Patty Jobs went to La Voz to find out if they can do an announcement for us or if they would consider writing an article about EOM. Patty will put together info to share with them.

Information from Senate meeting was discussed as far as WHAT we can spend our money on for these distinguished employees.

Several committee members will be attempting to get donations for food for the Dec. Event. We have NO choice. We do not feel as if there will be good attendance without serving at least cake.

Today's Date: 12/14/2012

Name of Classified Senate Committee Representative: C.J. Jones
Name of Committee(s): EOM
Date(s) of Meeting(s) Reported : 12/14/2012 December Celebration
Friday, Dec 14th in the Fireside Room

Good attendance approx. 60 people.

The bookstore was kind and made wonderful donations to the award recipients as well as other donations made for the raffle.

Food was very good. There was a cake from Costco, a vegetable platter, fruit platter and cheese platter as well as the coffee cake donation from Hobbee’s.

There was a gratitude tree – each person was handed a leaf upon entering. The leaves stated “What are you Grateful for?” and attendees completed them and taped them to the tree.

Everyone seemed to have a good time and appreciated the food.

SSPBt COMMITTEE REPORT TO CLASSIFIED SENATE

Name of Classified Senate Committee Representatives:
Tracy Chung-Tabangcura, George Robles, Janny Thai
Name of Committee: Student Services Planning & Budget Team (SSPBt)
Dates of Meetings Reported: November 7, 2012 and November 28, 2012, No meetings held on November 14 or November 21

Post-Election Discussion: Passage of Proposition 30
SSPBt members reflected on the passage of Prop. 30 and shared their general impressions from their constituents. Some raised concerns about the need to communicate to students, staff, and the public about what it all means. Since, Prop. 30 impacts the 2013-14 budget, it is important that everyone understand that existing budget cuts, program reductions, and staff layoffs are still projected for 2012-13.

Student Services Budget Reduction Proposals
In terms of the SSPBt ranked budget reduction proposal, the passage of Prop. 30 is not expected to change the order of the positions that are subject to elimination in 2013-14. However, any revisions and updates to the proposed reductions
in Student Services continue to be under evaluation by Senior Management. The V.P. of Student Services will report back to the group when their final recommendations are available.

Annual Program Review Updates (APRUs) and Student Services Learning Outcomes (SSLOs)
Reflections among SSPBT members on the overall APRU process which included a discussion about the purpose of each component and connection to one another, data collection, resource allocation, and the reporting process among other issues. The time line was reviewed and preliminary deadlines established for members to report back their APRU findings to the group.

Student Success Act
Caballero de Cordero provided an report from a conference she recently attended which focused on implementation of SB 1456 (Student Success Act) and some of the more significant implications on matriculation funds for California community Colleges.

Post-Meeting Discussion: Joint Planning & Budget Teams
SSPBT Co-Chair stated that based on the discussions at the Joint PBT meeting on November 13, there is an interest in seeking incentives for students to enroll on a full-time basis. With the passage of Prop. 30 and the new target reductions in Student Services, Cook will meet with the V.P. of Finance and Educational Resources and the Campus Director of Budget & Personnel and continue to re-evaluate how deep the cuts will need to go on the 2013-14 SSPBT ranked list.

SSPBT COMMITTEE REPORT TO CLASSIFIED SENATE

Name of Classified Senate Committee Representatives:
Tracy Chung-Tabangcura, George Robles, Janny Thai
Name of Committee: Student Services Planning & Budget Team (SSPBT)
Dates of Meetings Reported: October 24, 2012 and October 31, 2012

Student Services Budget Reduction Proposals
SSPBT members reviewed and ranked the latest Student Services budget reduction proposals at the October 24 meeting. The ranked list was compiled with other PBT budget reduction proposals in preparation for presentation to the College Council at its October 25 meeting. The proposed reductions for Student Services amounted to $2,427,285 total which meets the target goal.

Rating by members included the following: 1) Consideration of how this ranking affects the ability to serve students and the campus with the remaining staff; 2) Sufficient staff to meet compliance mandates/reports; 3) Previous staff reductions; and 4) The global view of services needed for students.

College Council Presentation
SSPBT proposals were presented to College Council for further evaluation and any recommendations. With one adjustment to SSPBT ranked list and a statement that SSPBT does not support the reductions, College Council accepted the SSPBT’s proposed reductions. The proposals from each of the PBTs will be reviewed by the College President and Senior Administration for further evaluation and possible changes. SSPBT and other reduction proposals will be subject to change throughout this process and may look different when the final list is presented to the Chancellor’s Advisory Committee and the Board of Trustees.

Proposition 30
There was discussion about the potential impact should Prop. 30 not pass and SSPBT members expressed concerns about public and staff reactions and the need to provide support on campus and to communicate what next steps will be taken especially for those who will be directly affected. Cook will discuss with Senior Administration.

"B" Budget Augmentation Requests
Managers in Student Services presented its final list of requests which included several changes and additions to the SSPBT members and the V.P. of Student Services who confirmed all the items requested could be funded from augmentation dollars.

**Annual Program Review Updates (APRUs) and Student Services Learning Outcomes (SSLOs)**

SSPBT members reviewed and discussed its proposed Student Services Viability Review & Discontinuance Process which has been institutionalized this fall quarter. The purpose of this newly developed process is to help the College as well as the District determine the viability and direction of each service offered to students within Student Services at De Anza. Data from Program Reviews submitted by Student Services areas will serve as the primary source of information for evaluation. Initially, the goal is for each SSPBT member (i.e. reader) to select a program to review and report back its findings and recommendations to the larger group by the end of November.

**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:** December 4, 2012

**Review of Program Viability Procedure**

Christina Espinosa-Pieb presented the latest draft of the Program Viability Process flow chart and procedures. She reviewed the factors that may trigger the initiation of the process, including recent Program Review findings and position on the IPBT’s Fall 2012 Reduction Rankings. The Viability Advisory Team is comprised of primarily faculty members and administrators. With respect to the involvement of Classified Professionals in the Program Viability process, this is limited to representation by a Classified Senate officer. In conjunction with these processes, the Division Dean and program faculty (full-time and part-time) have the opportunity to share information for consideration such as student outcomes at the course and program levels, historic course enrollment trends, articulation agreements with regional baccalaureate-granting programs, and industry partnerships. The impact of the program on the local community may also be considered as appropriate. Based the findings of the process, the Viability Advisory Team can recommend retaining, suspending (temporarily), or discontinuing the program under review.

Several programs that were high on the IPBT Reduction Ranking sheet are scheduled to present to the Viability Advisory Team on December 7: Athletic Team 1 (name TBA), Arabic, Italian, Urdu, and CDI (CAD). Cantonese, Hindi, Russian, and one additional program (TBA) will present before the committee on January 18, 2013. In Spring Quarter three (3) additional athletic teams (names TBA) will have an opportunity to present to the Viability Advisory Team.

**Timeline for Ranking of Faculty Hires for 2013-14**

When the IPBT resumes meeting during Winter Quarter 2013, it will be charged with reviewing the list of open faculty positions. This list will be based on the most recent information gathered about projected retirements and resignations. January 18 is the last day that faculty can submit letters of resignation in order for the position to be considered for placement in 2013-14. In late January, IPBT members will share the vacant position list and written justifications with constituency groups. IPBT members need to submit their final ranking sheets by February 1 and final outcomes of the faculty position replacement ranking will be released on February 5.

**Update on IPBT Position Reduction Ranking Sheet**

As a result of the passage of Proposition 30, De Anza will not need to take the full amount of reductions to positions and program offerings, originally 58. Based on current strong enrollment for Winter Quarter (up 1%) and recently announced retirements of several Classified Professionals, only positions included in the top 27 on the IPBT Fall 2012 Reduction Rankings list are indentified for possible elimination. Among the “top 27” are three (3) vacant positions and nine (9) programs. Continued strong enrollment for Winter and Spring Quarters could reduce the number of positions slated for possible elimination.