
<tr>
<td>2.</td>
<td>Review/approve minutes from Nov. 19</td>
<td>2:35-2:45</td>
<td>D</td>
<td>All</td>
<td>A</td>
</tr>
<tr>
<td>3.</td>
<td>Replacement for Senator Nicole Buchwald – Stephanie Pham</td>
<td>2:45-2:50</td>
<td>I/D</td>
<td>Jenkins</td>
<td>A</td>
</tr>
</tbody>
</table>
| 4.     | Committee member approvals  
• Facilities – Gail Vandiver  
• IPBT – Greg Knittel | 2:50-3:00 | I/D     | Jenkins           | A       |
| 5.     | Presentation on proposed Institutional Planning Process by SLO coordinator | 3:00-3:30 | I       | Jim Haynes        | C/F     |
| 6.     | Announcements/Burning Issues  
• EOM celebration  
• Holiday reception  
• 4CS newsletter  
• Cookie exchange or refreshments for Dec. 17 meeting | 3:30-4:00 | I       | Jenkins           | NA      |

Agenda Codes: I= Info. Only, D= Discussion, NA= No Action Required, A= Action Required, C/F= Comments/Feedback

Next Meeting: Dec. 17, 2009

Distribution: Aparicio, Berg, Bloom, Bradshaw, Browning, Buchwald, Ceballos, Durham, Ehle, Gerard, Guevara, Hawthorn, Ingalls, Jenkins, Johnstone, Lomax, Marquez, Mc Cortney, Okabe-Kubo, Pace, Pereida, Vandiver, Lucas Ho (DASB)

Quote for the week: “If a friend is in trouble, don’t annoy him by asking if there is anything you can do. Think up something appropriate and do it.” – Edgar Watson Howe