



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

Thursday, February 26, 2009
2:30PM-4:00PM
President's Conference Room

Classified Senate Meeting

Present:

MARIAELENA APODACA

MAUREEN CHENOWETH

GIGI GALLAGHER

DAVE GARRIDO

CRAIG GAWLICK

DARYA GILANI

ALLISON LARGENT

CHRISTINE MANGIAMELI

SHERRI MINES

ERIN ORTIZ

BHAVI PATEL

LINDA ROBINSON

VIRGINA SLAYTON

KAREN SMITH

NHUNG TRAN

INNA WITCOP

PAT WOOD

Not Present:

Stephanie Franco

Craig Gawlick

Allison Largent

Christine Mangiameli

Sheri Mines

Cori Nunez

Denise Perez

Lucy Rodriguez

DISCUSSION ITEMS	FOLLOW-UP
<p>Burning Issues Maureen Chenoweth (MC) asked if the Senate could approve money to buy one laptop for governance operations. Blowout sale at bookstore going on now. Unanimously approved</p>	<p><i>Burning Issues</i></p>
<p>Approval of Minutes 12/21 and 1/22 approved</p>	<p><i>Approval of Minutes</i> 12/21 and 1/22 approved</p>
<p>Next Meeting 3/12/09</p>	<p><i>Next Meeting</i> 3/12/09</p>
<p>Treasurer's Report///Denise Perez Spent \$3,737.28</p>	<p><i>Treasure's Report</i> Spent \$3,737.28</p>
<p>March 10 Development of new planning process 1) Katie Townsend Merino reminded Classified Senate that there is a March 10 orientation in late afternoon, from 3pm-4:30pm 2) Daniel Peck is the new researcher for accreditation 3) They need to know roadblocks in campus operation 4) MC met with Judy Miner (JM) and Art Hand. JM wants classified representation on the accreditation task force, a very small group of people and we are looking for someone to represent Classified Staff</p>	<p><i>3/10 Development of new planning process</i> 1) 3/10 accreditation orientation meeting 2) Daniel Peckman new researcher 3) what are roadblocks in campus operations? 4) Need Classified Representative for accreditation task force.</p>
<p>Announcements/Good of the Order///Maureen Chenoweth Lucy Rodriguez has a baby girl We did not get enough money to offer a \$500 scholarship to deserving students. Next year</p>	<p><i>Announcements/Good of the Order</i> Lucy Rodriguez has a baby girl Still accepting payroll deductions to foundation to support scholarships from CS to students</p>

COMMITTEE REPORTS	FOLLOW-UP
Academic Senate Report///Denise Perez No new report	AS No new report
Building and Grounds Committee///Denise Perez and Christine Mangiameli No new report but the Senate is disappointed that there is still no new signage policy.	B&G No new signage policy yet.
Campus Center Board///Allison Largent	CCB
Commencement Committee///Bhavi Patel Need to recognize students transferring at graduation Gloria Walton keynote speaker Looking for tenured faculty who have not yet spoken at commencement to also be speakers Board members march in at beginning this year Not buying caps and gowns this year, they will rent for those attending who do not own their own ASFC will be contacted to help pay for student who cannot afford to buy or rent a gown	CC Transfer students recognized at graduation Gloria Walton keynote speaker Need tenured faculty to speak who have not yet spoken at commencement Board members march in first Will rent, not buy gowns Students who can't afford to rent gowns may get help from ASFC
Committee on Committees///Dave Garrido, Denise Perez http://www.foothill.edu/classified/committee.html	CoC http://www.foothill.edu/classified/committee.html
Educational Resources Committee///Maureen Chenoweth <u>1/22</u> : Reviewed Roundtable guidelines for discontinuing programs, eminating faculty , staff positions <u>2/4</u> : Went over latest budget figures; had detailed discussion on dissemination of information, rumor control, talked about website Next meeting: 2/18 one FTE for FHI, will prioritize requests for recommendation to Roundtable	ERC <u>1/22</u> : Reviewed Roundtable guidelines for discontinuing programs, eminating faculty , staff positions <u>2/4</u> : Went over latest budget figures; had detailed discussion on dissemination of information, rumor control, talked about website Next meeting: 2/18 one FTE for FHI, will prioritize requests for recommendation to Roundtable
Ergonomics Committee///John Dubois There were many people who responded to requests to be trained in the ergonomics arena	EC Good response to requests for training
Program Planning///Nhung Tran Have not met	PPC Have not met
Roundtable///Maureen Chenoweth <u>1/20 highlights</u> : Board expressed dismay over continued hiring in the budget crisis and requested detailed rationales for any and all hiring in the future. FA requested a moratorium on hiring to address the structural imbalance. <u>2/4</u> FA distributed their own proposed budget, including the hiring freeze Presentation by Judy Baker on the open source materials Next meeting: 3/2	RT <u>1/20 highlights</u> : Board expressed dismay over continued hiring in the budget crisis and requested detailed rationales for any and all hiring in the future. FA requested a moratorium on hiring to address the structural imbalance. <u>2/4</u> FA distributed their own proposed budget, including the hiring freeze Presentation by Judy Baker on the open source materials Next meeting: 3/2

<p>Sustainability//Karen Smith Steve Schmidt is working with Karen Smith in capturing a baseline for water use on campus. This info is needed in determining whether we can use native plants on campus implemented with measure C money Compost pile is established, core group of dedicated faculty and staff tending it every two weeks Establishment of bike monies being considered with measure C money Volunteer opportunities with our Native plant garden Judy Gucker awarded Employee of the month, she used her award (\$100 to division) to purchase green team label for scratch tablets Electric power charging stations coming to lot 5A</p>	<p>Sustainability Water use being one major item on sustainability master plan, being addressed by Karen Smith and Steve Schmidt along with Art Heinrich Compost pile established Native plant garden volunteer opportunities Electric power station coming to lot 5A</p>
<p>Technology Task Force/// Tahiya Marome No report</p>	<p>TTF No report</p>
<p>DISTRICT COMMITTEE REPORTS</p>	<p>DC</p>
<p>Board of Trustees///Maureen Chenoweth <u>1/20 highlights</u>: Board expressed dismay over continued hiring in the budget crisis and requested detailed rationales for any and all hiring in the future. FA requested a moratorium on hiring to address the structural imbalance. <u>2/4</u> FA distributed their own proposed budget, including the hiring freeze Presentation by Judy Baker on the open source materials Next meeting: 3/2</p>	<p>BOT <u>1/20 highlights</u>: Board expressed dismay over continued hiring in the budget crisis and requested detailed rationales for any and all hiring in the future. FA requested a moratorium on hiring to address the structural imbalance. <u>2/4</u> FA distributed their own proposed budget, including the hiring freeze Presentation by Judy Baker on the open source materials Next meeting: 3/2</p>
<p>District Budget Advisory Committee///Maureen Chenoweth, Lucy Rodriquez <u>2/3</u> new standing item – NASA site for new campus addition, budget discussion, Bernata expects that the state, in light of slashed budgets will give districts more flexibility in spending Next meeting: 2/17</p>	<p>DBAC <u>2/3</u> new standing item – NASA site for new campus addition, budget discussion, Bernata expects that the state, in light of slashed budgets will give districts more flexibility in spending Next meeting: 2/17</p>
<p>District Chancellor’s Advisory Committee///Maureen Chenoweth Classified Senate was the only governance group to approve the ETAC policy. <u>1/23</u> Strategic planning, ETAC policy <u>2/6</u> Strategic planning, ETAC policy on misuse of computers approved, harassment and discrimination policy being revised to incorporate new Title 5 changes, changes to Sustainability policy to be distributed, mission statement Next meeting: 2/24</p>	<p>DCAC CS approved ETAC policy <u>1/23</u> Strategic planning, ETAC policy <u>2/6</u> Strategic planning, ETAC policy on misuse of computers approved, harassment and discrimination policy being revised to incorporate new Title 5 changes, changes to Sustainability policy to be distributed, mission statement Next meeting: 2/24</p>
<p>District Diversity and Equity///Cori Nunez 1) New committee suggestions for helping transition</p>	<p>DDE 1) transition help with staff changes</p>

<p>staff with upcoming changes. EAP used in the past; we'd like workshops on dealing with redistribution of workload, crisis counseling, transition tools, how to build new work relationships. There is no money available for these workshops, so Dorene Novotny will be asking groups for one time monies for job relationship outreach.</p> <p>2) Judy Miner is working closely with Art Hand. If you are being asked to change your job description or if your department is being reorganized, contact Art Hand</p> <p>3) Many are confused with this being called a crisis, with one college's hiring frozen and another's hiring is active.</p>	<p>2) Art Hand and Judy Miner need input on job description changes</p> <p>3) active hiring going on vs. hiring freeze</p>
<p>District Budget Town Hall///Dave Garrido Main presenters, Judy Miner, Andy Dunn, Martha Kanter</p> <p>Structural deficit needs to be addressed no matter what is handed to us from Sacramento, the structural deficit in the \$7-11 million dollar range</p> <p>No layoffs before 2010-2011. 100 positions to be cut as a worse case scenario. Hoping that there won't be more than 20. They were asked about considering only internal hiring for available positions. Response was not optimistic.</p> <p>They are looking for grant revenues to carry us Everyone should be willing to take a little bit of a cut to protect jobs.</p> <p>Judy Miner said that faculty position has been cut under travel and careers, with classified person being absorbed somewhere on campus.</p>	<p>DBTH</p> <p>Need to address district structural deficit, no matter what comes out of the state budget</p> <p>No layoffs before 2010-2011</p> <p>Faculty position in travel and careers gradually being faded out</p>
<p>District Educational Technology Advisory Committee///Sheri Mines</p> <p>Student based training begun in BANNER, college can begin to develop data tables needed to begin building the Student system (high school codes, visa type, list of countries, etc) Scheduling to go live 1/1/2010.</p> <p>Financial Aid goes live 3/1/2010, students go live for 2010 summer registration. No info from chancellor's office filtered down about budget issues effecting EIS implementation. No backfill money has been requested as of 1/2009 meeting</p>	<p>DETAC</p> <p>Data tables being developed regarding student system.</p> <p>Financial aid goes live 3/2010</p> <p>Scheduling goes live 1/1/2010</p> <p>Student information goes live summer 2010</p>
<p>District Human Resources Advisory Committee///Cori Nunez</p> <p>1) employment going online totally as of 2/1/2009</p> <p>2) selection for the hiring committees will be totally electronic; you will need access to applications using a password</p> <p>3) attempts to set up a safety and emergency response system</p> <p>*broadcast system will be cell phone, phone message, email message</p>	<p>DHRAC</p> <p>1)entire hiring process online as of 2/1/09 includes employment application, hiring committees, application review</p> <p>2)emergency response system to include broadcast system</p>
<p>District Legislative Committee///Gigi Gallagher</p>	<p>DL</p>

We are united with other local colleges in this budget crisis. We are looking for stimulus money	We are looking for stimulus money
District Professional Growth Advisory Committee ///Denise Perez They have been contacted by Paul Schrage (SEIU negotiations team) to get input on issues with last changes in language in the contract. In section one of the contract (coursework), DPGAC suggested the the return on the “non-job relations special activities area” (max 10 hours), along with some language cleanup in section 5	DPGAC SEIU negotiations rep asked for input on the PGA portion of the contract. Recommended language changes in section 1 (coursework) and also section 5.
District Professional Leave Committee ///Marcia Bhide	DPLC
SENATE COMMITTEE REPORTS	FOLLOW-UP
Retreat Committee ///Darya Gilani FH DeAnza and Central Services. Hayes Mansion in South San Jose, the price is right, Martha Maureen Chenoweth (MC) asked if FH will absorb the cost of DeAnza and CS can't come up with the \$10/heard difference Tentative date is May 8 th 2009 Agreed unanimously to book the site	CS Retreat Hayes Mansion is the site 5/8/2009 date of retreat
Classified Appreciation Week ///Erin Clifford Ortiz Erin Ortiz new chair Erin has shown interest in compiling the slide show about classified staff Sherri Mines can also help.	CAW Erin Ortiz new chair
Employee Recognition Awards ///Stephanie Franco n/a	Employee Recognition Awards n/a
Welcoming Committee /// n/a	WC n/a
INFORMATION YOU NEED TO KNOW	FOLLOW-UP
Appointments: Calls for Volunteers n/a	Volunteer Update n/a
Reassigned time, backfill, and room restoration update Classified Senate office needs help in setting up new office in the 1900 building new computer, phone, etc2. This building is up for rehabilitation in about a year.	Restoration Update New office needs set up
Opening Day Session Topics n/a	Opening Day Update n/a
Defining Excellence in Governance Group n/a	Excellence Update n/a
<input type="checkbox"/> Dates to Remember , March 1, fluid deadline for Administrator/Manager Evaluation deadlines <input type="checkbox"/> Subsequent Senate Meetings are: 3/12/2009 2:30-4, President's Conference Room <input type="checkbox"/> Accreditation Meeting , March 10, 3:00pm-4:30pm (Toyon Room) The purpose of the meeting is for Katie Townsend Merino and Daniel Peck to help classified participants to decode the rubric provided by ACCJC in an effort to develop a common understanding among the stakeholders and constituent groups about how our "soon to be developed" planning/budgeting processes will be	

evaluated. Your understanding of the project, your input and your efforts to bring others into the process is crucial to the success of the effort

Classified Retreat, 4Cs Classified Leadership Institute June 4-6, 2009.

This year's program includes:

*Planting the Seed: Leadership Development/Personal Growth

*Nurturing the Seedling: Team Building/Senate Building

*Tending the Garden: Campus Involvement/Shared Governance

*Harvesting the Crop: Community Building/Global Outlook

Dates to Remember,

Classified Retreat: May 28, Hayes Mansion, South San Jose