

**DE ANZA COLLEGE  
CLASSIFIED SENATE MEETING MINUTES  
Thursday, December 1, 2011  
Location: ADM 109**

**PRESENT:** Virginia Marquez (CS, President), Reza Kazempour (CS, President Elect 2012-2013/Section 4), Teri Gerard (CS, Treasurer), Susan Edman (CS, Secretary), Veronica Aparicio (Section 2), Pat Weinberg (Section 3), Berta Pace (Section 5), Sharon Berg (Section 6), Larry Bloom (Section 8), Julie Ceballos (Section 9), Tammy Ehle (Section 11), Lesley McCortney (Section 12), Angelica Strongone (Section 14), Norma Johnstone (Section 15), Mary Jo Lomax (Section 16), La Donna Yumori-Kaku (Section 17), Lois Jenkins (Section 18), Adam Contreras (CSEA Rep)

**ABSENT:** Nina Van (Section 1), Patty Jobs (EOM)

**GUESTS:** Mary Kay Englen (Program Coordinator, Staff Development), April Qian (Supervisor, Distance Learning), Lori Susi (Marketing and Communications)

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1. **Approval of Agenda**

- Today's agenda was APPROVED – (M/S/C – Kazempour/Lomax)

1. **Approval of Minutes**

- Minutes for 11/17/11 APPROVED – (M/S/C – Ehle/Jenkins) with the following amendments:
  - i. Agenda item #4 – eighth bullet point – remove “be” from sentence beginning “There is an understanding...”
  - ii. Agenda item #5 – third bullet point – change “emergency” to “governance.”

2. **Logo Refresh**

- Lori Susi presented the Senate with 13 new/revised Classified Senate logo designs and gave a history of logo designs from 1991 to present. Key themes behind her design ideas include: Professionalism, Communication, Working Together, Leadership, and Integrity. Corresponding representative images include: people, hands, puzzle pieces, stars, circles, hearts, boxes, and triangles. The color palette is based on De Anza College colors to show the Senate's association and integration with the College. Font: bold, strong, professional.
- “Together We Can Make A Difference” will remain as the Classified Senate logo.
- The Senate needs to consider: Who will be voting on the designs? Do we want to open up the voting to other design submissions or suggestions? How do we get the information out to classified staff? (Marquez) How will the graphic look in black and white? (Yumori-Kaku) How will we

use the logo? (Ceballos) Do we want to include the year Classified Senate was established in the logo? What will the logo look like when reduced in size? What will the logo look like in black and white?

- Survey Monkey is an option to use to poll classified staff but only if it will handle all of the graphics. Have staff rate their favorites, 1-4.
- Lori Susi will be asked to reduce the size each of the logos. These logos (re-sized; b/w) will then be re-distributed to the Classified Senate. The Senate was asked to refrain from sharing these options with their constituents until the options have been narrowed.
- V. Marquez asked each Classified Senate member to narrow the selection to three or four of the logo design choices. These will be discussed at a Senate meeting in January, 2012.

### 3. **Committee Reports**

- FERPBT: Teri Gerard shared that the budget reduction scenarios created last year are being utilized in the creation of this year's budget reduction projections. The cuts being discussed are, overall, less than last year's worst case scenario projections.
- Measure C money distribution prioritization will be sent to College Council. A grading matrix is being developed to prioritize and determine cuts.
- IPBT: Mary Kay Englen distributed the IPBT Timeline for Fall Quarter handout to the Senate (available at the IPBT website).
- IPBT has identified the first level of cuts, but the IPBT team is feeling stalled as to the next level of cuts since it includes cuts to viable programs. Cuts must be designated by next Tuesday, 12/6; the IPBT will make its recommendations based on this discussion. The Academic Senate will announce its recommendations by Monday, 12/5. College Council and President Murphy will review the cuts on Thursday, 12/8, prior to the recommendations going to the Board.
- IPBT needs to meet \$2.8 million in cuts or the cuts will roll over to other PBT committees. No cuts for the current FY.
- Faculty ranking for faculty hiring will return once cuts are determined.
- Pink slip recipients need to be identified by the end of January for March 15, 2012 notification.
- Websites to visit for budget information: Budget Reductions Discussion Worksheet: <http://www.deanza.edu/gov/IPBT/instructionalbudget.html>; IPBT Reduction Plans: <http://www.deanza.edu/gov/IPBT/reductionplans.html>; SSPBT Reduction Plans: <http://www.deanza.edu/gov/SSPBT/>; ERCOPBT Reduction Plans: <http://www.deanza.edu/gov/ERCOPTB/>

### 4. **De Anza Response for Student Success Task Force recommendations**

- The Classified Senate was asked to review a letter from De Anza's Student Success Task Force to Chancellor Scott in order to give feedback

before the letter is sent. Karen Chow (President, Academic Senate) will take the final version of the letter to Academic Senate for approval.

- The letter is awkwardly written, vague, confusing, and needs to be revised, clarified, and more straightforward. Suggested revisions: the language needs to be tightened up. It may be better to start the letter with the positive recommendations and then move to areas of contention. The letter needs to have specific requests and be clear in its language so that wrong assumptions aren't made.
- How can we vote on/approve a letter that is so vague? (Kazempour)
- V. Marquez proposed a brown bag information session on Monday, 12/5, in order to discuss SSTF recommendations.
- V. Marquez asked Senators to re-read the letter and send her any suggestions or concerns. President Marquez will be meeting with Karen Chow to discuss the letter, 12/2, and will bring additional information/updates to the next Classified Senate meeting.

#### 5. **Classified Retreat**

- Three classified professionals have shown interest in serving on the Classified Retreat Planning Committee. CJ Jones (Fitness Center Coordinator) has volunteered to serve on the committee and has offered the use of the conference room in the Fitness Center as a location for planning meetings. Melissa Sheldon, Carmen Pereida, and Angelica Strongone also volunteered to serve.
- Senators were asked to poll their sections to find additional volunteers. If classified staff are interested but can't serve on the planning committee, they are encouraged to volunteer to help out on the day of the retreat. (Yumori-Kaku) Generally, what is the time commitment involved? Planning meetings will occur every two weeks (January-March) and then every week (April).
- This will not be a joint retreat with the Foothill Classified Senate. V. Marquez will clarify the possibility of a joint retreat with Central Services Classified Senate.
- Theme? Senators are encouraged to consider theme ideas and present at least one idea at the next Classified Senate meeting. Theme ideas mentioned at this meeting include: How to have difficult conversations; The love of learning (Weinberg); Games (Gerard).

#### 6. **12/15 Classified Senate Meeting**

- Eloise Walker is retiring from Dining Services. She will be included in the Senate's honoring of retirees on 12/15.
- Bring cookies and a friend. V. Marquez will bring coffee and milk. Who can make a flyer for this event that will go out to Classified Senators? Angelica Strongone volunteered to create a flyer.
- Any Senator who brings a friend will get a gift certificate for Ian's coffee. V. Marquez asked for Senate authorization to purchase 10 additional gift cards (\$50 total). M/S/C – Kazempour-Ehle.

- All classified professionals are invited to attend the 12/15 meeting (and all Classified Senate meetings). Good to invite new classified employees.

7. **Announcements and Burning Issues**

- Employee of the Month Celebration next Friday, December 9<sup>th</sup>, 1:30 pm. Please arrive early/stay late to help with set-up and/or clean-up.
- Bookstore open house, 12/7. (Kazempour) Up to 40% off on selected items. An announcement will be going out on Meeting Maker.
- Retirement party for Senator Mary Jo Lomax, 12/8, 3:30-5:00 pm, CHC.
- Would the Classified Senate like to sponsor a giving event? V. Marquez will call local organizations to determine options.