



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

Thursday, November 6, 2008  
2:30PM-4:00PM  
President's Conference Room

## Classified Senate Meeting

Attending:

**MAUREEN CHENOWETH**  
**STEPHANIE FRANCO**  
**DAVE GARRIDO**  
**DARYA GILANI**  
**ALLISON LARGENT**  
**TAHIYA MAROME**  
**ERIN ORTIZ**

**DENISE PEREZ**  
**LUCY RODRIGUEZ**  
**VIRGINIA SLAYTON**  
**KAREN SMITH**  
**NHUNG TRAN**  
**PAT WOOD**  
**Not Present:**

**MariaElena Apodaca**  
**David Cavallero**  
**Asha Harris**  
**Christine Mangiameli**  
**Sheri Mines**  
**Cori Nunez**  
**Bhavi Patel**

<b>DISCUSSION ITEMS</b>	<b>FOLLOW-UP</b>
<b>Approval of Minutes</b> Minutes for 10/2/2008 and 10/16/2008 approved	<b>Minutes</b> Approved
<b>Burning Issues</b> <ol style="list-style-type: none"> <li>Maureen Chenoweth (MC) reported that she along with Shelly Schreiber met with Judy Miner to talk about the budget crisis. MC would like to host a few workshops sponsored by Classified Senate to develop some creative thinking about where and how to cut costs. She shared an article about how Obama managed his campaign and thought we might want to adopt some of his management techniques.</li> <li>MC reminded the Senate that Judy Miner is here to engage, offer ideas, and base decisions on our input.</li> <li>Relative to Classified Staff and Part Time Faculty is the fact that when budget crisis' hit home, these two arenas have traditionally been hardest hit. Judy Miner is open to creative solutions. Erin Ortiz brought up a creative example of changing the entire academic and work schedule to a 4-10 hour day, the way we work during the summer. Also, reduce the supply order by using recycled reusable paper. We should also be measuring the college's carbon footprint so that we can measure savings by energy consumption reduction.</li> <li>Classified Senate will pursue Winter Workshops on campus savings</li> </ol>	<b>Burning Issues</b> <ol style="list-style-type: none"> <li><a href="http://www.mercurynews.com/ci_1090872_0?IADID=Search-www.mercurynews.com-www.mercurynews.com">http://www.mercurynews.com/ci_1090872_0?IADID=Search-www.mercurynews.com-www.mercurynews.com</a></li> <li>Email chenowethmaureen with any ideas on how to reduce Foothill's operating budget</li> <li>Upcoming Winter Workshops on Budget reduction ideas</li> </ol>
<b>Treasurer's Report//Denise Perez</b> <ol style="list-style-type: none"> <li>\$1,246.58 spent to date. <b>REMINDE the people you represent to turn in all receipts for reimbursement</b></li> <li>Denise Perez reported that the Senate Treasury spends money on the Annual Classified Retreat, Classified Appreciation Week, Employee of the Quarter, Granlibakken Retreat, Travel and Conferences and supplies to name a few</li> <li>Maureen stated that at the next meeting, there will be a breakdown of areas we've spent money in for the last three years</li> </ol>	<b>Treasurer's Report</b> <ol style="list-style-type: none"> <li>\$1,246.58 spent to date</li> <li>Money spent goes to a variety of areas</li> <li>next meeting will show three year breakdown of money spent</li> </ol>
<b>FOOTHILL COMMITTEE REPORTS</b>	<b>FOLLOW-UP</b>
<b>Academic Senate///Representative Needed</b> No report	<b>Academic Senate</b> <b>Rep Needed</b>
<b>Budget Update Group///Maureen Chenoweth, Lucy Rodriguez</b> Lucy Rodriguez asked that the following email be posted as the latest	<b>BUG</b>

<p>information Judy Miner has received about this crisis  November 7, 2008  Dear Colleagues:  You may have already seen the budget update below, but I would like to elaborate on what it could mean for Foothill College. While this is only a proposal and not a final budget, we now have the likely parameters of a worst case scenario. The Foothill-De Anza proportion of the proposed systemwide cut would be \$9.66 million and Foothill's proportion would be about \$3.22 million. As we await direction from Sacramento, I ask that you limit expenditures at this time to your most critical needs and conserve as much of your budgets as possible in anticipation of the reductions yet to be specified. By December 15, I am asking President's Cabinet to meet with their departments and identify the amounts they could contribute from their respective areas in order to address deficits of \$3.22 million (worst case = -5%) or \$1.66 million (possible best case = -2.5%). At the beginning of Winter 09, we will discuss the reduction scenarios campuswide before finalizing any large scale plan. The challenges before us are huge, but I have the utmost confidence in the collective wisdom and will of Foothill College. Be assured that we will not sit passively but we will advocate our interests in Sacramento, continue to seek external funding, assess opportunities for operational efficiencies, and judiciously weigh short-term solutions against long-term interests. Thank you in advance for rising to the challenge!  Judy</p> <p>Lucy Rodriguez said that the College is saying that no, new positions were added back after the last budget crisis in 2005, so there is no room to cut more positions. How the District handles any currently open positions is up for grabs. A hiring freeze traditionally happens with very deep District cuts.</p>	<p>Ask input from segment reps on how to reduce budget. We are looking for creative thinkers</p>
<p><b>Building and Grounds Committee</b>///Denise Perez/Christine Mangiameli  See roundtable report</p> <ol style="list-style-type: none"> <li>1. <b>PROPOSED POSTER POLICY ATTACHED TO THIS DOCUMENT.</b></li> <li>2. <b>REVIEW AND SEND ANY CONSTRUCTIVE SUGGESTIONS TO Denise Perez (<a href="mailto:perezdenise@foothill.edu">perezdenise@foothill.edu</a> or x7256) INPUT is needed from YOU regarding the proposed signage policy.</b></li> <li>3. Maureen Chenoweth said it is rare to see posters on campus anywhere. Communication is very important as far as obtaining our mission. Some suggested that the current policy is worded negatively, stating more of what we CANNOT do rather than what we can do. The Classified Senate would like to see the tone changed and the policy worded in a way that supports communication (IE: 6 easy steps to post signs on campus). (It should also include recommendations regarding the new LCD panels going up. Student Activities is getting 3 new round kiosks for new posting locations. The take down of outdated posters should be by anyone who notices they are outdated. The Student Activity date stamp on approved posters dates when they should be removed.</li> <li>4. Maureen Chenoweth wants to see student input on the LCD screens and also the online newsletter FUSION.</li> <li>5. Denise Perez says there will be more posting boards on campus very soon.</li> </ol>	<p><b>B&amp;G Committee</b>  Review attached draft signage policy, give feedback ASAP to your segment rep</p>

<p><b>Welcoming Committee//</b>  16 \$10.00 gift cards were purchases on behalf of the Classified Senate for the 12 new recent hires. They will expire on 1/31/09. Maureen mailed out the names of the new people to the folks who offered to take them to lunch, to welcome them here and tell them about Classified Senate</p>	<p><b>Welcome Committee</b>  Gift certificates from Fresh and Natural for us to take new hires to lunch and tell them about Classified Senate</p>
<p><b>Classified Scholarship</b>  1. SEE ATTACHED TWO DOCUMENTS; 1=description of scholarship and 2=payroll deduction from to the district’s foundation  2. <b>TELL YOUR SEGMENT ABOUT THIS</b>  3. write 892 if you decide to make a contribution to this  4. minimum of \$5/month donation but if 10 people did this, we’d have enough money to make 2 scholarships fly  5. one lump sum also an option</p>	<p><b>Classified Scholarship</b>  Donate to the scholarship fund for students.</p>
<p><b>Campus Center Board///Allison Largent</b>  1. AL attending 10-22 meeting. She notes that many of the updates are from students.  2. theft problem of food from Café: 2 cash only lines, defined waiting lines for food areas  3. the 10% discount goes only to student’s possessing a current OWL card  4. there are a few new sauté dishes  5. student’s can no longer print from their flash drives at the Smart Shop  6. the bookstore is offering a 20% discount on books in the Author Series along with One Book One Community reads.  7. Health Services- Great American Smokeout the second Wednesday in November; t-shirts and sweatshirts will be given out.  8. Health Services want to measure the success of the smoking ban on campus  9. Health Services is exploring the possibility of smoking everywhere on campus, including parking lots  10. Intramurals has new playstation 3  11. new chair is Michelle Lau  12. pool tournament 3<sup>rd</sup> week in November</p>	<p><b>CCB</b>  Lots of things are going on at the Campus Center, be sure to join in on some of the activities.</p>
<p><b>Classified Senate Retreat//Maureen Chenoweth</b>  Maureen is playing phone tag with Al Guevara (DeAnza). Al has asked how much we spend, per person for this retreat. Brian Murphy, president of DeAnza is asking him for this information. The joint retreat of all Classified Staff from Foothill, DeAnza and Central Services is a new animal for all concerned.</p>	<p><b>CCR</b>  We need to determine cost per person to do this retreat. May be more or less depending on size of crowd</p>
<p><b>Commencement Committee///Bhavi Patel</b>  No report</p>	<p><b>Commencement Committee</b>  No report</p>
<p><b>Educational Resources Advisory Committee///Maureen Chenoweth</b>  This group will finally meet on November 12, as a new organization and sub-committee of Roundtable. MC is receiving conflicting reports on Custodial Services. Some reports imply that service is compromised because they are understaffed. <b>ASK YOUR SEGMENTS IF THEY ARE NOTICING THAT SERVICES ARE BEING COMPROMISED.</b>  Some building reps have made multiple comments that recycling bins are severely lacking. The Custodial Department is not charging time and a half</p>	<p><b>ERAC</b>  Finally meeting 11/12. Notify reps of services lacking</p>

<p>for setting up and tearing down of tables for special events. We need to understand and be informed of the whole story regarding this.</p>	
<p><b>Program Planning Committee</b>///Nhung Tran</p> <ol style="list-style-type: none"> <li>Nhung reported that the committee is working on a five year plan. This five year plan should feed into the Educational Master Plan.</li> <li>The one year update has been completed.</li> </ol>	<p><b>PPC</b> The 5-year plan is in development for Winter 2009</p>
<p><b>Roundtable</b>///Maureen Chenoweth, Lucy Rodriguez</p> <ol style="list-style-type: none"> <li>Lucy Rodriguez (LR) gave a presentation along with Duncan Graham regarding Basic Skills. On this campus, 70% of students come here with below level college skills.</li> <li>They are looking for input on how to make their experiences more successful.</li> <li>Our Outreach staff needs access to Financial Aid Screens to assist students in assess needs in basic skills</li> <li>Some solutions may involve non-credit classes to boost exposure to material in classes required for graduation. Some problems may be solved by this method.</li> <li>It was pointed out that students are not the problem and should not be treated as if they are. It is the system's problem that brought them to college level coursework without the skills to achieve college level goals. This is a mindset that is critical for all to get past.</li> <li>Another challenge is to identify where tutoring opportunities exist. As it stands now, 3 separate tutoring centers exist, with some centers not aware of the other's existence. Some faculty and staff are not aware of the tutorial centers Though there is comprehensive supplemental marketing, it has not been loaded onto the college's website.</li> <li>There is an early alert system, but Faculty has expressed doubt to its usefulness.</li> <li>The student's perspective on Basic College Skills differs from the Institution's perspective. To think that 70% of the student population is not set up to graduate is unimaginable.</li> <li>Peter Murray spoke that those that could not pass a basic math class required for graduation are able to attain that goal by taking a Math My Way class. It is required to pass Math 105 to transfer to a four year University.</li> <li>Math My Way attracted a lot of adaptive learning students after an Adaptive Learning Instructor helped train teachers on how to teach the class to students in Adaptive Learning.</li> <li>English and Math courses segue to English 100 and Math 230. They are hoping to offer it next summer.</li> <li>Some students do not tell teachers they are in Adaptive Learning, and some students come here not even being aware they have a learning disability at all. This is all determined by assessment, which have strict standards. Students fears include being labeled different.</li> <li>There is also an old fear of Community Colleges being the dumping grounds for students that can't attain a high grade point average with little effort.</li> <li>The consensus was that the school newspaper is sorely missed. Even an online paper would be better than nothing.</li> </ol>	<p><b>Roundtable</b></p> <p>Better just read the minutes here ok?</p>
<p><b>Sustainability</b>///Karen Smith</p> <p>A site has been determined for the Campus Garden. They will be using the</p>	<p><b>Sustainability</b></p> <p>Former site of day care</p>

site of the old day care center. The compost bin will be there also. Work has begun on the draft Sustainability Policy	center now location of campus garden
<b>DISTRICT COMMITTEES &amp; REPRESENTATIVES</b>	<b>FOLLOW-UP</b>
Board of Trustees//Maureen Chenoweth 1. The Board met and were informed of the intent to Decertify from SEIU 2. There was a beautiful presentation of the new English Dept Complex. 3. Discussion of the Faculty selection of textbooks 4. Foothill College's website has full detail of the minutes taken at the meeting.	<b>BOT</b> Check the board minutes for more details.
<b>District Budget Advisory Committee</b> ///Lucy Rodriguez Fred Sherman made public the availability of obtaining a copy of policies and procedures electronically. Electronic copy to be emailed by Maureen Chenoweth	<b>DBAC</b> Policies and procedures available as an electronic copy
<b>District Chancellor's Advisory Committee</b> ///Maureen Chenoweth Fred Sherman made public the availability of obtaining a copy of policies and procedures electronically. Electronic copy to be emailed by Maureen Chenoweth	<b>CAC</b> Policies and procedures available as an electronic copy
<b>District Educational Technology Advisory Committee</b> ///Sherri Mines <b>BURNING ISSUE</b> EIS WEBSITE: To provide transparency during the implementation process, the EIS website ( <a href="http://www.fhda.edu/eis/">http://www.fhda.edu/eis/</a> ) is being revamped, and should be completely updated by the end of November. The site will include the overall Project Plan, documents from the major committees (Finance, HR/Payroll, Financial Aid, Student, Instructional Support, Reports/Research, Luminis, and Technical), and minutes from each weekly Core Committee and monthly Executive Committee meeting. For staff interested in updates on the detailed step-by-step implementation progress, the EIS Project Documents and Core Committee minutes will be the best place to begin. Updates on overall dollars hours spent will look to the Executive Committee minutes. <b>PROCESS &amp; POLICY DISCUSSION / DECISIONS no items</b> <b>PROJECT STATUS</b> Business Process Analysis: <ul style="list-style-type: none"> <li>• Human Resources is complete</li> <li>• Finance begins November 11</li> <li>• Student begins December 1</li> <li>• Student begins December 9</li> </ul> EIS Training: A trailer in the Central Services area is being prepared for training, and should be ready by January 2009. The trailer will be set up with 12 computer desks with 2 people per desk (24 people at a time). Dollars: 7.4 million (of the budgeted 11.8 million) have been spent to date to purchase the system hardware and software. Hours: 1204 hours (of the estimated 17,608 hours) have been spent to date. A paper handout was given explaining the hours, and should be up on the website at a later date. <b>BACKFILL DISCUSSION / DECISIONS no items</b> <b>3<sup>RD</sup> PARTY &amp; CUSTOMIZATION DISCUSSION / DECISIONS none</b> <b>NEXT MEETING: December 3</b>	<b>ETAC</b> 1) transparent process: <a href="http://www.fhda.edu/eis/">http://www.fhda.edu/eis/</a> 2) Project status: <ul style="list-style-type: none"> <li>⊙ Human Resources complete</li> <li>⊙ Finance begins 11/11</li> <li>⊙ Student begins 12/1 and 12/9</li> </ul>
<b>District Human Resources Advisory Committee</b> ///Cori Nunez Will be meeting. Classified Senate member Cori Nunez has been asked to be put on the agenda. We are seeking to appoint our own Classified Staff as a representative for the hiring committee for hiring of management. Managers have significant impact of Classified Staff. We have the support	<b>HRAC</b> First meeting coming up. Looking for Classified staff rep on all hiring of managers.

of the Faculty Senate.	
<b>District Professional Growth Advisory Committee</b> ///Denise Perez No report	<b>PGA</b> No report
<b>Committee on Committees</b> //Dave Garrido no report	<b>COC no report</b>
<b><i>INFORMATION YOU NEED TO KNOW</i></b>	<b><i>FOLLOW-UP</i></b>
<b>Appointments: Calls for Volunteers</b> <b>NEED REP FOR ACADEMIC SENATE</b> <b>NEED REP FOR STUDENT SERVICES</b>	<b><i>Volunteer Update</i></b> 1) Aca Senate Rep 2) St Service Rep
<b>Opening Day Session Topic</b> //Maureen Chenoweth no report	<b><i>Opening Day</i></b>
<b>Defining Excellence in Governance</b> //Maureen Chenoweth, Dave Garrido Will meet November 13 to discuss the next phase of the upcoming contest on Defining Excellence in Governance. Maureen and Dave are laying out the rules for this state wide contest sponsored by the California Community College State Classified Senate ( <a href="http://www.ccccs.org/">http://www.ccccs.org/</a> ). The State Senate will judge the contest. The State Senate will use the winning paper as a template for the training process of classified leaders. The process will include all representatives and all groups. Dave Garrido asked us to ask the folks we represent to think about what it means to be part of Classified Staff and/or the Classified Senate.	<b><i>DEIG</i></b> State Classified Senate sponsoring a best paper written contest on Excellence in Governance.
<b>Announcements/Good of the Order</b> //Maureen Chenoweth There is a possibility of another pedometer workshop. Health Services will pay ½ and would like the 2 senates to consider splitting the cost of the rest of them.	
<input type="checkbox"/> <b>Dates to Remember: Next meeting is 11/20/08</b>	