DE ANZA COLLEGE
CLASSIFIED SENATE MEETING MINUTES
Thursday, October 17, 2013
Location: Seminar Building Conference Room (SEM-3G)

PRESENT: Margaret Bdzil (Acting President), Karen Hunter (Treasurer), 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), David Byars (Section 15), La Donna Yumori-Kaku (Section 17), Teri Gerard
(Section 18)

ABSENT: Keri Kirkpatrick (Secretary), Melissa Sheldon (Section 8), Angelica
Strongone (Section 14)

GUESTS: Robert ???(DASB Representative), Patti Whelan (ACE Representative),
Mallory Newell (Institutional Research), CJ Jones (EOM Committee), and Kathy
Munson (EOM Committee)

1a. Approval Of Agenda (all)
   Agenda for October 17, 2013 Classified Senate meeting was approved: (M-
   Ingalls/S-Arellano/C-All)

1b. Approval of Minutes (all)
   Minutes from October 3, 2013 were approved as amended: (M-Maynard/S-
   Englen/C-All)

2. Representative confirmations (Margaret Bdzil)
   Paul Buxton, Diana Martinez were confirmed to serve on the Facilities
   Planning Committee. LaDonna Yomori-Kaku was confirmed to serve as senator for
   Section 17. Lorna Maynard’s appointment to FER PBT deferred, as Pippa Gibson
   feels the position better served by someone within Finance and Educational
   Resources. DARE still needs a Classified representative, as does Campus Center
   Advisory Committee, and Classified Senate Sections 2 and 16.
3. IPBT Faculty Hiring (Teri Gerard)

Teri Gerard presented on the discussion currently taking place in the Instructional Planning and Budget Team (IPBT) regarding moving forward the timeline for hiring new and replacement faculty. There are several reasons behind the proposed changes. First, De Anza’s faculty hiring cycle is later than that of other schools around the area which start earlier. Foothill College has a procedure already in place to start the faculty replacement process earlier in the academic year, which allows them to attract more qualified applicants. Other community colleges in the region have a similar timeline. Currently, De Anza waits until after faculty have retired before starting the hiring process. Many faculty hiring committees do not convene until Spring or Summer Quarters, after many potential applicants have been hired by other colleges.

The Academic Senate does not like the idea to start the hiring process while the faculty member is still in the position. Christina Espinosa-Pieb would like feedback from the Classified Senate. While Classified Senate members commented on the benefits of an earlier hiring process, Mary Kay Englen noted that an earlier hiring process is that it may push retirees too far into the following year.

4. ACCJC Follow-Up Report (Mallory Newell)

Mallory Newell presented the ACCJC Accreditation Follow-Up report, which was approved by the Board of Trustees at their October 15, 2013 meeting. The purpose of the report is to document that the Student Learning Outcomes (SLOs) and Planning Cycles are in place and being implemented. The Follow-Up Report also addressed the ACCJC Accreditation Committee’s request that De Anza revise its Mission Statement to indentify its intended student population. Mallory completed a review of the Mission Statement of the other 112 California community colleges. Institutions and was able to document that De Anza’s Mission Statement is in line with and encompassing enough to be on par with other colleges. The Mission Statement planning cycle is every six years, so we are on track to readdress it this year. Mallory puts forward an invite to all Classified Professional to serve on a committee, which will review and redraft De Anza’s Mission Statement during Winter Quarter for approval by College Council during Spring Quarter.

5. Review of 2013-14 Classified Senate Binders (Mary Kay Englen)

Mary Kay handed out new inserts for this fiscal year and complete binders to the new Senators. She reviewed the content in each of the sections.

6. EOM Discussion (CJ Jones and Kathy Munson)

The EOM Committee members described the process they use to solict and review nominations. With the retirements of two long-serving EOM members (including the Chair), the committee is seeking new members. The Classified Senate members shared their suggestions to expand what the EOM does and increase campus-wide awareness of the EOM, including greater awareness by De Anza faculty and administrators. A suggestion put forward that we tie recognition of the
previous year’s EOMs awardees to the Opening Day ceremonies at the start of Fall Quarter. Several other suggestions included creating a link to from the De Anza Home page to information about the current EOM and feature articles about the EOM in La Voz.

7. **Professional Development Prioritization (Mary Kay Englen, All)**

Mary Kay posted a chart listing areas of focus for Professional Development during 2013-14. Senators were allocated two (2) dots each and were invited to place the dots alongside areas they considered most important. Primary outcome of exercise was most Senators felt that Communications across Campus and Emergency Preparedness should be main focus.

During a related discussion on the topic, Senators shared their experiences with recent emergency and potentially dangerous situations on campus. Some buildings and work areas have created their own Safety Committees to develop response plans. FHDA District Police and De Anza employees have very divergent ideas about initial handling of an emergency (example cited: the shooter on Highway 85 near De Anza in December 2012). Mary Kay is willing to come into individual buildings/areas to have mini-training sessions if desired. She is also working the Mary Sullivan from Health Services to offer American Red Cross First Aid/AED training to interested De Anza Classified Professionals, faculty, and administrators.

8. **Burning Issues and Announcements (All)**

Mary Kay Englen: Jason Bram of Biology concerned about lack of socialization amongst all members of the De Anza Staff community. Wants to promote activities to foster community.

Veronica Neal of Diversity and Equity Office still hoping to develop an Equity Action Committee.

LaDonna Yumori-Kaku brought De Anza Club flyers, pens and invites to an ICC-sponsored dance to be held November 15, 2013.

The meeting adjourned at 4:35 PM.