DE ANZA COLLEGE
CLASSIFIED SENATE MEETING MINUTES
Thursday, December 5 2013
Location: ADM 109

PRESENT: Margaret Bdzil (President), Karen Hunter (Treasurer), Keri Kirkpatrick (Secretary), Sarah Corrao [sub for Thao Nguyen] (Section 1), Amelia Sanchez (Section 3) Tracy Chung-Tabangcura (Section 4), Susan Edman (Section 6), Melissa Ingalls (Section 9), Lorna Maynard (Section 10), Andrew Stoddard (Section 11), Tony Arellano (Section 12), Mary Kay Englen (Section 13), Dennis Shannakian (Section 16), LaDonna Yumori-Kaku (Section 17), Teri Gerard (Section 18), Robert Yosin (DASB)

ABSENT: Melissa Sheldon (Section 8), Angelica Strongone (Section 14), David Byars (Section 15), Patricia Whelan (ACE Rep)

GUESTS: Paula Joseph (Facilities/Ed. Resources); Ron Levine and Jeff Schlesinger (District Police); Veronica Neal (Equity Office); Mayra Cruz (Academic Senate)

1a. Approval of Agenda
   • Today’s agenda was– Approved. (M/S/C – /): Gerard /Sanchez / All

1b. Approval of Minutes: All
   • Minutes from November 21, 2013 (M/S/C – /): Hunter/Arellano/All
   • Amendment(s): None.
   • Approved.

2a. District Police Presentation Part I: Threat Assessment and Notification (Levine)
   • Ron Levine and Jeff Schlesinger from the District Police Department came and gave a presentation on Safety, Emergency Response, Threat Assessment, and Notification.
   • De Anza has a Behavioral Assessment Team (HEART) that meets to address problem behaviors of reported disruptive students.
     o Headed by Michelle LeBleu-Burns. Meets weekly, every Monday.
     o Counseling, Health Services, and Police Dept. are all involved in this group.
     o Review reports of students, faculty, and staff that may have behavioral issues
or pose a threat to the campus community.
- Mainly deal with students.
- Look at the level of disruption, using Advocate behavioral assessment tool.
  Staff can report concerns using Advocate. The members of the group review the information gathered and then decide on a course of action. Could be referral to Office of College Life, a referral to Counseling or to psychiatric services, or if the situation warrants, police/legal action may be taken. This may be the case when there are reports of threats being made against others in the campus community. District police also uses Advocate to report students that they deal with out in the field in order to get those people into the system of assessment and referral for services.
- The Advocate tool has a series of 30 questions that help the assessment team determine what the correct course of action is regarding each case.
- Team has been meeting for several months. Has had great success in identifying threats and assessing needs of the college and the students so far.
- One example of the success of the system so far is a student who was determined to be a threat to the campus community because of threats that had been made. The assessment tool was used to determine a significant level of threat, which prompted a criminal charge. The judge issued a criminal restraining order against this individual and raised their bail amount to $100,000 based on the outcome of the assessment questionnaire.
- There is always still a personal responsibility piece, to report suspicious or threatening things to the Department. They rely on us to contact them.
- What happens when the District Police receive a report of a threat? What does the Department do to notify the Campus community?
  - Example: Lehigh Cement quarry shooting last year. Many people thought we should have locked down and been alerted. Department felt that, based on the information they had from other agencies, it was not necessary to lock down.
  - Officers were placed in strategic locations around campus to ensure the safety of the campus community. If they felt there was a specific threat, they would have locked down.
  - District does not have an official “lockdown” policy in place. The District and the Police Dept. are working together to create one.
  - Emergency Notification System: Faculty, Staff and student contact information is pulled from Banner. Phone numbers and email addresses.
  - 3-pronged message is sent out: SMS text message, phone call, and email.
  - New phone system in the District is coming. As part of that, the Police will be able to contact specific areas of campus that may be affected by an emergency situation. Will be able to target specific buildings and groups, like a phone tree. Will be able to use the phone system as a PA system to notify of an emergency.
  - Also working to retrofit all the emergency blue phones on campus with PA speakers. Foothill is looking to put more poles on campus with PA in other areas of campus besides just parking lots.
  - Looking at putting up signboards in public areas for the hearing impaired as well.
  - Emergency plan for the District, and also one for each campus. In the process of revising the De Anza plan currently.
2b. **District Police Presentation Part II: Emergency Preparedness** *(Schlesinger)*

- **When and How to Contact District Police**
  - Emergency assistance: Call 911 from any office phone. Do not need to dial additional 9 to get out. From Cell phone, dial 408-924-8000 for direct line. 911 can be dialed, but call will go to nearest cell tower and may be directed to CHP and then need to be transferred, which slows the process.
  - If you need a police officer immediately, call 911 or the emergency cell phone number. Do not call the front desk number or walk in to the office, because you will just get a student aide who will have to transfer you and it will delay the response.
  - When you call 911 the dispatcher will ask you specific questions so be prepared to listen to the dispatcher: where is the location, what happened, injuries, descriptions of involved parties.
  - Non-Emergencies will get you FH dispatcher or SJSU dispatch (off-hours). Use to report non-violent crimes such as a theft that has already occurred (no suspect in area), non-injury vehicle accidents, minor disturbances (loud music), jump-starts, police escort, etc. or general police information.
  - Gave out handouts with emergency and non-emergency lines, and tips on when to call each: Follow on Facebook at facebook.com/FHDPolice or on Twitter @FHDA_Police
    - Twitter is updated regularly; first 2 weeks traffic conditions and parking information are reported on Twitter. Also fire or medical calls (general information), safety tip information and other related info. The same, and some additional, information is put out on Facebook.

- **Shelter in Place**
  - Difference between shelter in place and lockdown/barricade
  - Shelter in place is a short term strategy for dealing with an incident/disaster
  - Remain inside, don’t need to barricade doors
  - Reasons: gas leak in area; fire (distant); other such hazards

- **Lockdown / Barricade**
  - Dealing with an immediate life threatening issue
  - Everyone remains inside at their current location
  - Lock all doors. On campus, some doors have to be locked from the outside. Keep in mind. Levine: knows there’s an issue; working to get a mandate to change the outside locks.
  - Close all windows and blinds
  - Barricade doorways with anything available. As much as you can in front of the doorway.
  - Turn off lights, remain silent and silence your cell phones.
  - Reasons: Active shooter, violent crime suspect in area, etc.
  - Orders for such action would be made by an instructor or staff if there’s a perceived imminent threat (such as hearing gunshots from your office); by phone via District emergency notification
  - District emergency notification takes some time. Info has to be put in 3 separate times: Voice recording to go out by phone; text to go out as SMS; and email. Not immediate.
  - If you perceive something that is life threatening, you need to take action on
your own and also instruct those around you to also lockdown.

- Review Emergency Evacuation Procedures with staff and faculty and students in advance.
  - Follow procedures and evacuate when instructed or needed. If you hear a fire alarm for example, evacuate. Don’t wait for District notification.
  - Until the situation is assessed, it is recommended to stay in your current location.
  - Emergency assembly points are designated: at De Anza it is the Outdoor Events Arena (football field area).
  - Building monitors will conduct head counts once an evacuation is complete.
  - If in an office/classroom, the person in charge should do their own headcount, and know who was in the room initially.

- Earthquake Response
  - Drop, Cover, Hold On
  - If outside, stay away from buildings, trees, poles, and exposed wires; drop, cover and hold wherever you can.
  - Get away from things that may fall on you; stay in the open until the earthquake is over.
  - Assist those who need assistance.
  - Faculty and staff should give the order to drop, cover, and hold to others around them.
  - Stay away from glass and windows.
  - Assess injuries and damage afterward.
  - Evacuate to a safe area as needed.

- Active Shooter
  - Run, Hide, Defend (Fight). Used to say that Lockdown and Barricade was the response to shooter situations, but has been updated to include escape or, if it is the only option, defending/fighting.
  - If you hear shots fired in another area of the building you are in, run away from the sound of the shots and get out. Keep going
  - When you can’t run, then hide (Barricade / lockdown)
  - If the shooter makes it in to the room, take action against them.
  - Showed video produced by the City of Houston police department.
  - Run, Hide, Fight has been adopted as the official policy of Santa Clara Police Chiefs Association.
  - The link to the video online is available on the Foothill Emergency website, and will soon be up on the District Police website. Will also ask that it is added to De Anza’s Emergency website. Also on YouTube.
  - If you’re notified of a lockdown, the District will send an all clear by phone, text and email when it is over. If police knock on doors, gauge validity of the person before heeding that.

2c. District Police Presentation Part III: Questions and Comments (All)

- Mary Kay Englen: Sometimes staff hears from the media before we hear from the District Police or management and this is a concern. What is done during threat assessment to determine what is a valid threat? –
  - Ron Levine: Police staff will evaluate the situation and see what direct effect it has on the campus. If they feel there is a direct effect they caucus with admin and come up with a strategy regarding notifying campus community
and actions to take.
- Whenever a media source gets info, it goes out instantly and it is repeated / spread like wildfire.
- Notification takes a few minutes to occur with current system.
- Gave example of Lehigh Quarry shooting: District PD knew the incident was occurring across the freeway from the campus. Knew there was no threat to the campus and monitored the situation from the outset. Placed police officers in strategic areas. Made joint decision with Campus Administrators.
- Every time a decision is made to lock down on campus it disrupts the learning environment. Since education is the primary goal of the District, they try to minimize actions taken as they can.

- Mary KayEnglen: is there a happy medium between having no information up until an emergency and locking down for every little thing? Is there a way to let the campus community know that they are working on a threat assessment or that it has been determined that there is no threat to the campus?
  - Ron: Not really. But will talk to Marissa in marketing to see if there is something that can be done, to send out some information regarding assessments being done on campus.
  - Problem is figuring out what incidents are close enough to warrant checking in with the campus community.
  - Don’t want to use the emergency notification system for such purpose because afraid it is like crying wolf.
  - Dennis Shannakian: Idea is more along the lines of letting us know, when there is something happening in our immediate area, sending an email through marketing to let us know what is going on and to give what information they can. For example: “We know about this, you may hear or get calls about it, we’ve determined the campus is safe”.

- LaDonna Yumori-Kaku: Clubs and other organizations have events that happen after hours. Are the conference room schedules etc. included in the emergency notification plan? Also, what is the timeline for writing lockdown procedure policy?
  - Ron – There is an even tracker that the department uses to keep track of the rooms that are being used and the events that are going on around campus.
  - No timeframe for policy right now but they’re working on it. Jeff will be transferring to a position that is focused on emergency preparedness and once that happens they will have a better idea. Has to come from District / Chancellor’s office.

- Dennis Shannakian: Work in campus center. If they get a lockdown notification, what is to be locked down? Should the Campus Center be completely locked down?
  - Entire campus center should be locked down.
  - Building monitors will be responsible for ensuring that the outer doors are locked.
  - Challenging because the doors require hex keys etc.
  - Have to figure out how to write a policy that allows letting students in without creating an unsafe environment.
  - With lockdown procedures, there is a dilemma when it comes to letting people in who may be looking for safety. General thought is to not let people in to a locked down building. Everyone should be trained that if they are outside they should get away and not look for shelter inside a building.
• Tony Arellano: Once these policies are in place would drilling be a prudent thing to do?
  o Yes, definitely.
• Dennis Shannakian: Event tracker: when events happen in the campus center which are scheduled through that office, are those getting in to the event tracker as well as the ones that are scheduled through Facilities?
  o Generally not. Building monitors who are in the Campus Center would be responsible for contacting / locking down.
  o The District police department is very small. Chief, Assistant Chief, Sergeant and 8 officers. Don’t have a lot of help and in an emergency would rely on Sherriff’s office and monitors on campuses to secure areas.
  o Every area should develop their own plan now and not wait for the District plan.
• Pippa Gibson: De Anza Emergency Website: http://www.deanza.edu/emergency /
  Has lots of information about training, building monitor resources, etc.
• Mary Kay Englen: Any danger of posting evacuation plans on the web?
  o Building evacuation routes or building specs should not be posted publicly online. Should be protected somehow.
  o Mary Kay suggests Group Studio for safety committees to post their information.
• Susan Edman: To whom can people be referred when they feel the campus may be unsafe or have questions for the police department?
  o They can call Mark, or the police non-emergency line at 408-864-7313. They will tell them that they have determined that the campus is safe.
• Pippa Gibson: The general sentiment of staff is that, we want to know that the District Police know what is going on. Ron will take that to marketing and senior staff to see what can be done.
• Teri Gerard: During freeway shooter there was a helicopter hovering. Made a perception of threat when there was no information. When there is a perception of emergency what does the police department do and what should staff do in that situation?
  o That helicopter was a press helicopter. The District police do not automatically get notified. They investigate; call CHP, etc. to find out what is going on.
  o Understand concerns; will take to senior staff the request to pass on information to staff and others when the Police Dept. finds out what’s going on.
  o Departments and buildings on campus can always make a decision for themselves about perceived threats; generally they will call the District police first.
  o If you perceive a threat or emergency, call the police department and ask for information and/or tell them about what you perceive. Call anytime there is a concern.

3. **Equity Planning process and AS/CS Collaboration:** (Neal, Cruz)
• Equity office is working on equity planning process. Used to happen on a regular basis but stopped in 2003 since it was no longer a state mandate. De Anza continued
it on some level but not as regularly.
• State now wants to get back to doing that work.
• End of this academic year we will be sending our campus-wide Equity Plan to the State.
• Alongside of that De Anza wants to understand not only how we can close the achievement gap, but also what does equity look like and how does it impact everyone on campus.
• Equity is not just about student achievement, but also how everyone feels when they come to campus. When the environment feels better there is a positive correlation to student success.
• Quality of everyone’s experience and helping everyone do their best to thrive.
• Can we have difficult conversations and name the things that are keeping people feeling excluded / disenfranchised.
• Want to capture the experiences of disenfranchised students in the data as well as the experiences of faculty and staff, part and full time.
  o Putting forward a climate survey to do that.
  o Asking for Classified Senate’s help with the survey.
  o Provide feedback on questions.
  o Decide as a body how we are integrating equity work into our Senate meetings.
  o What does equity look like in our departments, divisions, and senate groups?
  o Is asking us to establish an Equity Subcommittee to work on these questions. Maybe 3-4 members.
    ▪ Provide to Veronica feedback on the Climate Survey
    ▪ Help facilitate a conversation about culture of Classified Senate and how campus values and core competencies are embedded in it.
    ▪ Think about what our strengths and areas of growth, what we would like to build on and work on. How is work we do connected more broadly to equity and social justice on campus?
    ▪ Can decide as a group what to work on.
• Summary of what Veronica / Equity Office is asking for:
  o In Winter Quarter would like to come back to a Senate meeting again.
  o Hoping that early on we will have Equity Subcommittee established.
  o Will bring some questions to that committee, also in Winter Quarter.
  o The subcommittee will look over the survey with Veronica and present to the larger Senate so we can all give feedback.
  o Hope that subcommittee will also lead the larger senate in the conversation about equity. Veronica will support the Subcommittee in getting ready for that and will attend that meeting. It will be more powerful if it is peer-to-peer. Who are we? How do we embed these ideals into our work? What are our strengths and areas of growth? What might be an area we’d like to work on? How can the Equity Office support that work?
  o This will be ongoing, but she’d like us to start thinking about it in Winter Quarter.
  o Other classified professionals besides Senate members can serve on the committee.
• Looking for long-term culture shift.
• Concerned with the way rankism and elitism plays out among faculty and staff.
• Susan Christie’s book: *Working Effectively with Faculty*. About shifting the work
environment from a hierarchy system to a collaborative system.
  o  How do we shift the institution / change the situation / transform the system.
  o  Will bring to Academic Senate as well
  o  Includes an assessment tool that can be used by CS and AS to start this
    conversation. Could be a follow up to the “naming elephants” work.
  o  Will email Margaret the handouts to disseminate to the rest of Senate and our
    constituents.

• Mayra Cruz: For the last 2 years Karen Chow had worked to find ways to connect
  with Classified Professionals.
  o  Mayra hopes to continue that work as Academic Senate President. Hopes to
    shift the way we relate with each other.
  o  Encouraged us to create Equity subcommittee so we can work on that
    together.

4. News and Announcements: *(All)*
• LaDonna: Typhoon Asian Pacific American Staff Association is having a drive to
  support relief efforts for the Typhoon that recently hit the Philippines. Tickets are $5
  or 5 for $20.
• Andrew: Brought some samples of the bottle openers he mentioned at the Nov. 21
  meeting. Made in the MCNC Lab from recycled aluminum. They were very well
  received. Will use them as an incentive to get more classified professionals to donate
  to the Senate through a payroll deduction.
• Thanks to Veronica and Myra for their enthusiasm with the Equity work.

Meeting adjourned 4:42 PM.