



FINAL

Classified Senate <http://www.foothill.edu/classified/>

Thursday, May 01, 2008

2:30PM-4:00PM

Room 3015

Attending: Apodaca, Maria Elena; Garrido, Dave; Rodriguez, Lucy; Perez, Denise; Thornton, Kay; Mines, Sheri; Robinson, Linda; Smith, Karen; Fransham, Kathy; Olsen, Sindy; Baxter, Melissa; Patel, Bhavi

Absent: Harris, Asha; Nunez, Cori; Slayton, Virginia; Nhung, Tran; Largent, Allison; Ishikawa, Akemi; Cavellero, Dave; Chenoweth, Maureen; Franco, Stephanie Tran, Phuong; Chen, I; Schrage, Paul; Mangiameli, Christine

DISCUSSION ITEMS	FOLLOW-UP
Approval of Minutes Approved	Minutes Approved
Burning Issues Maureen is home, handled surgery well, good attitude going into 2 nd surgery	Burning Issues Maureen is doing well
Next Meeting Thursday, June 5 th , 2:30-4:00pm@3015	Next Meeting 6/5/08 @ 3015
Treasurer's Report ///Denise Perez We have spent \$9636.40, includes a deposit to Roaring Camp. The \$38 discrepancy from last meeting was for an employee travel expense.	Treasure's Report Spent \$9636.40
COMMITTEE REPORTS	FOLLOW-UP
Budget Task Force ///Phuong Tran This task force has been disbanded, with most discussion being turned over to the Dean's Council. Shirley Baker is very much into shared governance, so there needs to be a way to develop information sharing between both senates, along with a venue to contribute information	BTF Update Disbanded
Educational Resources Committee ///Asha Harris Hasn't met since 10/07. A subcommittee should meet when given a task by Roundtable	ERC Update Last meeting was 10/07
Program Planning ///Nhung Tran A meeting is set for 5/05/08	PPC Update Next meeting 5/05/08
Building and Grounds Committee ///Christine Mangiameli, Denise Perez New committee, Brenda Visas chair	B&G Committee No report
Sustainability Committee ///Karen Smith Work has begun on language for the district policy on sustainability issues. Working well with folks from De Anza, meetings have been requested for every week until we're on our feet.	Sustainability Committee First meeting with De Anza for District policy
HRAC & Mediation Update ///Cori Nunez Meeting set for the 3 rd with in May with new Vice Chancellor for Human Resources.	HRAC Update Meeting 3 rd week in May
District Budget ///Lucy Rodriquez Vacant positions may be targeted with attempts to correct budget fiascos. The Districts request to open discussion of vacant positions and using college restricted funding, as a solution to next year's budget crunch does not align with Foothill's timeline for program planning or allocating educational resources. Temporary leave replacement positions come out of one-time monies.	DBC Update Vacant positions may be targeted in budget crisis

<p>ETAC/EIS///Sherri Mines The District is doing its own thing and not segmenting into the two separate colleges. Please see attached reports from Sheri Mines, who did a great job in writing this up for Classified Senate employees.</p>	<p>ETAC/EIS District acting on its own</p>
<p>Legislative Committee/Academic Senate///Kay Thornton 1. Has not met. 2. On Monday (4/28/08), Mari Huerta had a workshop with staff and faculty on changing the academic calendar and talked at length about the state of the budget. She is soliciting input (X7482) on an academic calendar that works better for student learning, such as a semester or condensed semester calendar. 3. The Academic Senate is looking for an HRAC representative</p>	<p>LC/AS Update Continued work on academic calendar</p>
<p>Roundtable///Dave Garrido Meeting cancelled.</p>	<p>Roundtable Update Meeting cancelled</p>
<p>Chancellor's Advisory Committee///Stephanie Franco/Karen Smith 1. The local property tax mess has sapped the District of \$2.5 million from the unrestricted fund balance. Best-case scenarios on how to handle the budget crisis were explored. Measure C is \$490 million; interest earned in this may bump up the funds a little. State funding should support a 1% growth in full-time students, but the district feels 0.7% is more realistic. 2. ETAC's spam filter program is showing a lot of promise. 3. The Burton Group was hired for digital planning needs and network. A question about hiring this group was asked – given the impending budget situation. 4. Currently, libraries and coffee shops are able to have wireless accounts without having to go through permit processes.</p>	<p>CAC Update Unrestricted funds \$2.5 less due to local tax error. 0.7% growth in funding is more likely than governor's 1.0% projection. Libraries and coffee shops get wireless for free easily</p>
<p>FHDA Board of Trustees///David Garrido Meeting upcoming</p>	<p>Board of Trustees Meeting upcoming</p>
<p>Meeting w/ President Miner///Dave Garrido No meeting this week</p>	<p>Presidential Update No meeting this week</p>
<p>SENATE COMMITTEE REPORTS</p>	<p>FOLLOW-UP</p>
<p>Retreat Committee///Darya Gilani 1. Breakfast is at 8am. Martha Kanter will be speaking @ 8:30AM sharp. The new HR and Finance vice chancellors are also scheduled to speak. 2. Don't miss the train rides and raffle. 3. Your RSVP's are critical. So far, about 130 employees are scheduled to attend.</p>	<p>CS Retreat Update 1. Retreat is on May 16, 2008</p>
<p>Classified Recognition Week///Melissa Baxter 1. Theme is Real World @ Foothill College, week of June 19-24. 2. Besides Melissa Baxter, Nhung Tran is the other committee chair, 3. Judy Miner is springing \$750 for lunch; Melissa said Chipoltes was not offering anything of substance for lunches this year; Romy will still be giving out free ice cream.</p>	<p>Classified Week Update 1. Real World theme 2. Nhung Tran 3. Prez is springing for lunch; Romy is springing for ice cream</p>
<p>Employee Recognition Awards///Stephanie Franco No report</p>	<p>Recognition Awards No report</p>
<p>Committee on Committees See the website http://www.foothill.edu/classified/committee.html for current committees listings. (Cut and paste link into browser.)</p>	<p>Committees Update None</p>

<i>INFORMATION YOU NEED TO KNOW</i>	<i>FOLLOW-UP</i>
<p>Appointments: Calls for Volunteers</p> <ol style="list-style-type: none"> 1. Sheri Mines has been appointed to be on a Network Architecture Plan Project, a short-term group tasked to plan on how our computer network across both campuses and district will work in the future. 2. Commencement Committee still looking for volunteers 	<p><i>Volunteer Update</i></p> <ol style="list-style-type: none"> 1. Sheri Mines on Network Architecture Plan Project 2. Commencement Committee still looking for volunteers
<p>Reassigned time, backfill, and room restoration update Tabled for next meeting</p>	<p><i>Restoration Update</i> Tabled for next meeting</p>
<p>Opening Day Session Topics Tabled for next meeting</p>	<p><i>Opening Day Update</i> Tabled for next meeting</p>
<p>Defining Excellence in Governance Group Tabled for next meeting</p>	<p><i>Excellence Update</i> Tabled for next meeting</p>
<p>Announcements/Good of the Order///Dave Garrido</p> <ol style="list-style-type: none"> 1. Classified Senate Scholarship needs a sub-committee to determine criteria. Senate officers can be on the sub-committee (Kay Thornton). 	
<p>Dates to Remember</p> <ul style="list-style-type: none"> <input type="checkbox"/> Next Senate meeting: Thursday, June 5, 2:30-4pm in the NEW ROOM 3015. <input type="checkbox"/> Subsequent Senate Meetings are: <ul style="list-style-type: none"> o June 19, 2:30-4:00PM, Room 3015 <input type="checkbox"/> Classified Retreat: Friday, May 16, Roaring Camp, Felton <input type="checkbox"/> 4Cs Classified Leadership Institute, June 12-14, at Granlibakken, Tahoe City <input type="checkbox"/> Latino Heritage Month: Activities through May 	

EIS IMPLEMENTATION COMMITTEE

EIS Issues that need review and discussion (as of April 2, 2008)

Issue Type: P=Policy Issue, H=Human Resources Issue, S=System Issue

ISSUE	TYPE
Change Management (dealing with change, working with other departments)	H
Budget: needs vs. State budget	P
Budget: EIS additional costs not anticipated	P
Add/drop dates	P
Drop for non-payment of fees	P
Smartcard (ASB), library card	P
Vanilla, uniform as possible	P
Budget: overtime / vacancies / out of class	P, H
Staff burnout	P, H
Work from home—web based. Security policy, FERPA	P, H
Management of current system: new projects, change management	P, S
Standardization/uniform use of technology across the district: i.e. degree audit, imaging, email, equipment, meetingmaker	P, S
Application for admissions: CCCapply, single application for district, other	P, S
International: SEVIS tracking, immigration issues	P, S
Reports: resources (staff/\$), management	S
TOPS/ASA codes	S
Leave reports – expand to all staff. Time reports for students.	S
Proliferation of servers: maintenance, energy \$	S
Payment gateway: Debit/Credit card use	S
Course numbering / Curriculum management	P, S
How much history do we bring over?	P, S
Articulation / assessment	P, S
Multiple campus issues	P, S
Faculty load	P, S

EIS IMPLEMENTATION PROJECT: PROPOSED ORGANIZATIONAL STRUCTURE

UNOFFICIAL DOCUMENT: created by Sherri Mines, based upon information updated at the May 1, 2008 EIS Steering Committee.

Proposed is a four-tier structure of responsibility:

- 1) Chancellor's Staff (highest level)
- 2) EIS Executive Steering Committee
- 3) EIS Core Committee
- 4) Functional Teams

Note: The current EIS Steering Committee is a combination of the proposed EIS Executive Steering Committee and EIS Core Committee.

At the lowest level of responsibility is the **Functional Teams**. Each Functional Team will have a Team Leader. Teams will be responsible for the "detail work" needed to implement the Sungard Banner modules that comprise the EIS System. Smaller work teams, consisting of staff members from across the district, will do the detail work necessary for a successful implementation.

The next level is the **EIS Core Committee**, consisting of the Functional Team Leaders. The Core Committee is responsible for the day-to-day implementation of the EIS System. Will coordinate scheduling between the Functional Teams, and will review and debate issues brought by the Teams. Will recommend policies to the EIS Executive Steering Committee.

The **EIS Executive Steering Committee** is a higher-level committee, composed of the VP of Finance, VP of Student, VP of Instruction, VC of Business, VC of Human Resources, Director of IT, the District Faculty Senate President (currently Barbara Illowsky), and a representative of the 3 Classified Senates. Will review the current project status, and will review and debate issues brought by the Core Committee. Will recommend policies to the Chancellor's Staff. **The representative will not have the opportunity to bring back items to the Senate, and will need to be empowered to make quick decisions.**

The **Chancellor's Staff** will be represented in most cases by the Vice Chancellor of Technology Fred Sherman. Fred will make some policy decisions, and forward other policy decisions to the Chancellor's Staff (details tbd).

Communication about the EIS System project status and policy updates

- **Chancellor's Staff** will be briefed by Fred Sherman at their regular meetings.
- **District Senior Staff** will be briefed on project status at their regular meetings (by tbd).
- **DA College Council** and **FH Roundtable** will be briefed on project status at their regular meetings (by tbd).
- On a quarterly basis, an "EIS Forum" will be held at each campus, Town Hall style meeting.
- Opening Day presentation (details tbd)

The assumption is that Classified staff and their issues will be represented at the Functional Work Team level.

Example Team and Policy Decision

Student Team (Admissions and Records)

Leader: Kathleen Moberg, Dean of Admissions and Records, De Anza

Sample Work Teams: Admissions, Registration, Assessment, Degree Audit, many others

Sample personnel on the Admissions Work Team (should be a mix of both campuses)

Registrar

A&R Supervisor

A&R Assistants: front line specialists

A&R Assistants: residency specialists

ETS personnel who will be supporting the new Admissions module

Other representatives who “touch” Admissions (International, Financial Aid, etc)

The Admissions Work Team will first review the current business process to determine an overall workflow that is system-independent. They will then try to resolve differences between the current campuses, with the result of a single process, or a request to have the difference discussed at the Core Committee Level.

Sample policy item: Dropping students for non-payment.

- 1) The work team will first discuss the issue, and try to come to an agreement between the 2 campuses. The work team brings the agreement/disagreement to the Student Team Leader Kathleen Moberg.
- 2) Kathleen will bring the issue to the Core Committee to get a higher-level perspective. Their recommendation (or request for a higher level decision) will be sent to the Executive Steering Committee.
- 3) The Executive Steering Committee will review the recommendation and debate the issue if applicable. They will forward their recommendation/ request for a higher level decision to the Chancellor’s Staff. **Classified staff will have input at this level.**
- 4) Fred Sherman and/or the Chancellor’s Staff (details unclear at this time) will review the issue, and endorse the recommendation, or make a final decision.
- 5) The policy decision will be passed back down the chain of responsibility.