



Thursday, October 16, 2008
 2:30PM-4:00PM
 President's Conference Room

Attending:

Maria Apodaca
Maureen Chenoweth
Dave Garrido
Darya Gilani
Rhonda Goldstone
Asha Harris
Allison Largent
Tahiya Marome
Cori Nunez
Erin Ortiz

Denise Perez
Lucy Rodriguez
Virginia Slayton
Kay Thornton
Nhung Tran
Pat Wood
Not Present:
David Cavallero
Kathy Fransham
Stephanie Franco

Asha Harris
Christine Mangiameli
Sheri Mines
Bhavi Patel
Paul Schrage
Karen Smith
Zarina Razaqui

DISCUSSION ITEMS	FOLLOW-UP
Approval of Minutes No minutes available to approve.	Minutes Pending
Burning Issues 1. Duncan was at a conference and will introduce himself at a later date.	Burning Issues 1. None
Treasurer's Report ///Denise Perez 1. Spent \$1,146.42 so far this year.	Treasure's Report 1. A detailed expenditure report will be forthcoming.
SENATE COMMITTEE REPORTS	FOLLOW-UP
Welcoming Committee ///Maureen Chenoweth 1. Denise ordered gift cards from Fresh & Natural so that senate will be able to take new employees out for lunch.	Welcoming Committee 1. Check in at next meeting.
Staff Development Committee ///Denise Perez 1. Denise Perez stated that the Senate's Staff Development Committee talked to Pat Hyland about developing workshops and classes on leadership and management. What sort classes, speakers, or seminars would staff want for their leadership development?	Staff Dev Committee 1. What leadership classes, seminars or speakers do staff need and want to develop professionally?
Employee of the Quarter Committee ///Stephanie Franco 1. Maureen Chenoweth mentioned that the employee of the month celebrations used to have 12 employees that would be celebrated 2 times a year. Now that we changed to employee of the quarter celebrations, there are only 4 employees a year. 2. It was moved to celebrate these 4 individuals at the End of Year Celebration.	EOQ Committee 1. Employees of the Quarter will be celebrated at Foothill's End of Year celebration.
FOOTHILL COLLEGE COMMITTEE REPORTS	FOLLOW-UP
Campus Center Board ///Allison Largent 1. This committee has all the campus center folks. The chair is Gilbert Chang from ASFC. 2. Update on signage, both temporary and permanent. 3. The flat screen TVs have been activated around campus with student announcements. Marketing allows advertisements on the screens for events only.	Campus Center Board 1. Flat screens are up and running around campus. 2. Food services are enhancing efforts to meet students needs. 3. KJ's breezeway café

<ol style="list-style-type: none"> 4. Fresh & Natural Café is working on crowd control – hence the new barriers in the food lines. F&N Café is also working making all their supplies green materials. 5. KJ’s Café is opening a second location in the Language Arts breezeway beginning Winter 2009. 	<p>schedule to open Winter 2009.</p>
<p>Educational Resources///Asha Harris</p> <ol style="list-style-type: none"> 1. Judy Miner asked Shirley Barker to reinstate Educational Resources. No word back from Barker. 	<p><i>Ed Resources Update</i></p> <ol style="list-style-type: none"> 1. Meeting likely to happen in November
<p>Roundtable///Lucy Rodriguez</p> <ol style="list-style-type: none"> 1. The Foothill mission statement is being revised in Roundtable. Send any suggestions or comments on the revisions to Lucy or Maureen. 2. Roundtable now has a new technology subcommittee and Miner stated that it would need Senate representation, as well as other shared governance representatives. No meeting times or dates. It appears this group was just formed and needs some time to get rolling. 3. Darya Gilani volunteered to consider volunteering to be on the group. 	<p><i>Roundtable Update</i></p> <ol style="list-style-type: none"> 1. College mission statement being revised. 2. New Technology subcommittee of Roundtable forming.
<p><i>DISTRICT COMMITTEE REPORTS</i></p>	<p><i>FOLLOW-UP</i></p>
<p>Board of Trustees///Maureen Chenoweth</p> <ol style="list-style-type: none"> 1. No update. 	<p><i>BOT Update</i></p> <ol style="list-style-type: none"> 1. No update
<p>District Budget Advisory Committee///Lucy Rodriguez</p> <ol style="list-style-type: none"> 1. Replacement Representative Needed 2. At this time there are no anticipated layoffs going to occur this year, however, the state budget is currently being revised – despite just being approved. Apparently with all the economic drama, taxes will be significantly lower – which mean our guaranteed funding will be much lower. 3. Chenoweth spoke with Judy Miner about the budget crisis and offered to host a workshop or classified staff focus group on issues surrounding the budget crisis and layoffs issues. So although there may or may not ultimately be layoffs, the policy and procedures around hiring, freezing positions, or reorganization will likely be effected. The Senate’s intention is to have a constructive conversation about best possible solutions to this uncomfortable budget situation. There’s a big board meeting on January 20 about these issues. Around that time would be a good time to have the focus group meet and discuss. 	<p><i>DBC Update</i></p> <ol style="list-style-type: none"> 1. New DBC representative needed ASAP. 2. Classified Staff focus group being formed to discuss budget crisis. Will likely meet January/February.
<p>District Chancellor's Advisory Council///Maureen Chenoweth</p> <ol style="list-style-type: none"> 1. Lucy Rodriguez filled in for Maureen Chenoweth. 2. Lucy handed out the security policy from CAC for review from the segments. Any comments from your segments on this new policy, please bring back to Senate for discussion. 3. One security issue is if instructors/staff have their FHDA email forwarded to their gmail, yahoo, or hotmail accounts. Since gmail saves everything, there’s no true deletion of email forwarded from students – whether it has confidential grade questions, etc or not. 	<p><i>CAC Update</i></p> <ol style="list-style-type: none"> 1. Be sure and read the proposed security policy and offer your comments to your senate rep.
<p>ETAC/EIS///Sheri Mines</p> <ol style="list-style-type: none"> 1. Allison Largent reported for Sheri Mines. 2. Hyperion has been rolled out to 70 early adopters as the new Maui replacement. Call ETS if you want to start using Hyperion. If you have Maui – it’s an easy implementation. Otherwise, you need your 	<p><i>ETAC/EIS</i></p> <ol style="list-style-type: none"> 1. MAUI replacement rolled out to early adopters. 2. Let techhelp know you want to adopt Hyperion.

<p>supervisor to sign off on it.</p> <ol style="list-style-type: none"> 3. An audit of the system's security is impending. 4. Hyperion (Maui replacement): rolled out over summer to 70 "early adopters", with an opening day session to introduce the system to staff. Right now, the focus is on replacement of current Maui reports. If you run Maui reports and have not been contacted about Hyperion, your supervisor must request that you be given access to Hyperion, and the following information: employee name, access needed (SI, FR, etc), and why you need access. If you have currently have a Maui, Peach or Admin account, you should be approved right away, and someone from ETS will come over and install the Hyperion software on your system. 5. Looking toward the future: the District is making long-term plans to support the EIS system and other technology in a way that can be maintained over the years. Plans include: <ul style="list-style-type: none"> • --A security audit (finding the security holes and plugging them before EIS goes live) • --Overhauling the current computer network system (so we can add new items without impacting network speed), • --A disaster recovery setup (holding a copy of our databases off-site so we can continue to operate in case of an earthquake, fire, etc) • --More to come over the next 2 years 6. Freeze on changes to current system: Effective immediately, requests to add new functionality to the current system are frozen (but changes in process will be completed). Chancellor's staff will determine if a new requirement is mandated by law or is otherwise determined to be critical, requiring a change. 7. Next meeting: Wednesday November 19. I will be away at a conference, and need a volunteer to take notes. 	<ol style="list-style-type: none"> 3. Next meeting: Wednesday November 19.
<p>District Human Resources Advisory Committee//Cori Nunez</p> <ol style="list-style-type: none"> 1. HRAC was scheduled to meet on October 17, however at the time that these minutes are being typed up - that meeting was since rescheduled to meet Friday, November 7 at 3:00PM-4:30PM. 2. The Senate asked the HRAC representative to bring up the issues of staff hiring education and experience equivalency on the application and the inequitable treatment of staff in the administrator hiring policy. 	<p><i>HRAC Update</i></p> <ol style="list-style-type: none"> 1. No report
<p>Legislative Committee//Two Representatives Needed</p> <ol style="list-style-type: none"> 1. No report 	<p><i>Legislative Update</i></p> <ol style="list-style-type: none"> 1. Representatives Needed
<p>District Professional Growth Advisory Committee//Denise Perez</p> <ol style="list-style-type: none"> 1. No report. 	<p><i>PGA Update</i></p> <ol style="list-style-type: none"> 1. No report.
<p>District Staff Development Leave Committee//Marcia Bhide</p> <ol style="list-style-type: none"> 1. No report. 	<p><i>SDL Update</i></p> <ol style="list-style-type: none"> 1. No report.
<p><i>INFORMATION YOU NEED TO KNOW</i></p>	<p><i>FOLLOW-UP</i></p>
<p>Appointments: Calls for Representatives//Maureen Chenoweth</p> <ul style="list-style-type: none"> • Academic Senate Liaison – David Garrido a possible volunteer. • Classified Retreat Committee – Rhonda Goldstone, Erin Ortiz, and Virginia Slater volunteered for this committee. • District Legislative Committee (two reps needed) 	<p><i>Appointments Update</i></p> <p>Reps needed!!</p>
<p>Goal Setting//Lucy Rodriguez</p>	<p><i>Goal Setting</i></p>

<p>The Senate was asked to come up with tangible goals for 2008-09, here the list. It needs some streamlining and prioritization, so bring your thoughts to the next senate meeting.</p> <ol style="list-style-type: none"> 1. Excellence in Governance: Continue to meet and define excellence and get Roundtable to endorse principles. 2. Leadership Workshops: Develop leadership and management curriculum, sequence of courses, and needs assessment survey of staff. 3. Job Security: Create career pathways and training for transferable skills. Help staff plan for and cope with changes in the work environment. 4. Segment Rep Meetings: Support segment reps quarterly meetings with their segments as identified in the constitution. Provide food and support. 5. Tools Package: Standardize senate information. Create consistent and recognizable documents. Standardize logo and emails. Create an address book for Classified Senate. 6. Office Setup: Continue with Senate's office set up until space is remodeled in 1900. 7. Release Time: Continue the efforts to get release time in writing for future colleagues. 8. Classified Staff Handbook: Update the handbook during this year. 9. Town Hall Meeting: Host town hall meetings about important issues for staff including budget, training, etc. 10. Communication with Student Groups: Host a joint town hall. Meet with students groups to let them know what's up with staff and services during the budget crunch. 	<ol style="list-style-type: none"> 1. Excellence in Governance 2. Leadership Workshops 3. Job Security 4. Segment Rep Meetings 5. Tools Package 6. Office Setup 7. Release Time 8. Classified Staff Handbook 9. Town Hall Meeting 10. Communication with Student Groups
<p>Announcements/Good of the Order///Maureen Chenoweth</p> <ol style="list-style-type: none"> 1. Maureen Chenoweth explained to the DA senate about the support we have here. If they have a joint retreat, they may be able to use it to help themselves get more support. The joint retreat would consist of 3 co-chairs (equal input). When Maureen left, the DA senate was going to discuss a joint retreat. Either way, District and Foothill will continue their joint retreat. 	
<p>Dates to Remember</p> <p><input type="checkbox"/> Next Senate meeting: Thursday, November 6, 2:30-4:30PM in the President's Conf Room (#1901)</p>	