PRESENT: Reza Kazempour (CS President) Sarah Corrao (CS Secretary) Jeff Dickard* (Section 2) Pat Weinberg (Section 3) Susan Edman (Section 6) Melissa Sheldon (Section 8) Julie Ceballos (Section 9) Matt Trosper (Section 10) Tammy Ehle (Section 11) Tony Arellano (Section 12) Lorna Maynard (Section 13) Angelica Strong one (Section 14) Norma Johnstone (Section 15) Virginia Marquez (Section 16) La Donna Yumori-Kaku (Section 17) Lois Jenkins (Section 18) GUESTS: Bach Mai Kha, Bachlan Nguyen, Mary Kay Englen, Patricia Jobs, Pauline Wethington, Kathy Munson
ABSENT: Teri Gerard (CS Treasurer) Nina Van (Section 1) Veronica Aparicio (Section 2) Tracy Chung-Tabangcura (Section 4)
*Jeff Dickard filled in for Veronica Aparicio since she was absent

1a. Approval of Agenda
   • Today’s agenda was APPROVED – (M/S/C – Weinberg/Ehle)

1b. Approval of Minutes
   • Minutes for 6/21/12 APPROVED as written (M/S/C – Marquez/Weinberg) with no changes.
   • Minutes for 8/29/12 APPROVED as written (M/S/C – Trosper/Ceballos) with no changes.
     *Marquez requested that everyone print their own copies.
     *Jenkins requested that all future documents be sent in PDF only.

2. Welcome & Brief Summary of Retreat (Kazempour)
   • Retreat went really well
   • Gerard is out sick
   • Introductions

3. DRAFT Accreditation Follow-Up Report (Jenkins)
   • Follow Up Report due October 15, 2012 (draft available) accreditation website:
     www.deanza.edu/accreditation
   • Mission Statement: We need to be more specific about our student population. We need to name the students we serve specifically. Six year planning cycle- scheduled for next year and that is when we will review.
   • Evaluation of our planning model: we are doing ongoing evaluations. We will do this as part of our cycle in 2013-14 so we can actually see what progress has been made.
SSLO Follow up Report due October 15, 2012 including a detailed analysis of all of the data in Trackdat. We will run Trackdat reports on October 9, 2012.
We need to vote to support these responses to the accreditation report. If you notice any errors please contact Marisa Spatafore.
The final version of the report will be posted next Friday.
We can then read the report and email our response.
Kazempour will send out an email prompting us to respond.

4. **IPBT Confirmation & President-Elect Confirmation (Kazempour)**
   - IPBT: Diana Martinez (Environmental Studies)
     - APPROVED – (M/S/C – Ehle, Lois)
     - Vote approved by consensus
   - President Elect: Lois Jenkins is willing to serve (interim for one year) the position will be up for reelection this year.
     - APPROVED – (M/S/C – Yumori, Arrellano)
     - Vote approved by consensus

5. **Fundraising Update (Arellano)**
   - Arrelano fundraising in the VPAC would be ok per Kevin McElroy. We would pay the nonprofit rate. We could pay off what we owe with the proceeds of our event. If the college says ok we could just pay direct costs. We could charge at the door and do either: music, film, dance, or comedy.
     - Ceballos: We could do a fundraiser like the DASB did for tsunamis (variety show).
     - Yumori: We should think about cost of the performer.
     - Arrellano: We could use his friends cover band. We would need to think about what can we do to fill 400 seats. It needs to be on a weekend. First six weekends of the quarter.
     - Kazempour we could sponsor the event with the Academic Senate and DASB or on our own. He would prefer to sponsor the event together (team building).
     - Arrellano will send an email to Academic Senate and DASB to see if they want to be involved.
     - Marquez said we should be clear on our purpose and focus and why we are doing the event.
     - Email further ideas to Arrellano.

6. **Budget Request Form (Kazempour)**
   - Until further notice no money can be spent on food until we are still waiting to hear final confirmation.
   - Executive Committee will meet on Monday to discuss budget.
   - Kazempour talked to CS Foothill & Central Services Classified Senate to have a joint retreat.
   - Budget will be looked at every quarter

7. **Committee Reports (Committee Members)**
   - IPBT (see attached, Englen presented)
     - Marquez make sure to change date from June 30, 2013 to March 1, 2013.
   - FERBT: Jenkins said that there is not much to report. They will be revisiting last years budget.
   - Committee reports should be sent to Corrao in advance so we can give allotted time to talk (Kazempour).

8. **Shared Governance Workshop (Kazempur/Englen)**
• Jackie Reza is willing to do a Shared Governance workshop (a big one, a mini one). It is a good introductory course: Governance 101 (Kazempour). Marquez says it is a good idea for new people. Ask your sections what they think.

9. Burning Issues/ Event Sharing/ Endorsing & Sponsoring (All & Kazempour)
• Stop sign broken in front of SCS (Kazempour).
• Email ahead of time to make sure we have enough time.
• Thank you writing event and then campaign (Marquez). Senators in sections can write the notes (Yumori-Kaku).
• Communicate events that you are hosting (Kazempour).
• The Bookstore will be hosting a Halloween costume contest.
• Next Thursday is Club Day, Wednesday is meet your advisor day.
CLASSIFIED SENATE REPORT FROM IPBT

Name of Classified Senate Committee Representative: Margaret Bdzil  
Name of Committee: Instructional Planning and Budget Team (IPBT)  
Date of Meeting Reported: September 25, 2012

The meeting started with a welcome to all returning members and introductions for the benefit of new members. Of key importance to Classified Professionals is the open seat on the committee. IPBT Co-Chair Christina Espinosa-Pieb strongly encouraged another representative to be appointment as soon as possible. The IPBT will be engaged in some very intensive work regarding the pending budget reductions and enacted planned scenarios as necessary, based on the outcomes of the November elections. It is essential to ensure equity of input from all constituent groups.

Adjusted 2012-13 Budget Reduction Targets

After the welcome and opening business, committee members reviewed an updated budget spreadsheet and revised targets for tentative budget reductions to take effect on March 1, 2013. Based on some preliminary adjustment that were enacted via March 1, 2013 reductions, the revised target for De Anza is $5.4 million. This is down from the original reduction goal of $6.4 million. Please note that these budget adjustment targets are tentative and for planning a discussion purpose. More definitive figures will be available pending the outcomes of the November 6 election and final FTES apportionment figures.

Instructional Division Reductions – Prioritization of Non-Instructional Positions Slated for Possible Elimination

The main focus of the September 25 IPBT meeting was discussion possible reductions to the Instructional Divisions. The positions slated for possible elimination were indentified by Division Deans with input from faculty and staff in June 2012. Although there are a few administrator and faculty positions included on this list, the majority are positions held by Classified Professionals. In order to cause the least impact instruction and the generation of FTES, these reductions will need to be taken via non-instructional positions.

These proposed reductions include changes to a few non-instructional faculty assignments (move a percentage back to classroom) and position elimination for Classified Professionals. A total of 57 positions are affected. After corrections and adjustments, IPBT members will be charged to rank the positions on the list to determine the order in which these would need to be eliminated. Most of the planned reductions and eliminations in positions would be effective March 01, 2013. However,
pending the outcomes of the November vote on Proposition 30 and changes in Foothill-De Anza CCD’s “structural deficit,” some positions may be slated for reduction soon; i.e.