

CLASSIFIED SENATE
MEETING MINUTES

November 1, 2007

DRAFT

Attending: MariaElena Apodaca, Melissa Baxter, Maureen Chenoweth, Gigi Gallagher, Dave Garrido, Denise Perez, Phuong Tran, Christine Mangiameli, Leslye Noone, Lucy Rodriguez, Virginia Slayton, Karen Smith, Kay Thornton.

Absent: Stephanie Franco, Akemi Ishikawa, Rosalinda Jen, Sherri Mines

1. Approval of Minutes from 10/4/07: Minutes were approved.
2. Burning Issues: None.
4. Treasurer's Report: Akemi emailed her report. To date, we have spent \$4,309.17. This amount includes two travel/conference fund applications that were approved and an honorarium for Cari Phyley of 4CS. She was our guest speaker at our leadership retreat.
5. Guest Speaker: Matais Pouncil-EOPS/CARE: Matais stopped by to give us a quick run down on the services provided by EOPS and CARE. EOPS (Extended Opportunity Program and Services) serves approximately 650 students. CARE (Co-op Agency for Resources in Education) is a smaller program that serves approximately 30 students. Both programs help serve educationally disadvantaged students.
6. Committee Reports:
 - A. Budget Task Force: No report.
 - B. Educational Resources: Gigi stated the group met for the first time. They selected the faculty positions to send to Roundtable for approval. Originally there were going to be no new hires, but we may hire 3 new positions now. No new classified positions are set to be hired, but Shirley Barker asked deans to submit any anyways.
 - C. HRAC: The group has not met.
 - D. District Budget: Lucy stated that the lawsuit over Measure C is pending longer than originally thought. This means classified staff will not receive any equipment funding- including the EIS system. The district is currently floating itself \$20 million for the current projects. If and/or once the lawsuit is settled, the general fund will be reimbursed. The college received some time funds that were designed to beef up FTES. Lucy had asked for an estimate of the return on investment (ROI) to see if there was a possibility to reinvest that money into other projects. We agreed and Lucy will take that back to the DBC.
 - E. ETAC/EIS: Sherri emailed an update. For ETAC, Maui users need to hold on to their Macs through late Winter or early Spring. A DeAnza instructor's laptop was stolen during a home robbery, containing student information. ETS is evaluating various encryption programs to help secure data on laptops and desktops- results to follow. Information on security best practices, go to <http://www.fhda.edu/security/>. As far as EIS goes, the district is currently holding demonstration session for the two finalists (Sungard Banner and Datatel Colleague). Users are evaluating each product. By the end of November, we should be receiving final quotes from each vendor. The steering committee will review all evaluations and make a recommendation to the Board in early January.
 - F. Legislative Committee: Kay did not have anything to report, but she did suggest that the Senates from both campuses meet a couple of times per year.

G. Roundtable: New members were introduced. Several students, as opposed to only 1 or 2 in the past, are representatives on Roundtable. Judy discussed the role of Roundtable which is to advise the President. She wanted input on how to recruit successors for leadership. Roberto Sias stated that he wanted to finish policy on naming rooms. Dave asked for a policy on excellence in governance so Judy assigned him to create the policy. Shirley Barker stated that we were in 'growth mode'. Judy stated that she is committed to no classified staff layoffs and that faculty positions are not going to be automatically filled.

H. Chancellor's Advisory Council: Andy Dunn gave a presentation on the budget. The community college initiative is on the ballot for February. FA supports it. ETAC is working on a security policy. There was talk on promoting mediation for non-contractual issues.

I. FHDA Board of Trustees: Students stated their concern over not being able to work in student government during the evenings. They also expressed concern that recommendations requiring the new food service provider here at Foothill give discounts to Owl cardholders and use recyclable food and beverage containers.

7. Senate Committee Reports:

A. Employee of the Month: The committee recommends that our reception be held in conjunction with the president's holiday party in December. There also needs to be discussion on whether or not the committee goes into 'hibernation' if we do not get nominees.

8. Segment Membership & Contact E-mail: Your input is urgently needed! We need to update our segment membership lists before the elections. If you are a segment representative, please email Maureen Chenoweth right away with the list of classified staff that you currently represent.

9. Committee Appointments: We are still accepting nominations for several committee appointments. Especially urgent is the need for a chair for the Retreat Committee. Please contact David Garrido if you are interested.

10. Constitution & Bylaws Revision: Academic Year Terms: This will be on this year's election.

11. Reassigned time, backfill, and room restoration update: We have room 5933 out in the temp village but we will be asking for the same type of permanent location like Academic Senate.

12. Defining Excellence in Governance: Your input is needed! In Roundtable, Dave Garrido asked for a definition of Excellence in Governance. Judy Miner responded by asking the group to work on one and for Dave to start on it. So, Dave is working on a draft document to define excellence in shared governance to be discussed at Roundtable. Please contact him right away if you have ideas to share!

13. Why? See item 18

14. Co-Sponsoring of Inauguration Buffet: Cost to us was \$425. The senate approved this.

15. Staff Leadership Meetings with Miner: November 7th will be the first of regularly scheduled monthly meetings with Judy Miner and the Classified Senate President. The meetings are scheduled to occur immediately after Roundtable.

16. President's Innovation Grant Proposal: There will be classified representation on the committee to help make recommendations.
17. Opening Day Classified Workshop-feedback: Item tabled due to lack of time.
18. Announcements/Good of the Order: Rose Myer sent out a survey about how to improve student services. Classified Senate was not asked to assist.

Dates to remember

Next meeting: Tuesday, October 16, 2:30-4pm in room 6708; then Nov. 1, 15; Dec. 6
Opening Reception for Marcia Bhide show is Thursday, Oct. 4 at 5pm @ KCI gallery
Breast Cancer Awareness Reflection/Prayer Flags: Oct. 7-13. See Health Services
Foothill Author Series: Wed. Oct. 17, 3pm @ Campus Center Student Lounge
President Judy Miner Inauguration: Thursday, Oct. 18th, 1:45pm lineup @ Campus Center
Dining Room
Swearing in of new FHDA Board members: Monday, Dec. 3, 6pm @ Board room