

**DE ANZA COLLEGE**  
**CLASSIFIED SENATE MEETING MINUTES**  
Thursday, November 3, 2011  
**Location: Administration Conference Room 109**

**PRESENT:** Virginia Marquez (CS, President), Susan Edman (CS, Secretary), Teri Gerard (CS, Treasurer), Nina Van (Section 1), Pat Weinberg (Section 3), Berta Pace/Jo Ann Okabe-Kubo (Section 5), Sharon Berg (Section 6), Larry Bloom (Section 8), 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), Christine Yu (DASB), Mary Kay Englen (Staff Development), Tracy Chung-Tabangcura (Articulation Specialist), Cynthia Smith (Budget and Personnel), Pippa Gibson (Office of Finance and Educational Resources), Wanda Lee (American Council Education Fellow)

**ABSENT:** Reza Kazempour (CS, President Elect 2012-2013/Section 4), Veronica Aparicio (Section 2), Julie Ceballos (Section 9), Patty Jobs (EOM)

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1. **Approval of Agenda**

- Today's agenda was APPROVED – (M/S/C – Okabe-Kubo/Gerard) with the following amendment:
  - i. Add as agenda item 2.5: IPBT program viability/discontinuance procedure (Englen)

1. **Approval of Minutes**

- Minutes for 10/06/11 APPROVED – (M/S/C – Jenkins/Van) with the following amendment:
  - i. Agenda item #3 – first bullet point – change the word “questioned” to “presented.”

2. **Committee Reports Format**

- A template for submitting committee reports went out to all members of the Classified Senate in an email from V. Marquez. Additional templates were emailed to classified committee representatives. The CS Secretary, S. Edman, requested that committee members use this format for submitting committee reports and requested that reports be submitted on a bi-weekly basis and in conjunction with the meeting of the Classified Senate, when possible.
- P. Weinberg asked that committee chairs be notified that classified representatives will be reporting back to Classified Senate. V. Marquez will include committee chairs in her email request for committee reports from governance groups.

2.5 **IPBT Program Viability/Discontinuance Procedure**

- MK Englen reported on the creation of a process, within IPBT, whereby programs on both campuses will be evaluated to determine their viability or their discontinuance. Since new budget projections are due to the Board in early December, this evaluation process needs to be in place as soon as possible. The process itself may take up to 5 years since students who have already started a program must be allowed to finish that program before it is cut. Some factors that will be considered when discussing program viability/discontinuance include: student demand, enrollment, faculty interest, and ongoing program development. After the program has been evaluated, it will be recommended either for improvement or for discontinuance. Both campuses will work together to consolidate program enrollment and continuance (e.g., a program currently offered at both campuses may be offered at only one of the two campuses in order to keep it viable). Any questions? Please contact Mary Kay Englen, April Qian, or Greg Knittel.

3. **Employee of the Month Budget**

- S. Berg shared the newest version of the EOM budget. The current revised budget projects total expenses of \$2425 of the \$2500 overall budget.
- No room in this year's EOM budget for bookstore certificates.
- The 2011-2012 EOM budget was passed unanimously.

4. **Classified Retreat Planning**

- Retreat planning discussion will be tabled until the 1<sup>st</sup> meeting of December.
- A planning committee is needed – someone to Chair and Co-Chair and committee members. Senators were encouraged to go to their sections to encourage the participation of classified professionals in the planning process either directly (by serving on the planning committee) or indirectly (by submitting ideas for the retreat).
- Reminder: Professional Growth hours are available for committee work.
- Ideas for possible themes: 1. Games and how playing games can influence one's brain; 2. Communication; 3. 20<sup>th</sup> anniversary

5. **Communication Committee Budget**

- MK Englen shared that the \$500 Communication Committee budget is a budget that, since it is new, will be created as time passes and as committee directions and commitments are determined.
- Staff Development, Academic Senate, Brian Murphy, and the Office of Instruction may add additional funding to Communication Committee projects/ideas. Some expenses will be shared, some will not.
- The Communication Committee may have to go into the Chase account (Gerard).

- Some events will be for classified staff only. We will also look for ways to collaborate and open events up to involve participation outside of classified staff.
- The 2011-2012 Communication Committee budget was passed unanimously.

6. **Communication Committee Report**

- The Book of Naming Elephants joint activity on 11/1 had a total attendance of 41 people, including classified professionals, administrators, and full and part-time faculty (Englen). The event went well and everyone participated in the discussion. Interest was expressed in a subsequent event. This was a good first step.
- MK Englen will distribute an event survey to the participants.
- The Communication Committee met on Monday, 10/31, to review the dvd “The Abilene Paradox” as a possible catalyst for the next group activity. The themes of the dvd deal with group agreement and un-discussable moments.
- Academic Senate wants to push forward towards communication concerns. CS is still growing into our collaboration with them.
- V. Marquez sent an email to Classified Senate, Chancellor Linda Thor, President Brian Murphy, Edmundo Norte, Jackie Reza, and to Karen Chow asking for book recommendations. V. Marquez asked the respondents to say why they liked the book and how it pertains to communication at De Anza College. Jeri Montgomery (DA Bookstore) will come up with a display to have the suggested books available for purchase. The Communication Committee may want to consider using one of these books for its next discussion/activity.
- The Book of Naming Elephants will be attributed to Senator Berta Pace.

7. **Logo Refresh**

- V. Marquez asked Senators to poll their constituents regarding ideas for a new Classified Senate logo. A sample of responses from constituents:
  - i. Ehle – 1. Like the old circle logo; 2. Ok to create a new look.
  - Jenkins – 4 yes (create a new logo); 2 no.
  - Johnstone – 1. Didn’t see the connection to De Anza Classified Senate; 2. 1 yes to change logo.
  - Strongone – 18 yes; 7 no; comments: include strength, endurance, knowledge; add 20<sup>th</sup> anniversary to existing logo.
- The current logo can be viewed on the Classified Senate website.
- L. Jenkins will talk to Lori Susi about creating a new logo and the timeline involved.

8. **Announcements and Burning Issues**

- Pat Fifield retirement party – Monday, November 7, 2011, 2:30-4:00 pm, CHC. There will be a memory book there. A link to a memory book may also be available online (Van). V. Marquez will check.

- ACE nominations (Jenkins) – Nominations need to be submitted by 5pm, 11/4.
- The DARE task force has a vacancy for a classified representative. (Marquez)
- The Accreditation Team gave very positive feedback on the Classified Senate and its participation in shared governance at De Anza College (Marquez).

9. **Communication Protocol Issues**

- Following is a list of communication and emergency protocol concerns. These were transcribed and copied following a lengthy discussion on these issues as prompted by two recent events here on campus (the quarry shooter and the student attack in the parking garage here on campus):
  - a. Calls from parents, students faculty - admin had inadequate information; no direction from above.
  - b. Possibly institute alert levels (red, orange,...)
  - c. Define protocols for absences
  - d. Filter questions upward from bottoms to tops
  - e. What defines a crisis at De Anza?
  - f. Get real information, not hearsay
  - g. Close the loop - what if bottoms know first? No training provided. Orange emergency procedures need to be consulted.
  - h. Student/staff text alerts need to be faster.
  - i. Sarcastic talk from security officers - scary
  - j. Need acknowledgment/reassurance from tops
  - k. Disconnect between District Police and the tops
  - l. De Anza taken aback because these incidents are not sent out publicly
  - m. Follow through needed when a report is given
  - n. No tops available the day after the incident to give answers or reassurances
  - o. Poor communication
  - p. What do we do/say to students, faculty, staff, public?
  - q. Chain of command needed
  - r. Need real information
  - s. Good emergency response teams but not to everyone
  - t. Training needed
  - u. Concern for security in early morning and at night, especially with the time change.