

**DE ANZA COLLEGE
CLASSIFIED SENATE MEETING MINUTES**

Thursday, November 17, 2011

Location: L66

PRESENT: Virginia Marquez (CS, President), Reza Kazempour (CS, President Elect 2012-2013/Section 4), Susan Edman (CS, Secretary), Nina Van (Section 1), Veronica Aparicio (Section 2), Pat Weinberg (Section 3), Berta Pace/Jo Ann Okabe-Kubo (Section 5), Sharon Berg (Section 6), Larry Bloom (Section 8), Julie Ceballos (Section 9), Tammy Ehle (Section 11), Lesley McCortney (Section 12), Norma Johnstone (Section 15), La Donna Yumori-Kaku (Section 17), Lois Jenkins (Section 18), Adam Contreras (CSEA Rep)

ABSENT: Teri Gerard (CS, Treasurer), Angelica Strongone (Section 14), Mary Jo Lomax (Section 16), Patty Jobs (EOM)

GUESTS: Brian Murphy (President), Paula Joseph (Educational Resources), Pippa Gibson (Finance and Educational Resources), Wanda Lee (American Council Education Fellow), Shirley Schooler (DSS), Patricia Whelan (DSS), Marilyn Booye (DSPPS),

1. **Approval of Agenda**

- Today's agenda was APPROVED – (M/S/C – Kazempour/Johnstone) with the following amendment:
 - i. No IPBT committee report today (Agenda item #3)

1. **Approval of Minutes**

- Minutes for 11/03/11 APPROVED – (M/S/C – Yumori-Kaku/vote with unanimous approval) with the following amendment:
 - i. Agenda item #4 – fourth bullet point – add “20th anniversary” to suggested retreat themes.

2. **Representative approval for Staff Revitalization and Professional Conference Funds Committee**

- Mary Jo Lomax will be stepping down from serving on the Staff Revitalization and Professional Conference Funds Committee. Marge Sainten received unanimous approval to serve on this committee. V. Marquez will notify Marge Sainten and Mary Kay Englen of the approval of the Classified Senate.

3. **Committee Reports**

- SSPBT: Marilyn Booye shared from the SSPBT meetings of November 2nd, 9th, and 16th.
- November 2nd: District reduction strategies and budget reduction draft proposals for Financial Aid, EOPS/Student Services were discussed.

- November 9th: Program and budget reductions and their ramifications to students, faculty, and staff (District-wide) were discussed. Departments/Programs were asked to refine and review their budget reduction plans. The IPBT program viability flow chart may not be adaptable to SSPBT concerns. The SSPBT committee needs to have more discussion before adopting a suitable flow chart.
- November 16th: Measure C proposals were presented for review. Final due date for Measure C proposals: 12/1.
- The recommendations of the Sacramento Student Success Task Force will greatly impact program consolidation and student success here on campus. Many De Anza students are participating at the state level.
- There are needs for more basic skills classes and basic skills support and for more grade 12 involvement.
- Concerns: changes may be implemented without sufficient input. V. Marquez offered to send out an email to all classified staff asking them to review SSPBT information closely and to request feedback/suggestions. Staff are encouraged to contact Rich Hansen (FA) directly with any issues/concerns/ideas pertaining to student success. Rich will bring these to the 12/7 SSPBT meeting. Staff are encouraged to be vocal and to participate in this discussion. Stay informed.
- Should there be an open forum/discussion of the broader implication of these issues? Possibly the Monday or Tuesday following Thanksgiving.
- Please read the attached SSPBT report from Marilyn Booye for more information.
- The DARE Summary of Student Success Task Force recommendations can be found at: <http://www.deanza.edu/dare/presentations.html> (Weinberg/Ceballos). The DARE committee would like feedback from staff on this draft. Contact Amy Leonard (leonardamy@fhda.edu) with any questions or concerns.

4. **Discussion: Communication during on and off campus emergencies/incidents**

- Anyone who knows of an emergency/safety issue on campus or pertaining to the campus should contact Donna Jones-Dulin immediately. Also, be sure to report any safety and/or emergency concerns to your supervisor. Information given to a supervisor should ultimately be directed to B. Murphy. (Murphy)
- The orange emergency handbook needs to be resurrected and refreshed. (Murphy)
- What's a reasonable response (notification) time during an emergency? (Weinberg) Currently, no set response time frame. Messages, in the recent emergency events, did not go out soon enough. Communication between the Sheriff and the campus leadership needs to take place more rapidly. The Sheriff's department will only communicate with the Campus Police. The Campus Police need to communicate directly with Brian Murphy as soon as possible.

- Information needs to be disseminated even if it's not "complete." The use of social media (e.g., Facebook, Twitter) was underestimated. Classified staff and faculty must also receive emergency communiqués. (Murphy)
- There needs to be a person or persons designated to take information to the "front lines," i.e., to the office staff across campus who are receiving questions and concerns about an emergency event. (Murphy) Classified staff need to know who to call for updates during an emergency and to whom to direct calls from off campus.
- We have a good communication system to custodial/grounds staff via walkie talkie. (Murphy) Is there a possibility of walkie-talkie communication for all staff, particularly considering the power outage when all phone and computer communication was disabled? (Weinberg) There may not be enough money in the budget available for this. (Jenkins)
- Assume that the delay in communication will never happen again. The communication breakdown has been solved. (Murphy)
- There is a command structure in place. Senior staff is aware of the emergency protocol. Donna Jones-Dulin is the Emergency Response Officer. B. Murphy is in charge of being in communication with the District and with Marisa Spatafore during an emergency. Currently no Evening Coordinator. There is an understanding with Christina Espinosa-Pieb that she will come to campus at night in the event of an emergency (if she is available). If all the senior staff are off-campus during an emergency, calls/questions should be directed to Pippa Gibson, Tina Woo, Nancy Cole, or Olga Evert. (Murphy)
- We need to do training exercises: 1. District-wide catastrophe training; 2. Yearly emergency training for staff and faculty; 3. Student employee emergency training. (Murphy) If you have particular safety/emergency modules that would be important to you or to your area, please let V. Marquez know.
- We have a legal responsibility to notify the state directly of any safety issues concerning minor students. If the student involved is not a minor, the incident will be handled internally. (Murphy)
- We need to rely on our own and each other's good sense/judgment. We will often be on our own during an emergency. We need reminders of the emergency protocols.
- During a power outage, classroom evacuations are up to each instructor.
- B. Murphy offered to write out his major points from this Senate meeting and include them in an email to V. Marquez.
- Should staff be issued an emergency protocol card to carry so that we'll know what to do during emergencies? (Ceballos)
- Senior staff need to be more visible during emergencies.

5. Announcements

- Classified retirees 2011/2012: Mary Jo Lomax, Maureen Gates. Mike Paccioretti, Pat Fifield. V. Marquez proposed to acknowledge MJ

Lomax for her service on the Senate during the 12/15 Classified Senate meeting. LD Yumori-Kaku suggested that a plant would be a good gift. V. Marquez asked the senate to approve Senate funds in the amount of \$25 to cover the cost of the gift. This passed unanimously.

- V. Marquez is putting together a retirement party for MJ Lomax. Date: 12/8. Possible location: Conference room A. V. Marquez will send out flyers.
- Governance Task Force: Needs to vet the governance handbook. All governance groups should look over the handbook (Dec/Jan) and provide feedback.
- President Murphy agreed to pay our 4Cs membership fee. We will likely do a joint membership with the Foothill and Central Services Classified Senates.
- Safety concerns: traffic patterns around De Anza College (Weinberg). R. Kazempour suggested each senator poll his/her section to get feedback.