



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

Thursday, November 20, 2008  
2:30PM-4:00PM  
President's Conference Room

## Classified Senate Meeting

**Attending:**

**MARIAELENA APODACA**  
**MAUREEN CHENOWETH (MC)**  
**DARYA GILANI**  
**CRAIG GAWLICK**  
**ALLISON LARGENT**  
**TAHIYA MAROME**  
**DENISE PEREZ (DP)**

**KAREN SMITH (KS)**  
**INNA WITKOP**

**Not Present:**

**DAVID CAVALLERO**  
**STEPHANIE FRANCO**  
**DAVE GARRIDO (DG)**  
**CHRISTINE MANGIAMELI**  
**SHERRI MINES**

**CORI NUNEZ**  
**ERIN ORTIZ**  
**BHAVI PATEL**  
**LUCY RODRIGUEZ**  
**NHUNG TRAN**

<b>DISCUSSION ITEMS</b>	<b>FOLLOW-UP</b>
<b>Approval of Minutes</b> 11/06/2008 and 9/12/2008 approved	<b>Minutes</b> 11/06/2008 and 9/12/2008 approved
<b>Burning Issues</b> There is an SEIU site meeting to discuss decertification on 11/20 and a decertification team information meeting on 11/25.	<b>Burning Issues</b> 11/20 and 11/25 decertification meetings
<b>Treasurer's Report//Denise Perez</b> As of 11/19/2008, we've spent \$2,296.42 At the next Classified Senate meeting, Denise will have a report on our spending statistics for the last 3 years	<b>Treasurer's Report</b> \$2,296.42 spent
<b>FOOTHILL COMMITTEE REPORTS</b>	<b>FOLLOW-UP</b>
<b>Welcoming Committee//Classified Senate itself</b> MC has list of new employees, DP has lunch certificates, MC will be emailing committee members this list	<b>WC</b> List of new employees mailed out; lunch certificates available
<b>Academic Senate//NEED REPRESENTATIVE</b>	<b>AS – NEED REPRESENTATIVE</b>
<b>Budget Update Group//Maureen Chenoweth</b> Has not met	<b>BUG</b> Has not met
<b>Classified Appreciation Week//Maureen Chenoweth</b> Not off the ground yet, MC working with De Anza and Central Services. DeAnza received additional funds to attend a joint gathering of all three avenues of Classified Staff. Martha Kanter, Judy Miner and Brian Murphy all support Classified Appreciation Week.	<b>CAP</b> Continued support for retreat of Foothill, DeAnza and Central Services combined.
<b>Student Development Committee//</b> Health Services and come through with funding for all 50 pedometers	<b>SDC</b> All 50 pedometers funded by Health Services
<b>Leadership Committee//NEED REPRESENTATIVE</b> This committee will offer a cycle of 1, 2 and/or 3 years series of new skills workshops	<b>LC- NEED REPRESENTATIVE</b>

<p><b>Building and Grounds Committee</b>//Denise Perez/Christine Mangiameli Has not met</p>	<p><b>B&amp;G Committee</b> Has not met</p>
<p><b>Campus Center Board</b>//Allison Largent Met 11/12</p> <ol style="list-style-type: none"> <li>1) New flat screen TVs for marketing events to be installed outside the bookstore and near Lohman Theatre by January. The flat screen TVs are under design revision to make the displays more exciting.</li> <li>2) New vending machines near Student Services building and Vet Tech.</li> <li>2) Fresh and Natural: now 100% compliant w/ sustainability efforts including biodegradable utensils and recycled napkins (biodegradable utensils still not seen). International food served for IEW.</li> <li>3) KJ's: holiday drinks now available (eggnog, hot cider, etc)</li> <li>4) Design Center: new printer and 20% discount for students with OwlCards.</li> <li>5) Intramurals: Pool tournament November 21</li> <li>6) New department store quality holiday decorations will soon be up in the Campus Center.</li> <li>7) Buy See's candies from cheerleaders to help send them to Florida.</li> <li>8) Cecelia is gone, Scott is the new manager of Fresh and Natural Café.</li> </ol> <p>Last meeting before Thanksgiving</p>	<p><b>CCB</b></p> <ol style="list-style-type: none"> <li>1) Flat screen TVs for event notification</li> <li>2) 2 new vending machines</li> <li>3) F&amp;N says they are now 100% in use of service materials</li> <li>4) Holiday drinks @ KJ's</li> <li>5) New Printer @ Design Center</li> <li>6) Pool Tournament 11/21</li> <li>7) New Holiday decorations @ Campus Center</li> <li>8) Cheerleaders selling See's Candy for fundraiser</li> <li>9) Cecelia is gone, Scott is the new manager</li> </ol>
<p><b>Commencement Committee</b>//Bhavi Patel Stephanie Franco has a video of last year's commencement. Academic Senate and the President each have one also.</p>	<p><b>Commencement Committee</b> Classified Senate has this year's commencement on video</p>
<p><b>Educational Resources Advisory Committee</b>//Maureen Chenoweth MC reports that they have met once and reviewed/evaluated a list of faculty positions. There is a close linkage with this committee to program review. It is good to participate in this process. Shirley Treanor Barker did a great job explaining this complicated process. Next meeting is 12/03</p>	<p><b>ERAC</b> Faculty positions reviewed and evaluated</p>
<p><b>Program Planning Committee</b>//Nhung Tran No report</p>	<p><b>PPC</b> No report</p>
<p><b>Roundtable</b>//Maureen Chenoweth, Lucy Rodriguez There was a wrap up of the Basic Skills presentation by Peter Murray and Paul Starer. <a href="http://preznet.fhda.edu/present/rt.html">http://preznet.fhda.edu/present/rt.html</a></p>	<p><b>Roundtable</b> <a href="http://preznet.fhda.edu/present/rt.html">http://preznet.fhda.edu/present/rt.html</a></p>
<p><b>Sustainability</b>//Karen Smith</p> <ol style="list-style-type: none"> <li>1) The Sustainable Management Plan has six steering committee members assigned to six areas of interest assigned to address sustainable goals for Foothill College: <ol style="list-style-type: none"> <li><sup>1)</sup>Green building,</li> <li><sup>2)</sup>Community and civic engagement,</li> <li><sup>3)</sup>Reduction of hazardous and solid waste, <sup>4)</sup>Transportation, energy conservation and CO2 reeducation</li> <li><sup>5)</sup>water use reduction and control</li> <li><sup>6)</sup>procurement</li> </ol> </li> </ol>	<p><b>Sustainability</b></p> <ol style="list-style-type: none"> <li>1) six arenas targeted for SMP</li> <li>2) classified staff member attended national sustainability conference</li> </ol>

<p>2) Karen Smith took 2 Environmental Club students to the semi-annual American Association of Sustainability in Higher Education conference in Raleigh, NC, over 2,000 administration, faculty, staff, students and sustainability coordinators attended this conference. It included a national student summit and an 8 hour tour of successful sustainable efforts at Duke University</p>	
<p><b>Technology Task Force</b>//Kathy Fransham, Tahiya Marome</p>	<p><b>TTF</b> Kathy Fransham and Tahiya Marome appointed</p>
<p><b>DISTRICT COMMITTEES &amp; REPRESENTATIVES</b></p>	<p><b>FOLLOW-UP</b></p>
<p><b>Board of Trustees</b>//Maureen Chenoweth Has not met, but is meeting this Monday night(11/24) MC will email her report on this meeting to the segment reps. The District site has updates on their website (see: <a href="http://www.fhda.edu/about_us/board/minutes">http://www.fhda.edu/about_us/board/minutes</a> There will be an upcoming budget town hall meeting in room 3525, looking for ideas on sensible budget cuts. Classified Senate wants to be as proactive as possible.</p>	<p><b>BOT</b> Has not met <a href="http://www.fhda.edu/about_us/board/minutes">http://www.fhda.edu/about_us/board/minutes</a></p>
<p><b>Technology Task Force</b>//Kathy Fransham, Tahiya Marome Tahiya announced that as of now, all her technical trainings are paperless and she offers webalogs</p>	<p><b>TTF</b> Paperless technical trainings and webalogs</p>
<p><b>District Budget Advisory Committee</b>//Lucy Rodriquez 1)The most recent budget updates can be found at: <a href="http://business.fhda.edu/budget/budget_update">http://business.fhda.edu/budget/budget_update</a> Fund 14 is our general fund and the revenue comes directly from the state and is the main source of FHDA’s revenue. Although FHDA gets revenue from other sources, they are mostly accounts like Fund 15 and Fund 21 and get their revenue from self-sustaining revenues (like the bookstore) or from one-time grants. These funds are typically designated for specific purposes and typically cannot be moved. Here’s the problem: In fund 14, we are expecting to receive: \$184,298,308 Of which, personnel salaries &amp; benefits take up: \$160,733,654 Other operational costs are projected at: \$ 31,424,067 That leaves us with a deficit of <b>- \$ 8,289,413</b> <b>So tomorrow (11/20/08), at 10:30AM, Lucy will be hosting a Classified Senate Budget Focus Group in the President’s conference.</b> Bring an idea about how to save \$8.2 million dollars, and grab a bagel and some coffee. Brainstorming Categories tomorrow will include:</p> <ul style="list-style-type: none"> <li>• Things that save hundreds of dollars (i.e. recycling toner, turning off lights)</li> <li>• Things that save thousand of dollars (i.e. freezing positions, furloughs, 4-hour work days)</li> <li>• Things that should only be temporary (i.e. freezing</li> </ul>	<p><b>DBAC</b> <b>1)Updates:</b> <a href="http://business.fhda.edu/budget/budget_update">http://business.fhda.edu/budget/budget_update</a></p>

positions, furloughs) Things we should be doing anyway (i.e. planning, limiting random expenses, etc)	
<b>District Chancellor's Advisory Committee</b> //Maureen Chenoweth Gigi Gallagher will be representing CAC temporarily.	<b>CAC</b> Gigi Gallagher temporary rep
<b>District Educational Technology Advisory Committee</b> //Sheri Mines The latest minutes came out right after the last meeting. (see minutes for last meeting on 11/05 attached to last Classified Senate meeting on 11/06).	<b>DETAC</b> Minutes in last meeting
<b>District Human Resources Advisory Committee</b> //Cori Nunez 1) The committee reviewed the administrative hiring policy, which has an equivalency factor to the classified staff hiring policy. An addition is a Faculty Appointment to a Search Committee. We want Classified Staff to be able to appoint the Classified Staff member to a Hiring committee for managers(currently, appointed by management). There is usually a representative from outside the immediate area from where the vacant position exists. We need someone within immediate supervision to be on the hiring committee. TITLE 5 states that input from Classified Staff is required in areas that we are significantly affected by. MC will send an email to Doreen Novotny stating that the Classified Senate has a strong opinion regarding this matter. 2) Classified Staff equivalency- discussion regarding Classified Staff who possess a Bachelor of Science along with those possessing years of experience in a field. Classified Senate would like to see boiler plate language added to a job description which would ask applicants to say can be used as equivalent to job description when asked for a degree <i>or</i> experience. The Hiring Committee itself would sort through applications rather than the District.	<b>HRAC</b> 1) reviewed hiring policy 2) staff equivalency in experience when trying to qualify for jobs available on campus
<b>District Professional Growth Advisory Committee</b> //Denise Perez They have yet to meet.	<b>PGA</b> Has not met
<b>Committee on Committees</b> //Denise Perez <a href="http://www.foothill.edu/classified/committee.html">http://www.foothill.edu/classified/committee.html</a>	<b>Committees Update</b> <a href="http://www.foothill.edu/classified/committee.html">http://www.foothill.edu/classified/committee.html</a>
<b>INFORMATION YOU NEED TO KNOW</b>	<b>FOLLOW-UP</b>
<b>Appointments: Calls for Volunteers/Representatives</b>	<b>Volunteer Update</b> <b>Representative need</b>
<b>Opening Day Session Topic</b> //Maureen Chenoweth tabled	<b>Opening Day</b> tabled
<b>Defining Excellence in Governance</b> //Maureen Chenoweth, Dave Garrido 1) MC and DG are attending the California Community College Conference. They are presenters of the first Excellence in Governance contest offered to Community Colleges through the State, laying out the guidelines for the submission of the paper. This contest is available to all stakeholders at community colleges, from administration, classified employees, faculty and students. Regarding the State Classified Senate: The Senate is a 15 member senate. Currently, there are six filled and nine unfilled. (The Academic Senate does not have this situation.) A good excellence in	<b>Excellence in Governance</b> 1) MC and DG attended the CCC conference. They spoke on the conditions of the Excellence in Governance contest, terms, and prizes. 2) Employee of the Year \$500 state contest (control + click) ( <a href="http://www.cccco.edu/">http://www.cccco.edu/</a> (on right hand side towards the

<p>governance paper should be able to address and/or represent this issue.</p> <p>2) Employee of the Year: A \$500 scholarship will be awarded for Classified Employee of the Year from the Chancellor's Office (State of California). Qualifications on website at (<b>control + click</b>) (<a href="http://www.cccco.edu/">http://www.cccco.edu/</a>) (on right hand side towards the bottom of the page - Classified Employee Award). Please think about who you can nominate this Spring!</p>	<p>bottom of the page</p>
<p><b>Announcements/Good of the Order:</b>  <b>Budget Town Hall meeting on December 4 room 3525</b></p>	
<p><input type="checkbox"/> <b>Dates to Remember</b> Next meeting is December 11, 2008</p> <p><input type="checkbox"/> <b>Subsequent Senate Meetings are:</b> 1/22/09, 2/04/09, 2/18/09, 3/04/09, 3/18/09</p> <p><b>Classified Retreat: 4Cs Classified Leadership Institute</b></p>	
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