



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

Thursday, December 11, 2008
3:00PM-4:30PM
President's Conference Room

Classified Senate Meeting

Attending:

MARIAELENA APODACA
DAVID CAVALLERO
MAUREEN CHENOWETH
DAVE GARRIDO
CRAIG GAWLICK
DARYA GILANI
PAT HYLAND
ALLISON LARGENT

CHRISTINE MANGIAMELI
TAHIYA MAROME
SHERI MINES
CORI NUNEZ
ERIN ORTIZ
BHAVI PATEL
DENISE PEREZ
LINDA ROBINSON

LUCY RODRIGUEZ
VIRGINIA SLAYTON
KAREN SMITH
Not Present:
Asha Harris
Christine Mangiameli
Inna Witkop
Bhavi Patel

DISCUSSION ITEMS	FOLLOW-UP
Approval of Minutes November 12, 2008 approved	Minutes <i>11/20/2008 approved</i>
Burning Issues Maureen Chenoweth stated that the new employee orientation CD has not been done since 2005/2006. Tahiya Marome suggested that we make the orientation available online. Great idea	Burning Issues <i>New employee orientation CD may become available online</i>
Next Meeting January 22, 2009	Next Meeting <i>1/20/2009</i>
Treasurer's Report ///Denise Perez \$3,515.42 spent so far; an adjustment coming. Denise Perez did a 3 year analysis of where Classified Senate has spent money in their budget. Sheet attached to these minutes.	Treasurer's Report <i>\$3,515.42 spent</i> <i>See attached sheet for 3 year budget analysis</i>
Classified Staff Joint Retreat ///Maureen Chenoweth and Darya Gilani Met 12/10, Janice Lee, Maureen Chenoweth, Al Guevara are supported by their respected Presidents and Martha Kanter for a Retreat in 2009. There is a concern for efficient planning to keep costs down. We need to investigate dates. Amount of people is between 250-400. There are over 500 Classified Staff in the District. The cost usually is cheaper per person the bigger the number of attendees. Email Darya Gilani for ideas for site to hold the 2009 Retreat.	Classified Staff Joint Retreat <i>Classified Retreat supported by all three factions of Classified Staff in the District</i>
Employee Recognition Awards ///Stephanie Franco http://www.foothill.edu/classified/ , then under Employees of the Quarter, click on nomination form.	ERC Update http://www.foothill.edu/classified/

<p>Ergonomics Committee Brenda Davis-Visas has seen a rise in worker comp claims with ergonomic problems at workstations. We need to educate staff on these issues besides providing them with equipment. +. Stephanie Franco has been active in the past with obtaining equipment and is willing to help train a new chair of this committee. (There is a person in the district that does some ergonomic training.) Requests for ergonomic equipment comes to the Senate and a vote approves using separate ergonomic funds. The staff member's department pays full price for the equipment and the Senate reimburses them ½ (up to \$1,000). To reiterate: the department pays the entire amount and the Senate reimburses the department ½ of that amount, by Senate vote. This is a specialized function of the Classified Senate. It is a great way for us to give back to the staff we represent.</p>	<p>EC <i>Senate approves reimbursement of ½ the cost (up to \$1,000) for ergonomic equipment.</i></p> <p><i>Looking for a Committee Chair.</i></p>
<p>Building and Grounds Committee///Denise Perez/Christine Mangiameli 1. DP did not attend the 11/25 meeting but says that Brenda Davis-Visas is continuing discussion on the sign posting policy. PLEASE TELL THOSE YOU REPRESENT TO GIVE FEEDBACK TO THIS COMMITTEE. The interactive kiosks are funded by Measure C monies. 2. There are going to be 3 new Science Building 3. A question was asked about any progress made towards an annex KJ's</p>	<p>B&G Committee 1. <i>signage policy discussion continuing</i> 2. <i>3 new science bldgs in plan</i> 3. <i>any progress with KJ's annex</i></p>
<p>Staff Development Committee///Maureen Chenoweth 1. Leslye Noone (LN), past Classified Senate President has been added to the Staff Development Committee by MC 2. LN will be the point person for a LEADERSHIP CERTIFICATE program here at FH.</p>	<p>SDC 1. <i>Leslye Noone on this committee</i> 2. <i>LN head of Leadership Certificate Program.</i></p>
<p>Campus Center Board///Allison Largent Did not meet</p>	<p>CCB <i>Did not meet</i></p>
<p>Budget Focus Group Update///Lucy Rodriquez</p>	<p>Budget Focus Group Update</p>
<p>District Budget///Lucy Rodriquez Classified Staff met with Lucy Rodriguez to generate money saving ideas. Ideas to save, low range and high range categories Also were ideas on generating funds.</p>	<p>DBC Update <i>Lucy Rodriguez hosted an idea sharing session on cost savings ideas along with ideas to generate funds.</i></p>
<p>Program Planning Update/// Lucy Rodriquez Update available on Foothill's link: http://www.foothill.edu/staff/irs/programplans/faculty.html</p>	<p>PPU http://www.foothill.edu/staff/irs/programplans/faculty.html</p>
<p>Education Task Force///Tahiya Marome 1. Kurt Hueg Chairs this committee. It is open to anyone who wants to attend. Technology moves faster than process on this campus. It is hard to keep it manageable. There should be more action with new portal. 2. There is a need for a student rep on this committee 3. Etudes is part of this site 4. Strides towards changing the college website.</p>	<p>ETF 1. <i>Kurt Hueg, chair</i> 2. <i>needs student rep</i> 3. <i>etudes part of this site</i> 4. <i>FH's website changing</i> 5. <i>Carleen Bruin contact for content development</i> 6. <i>should work well with ETAC</i></p>

<p>5. Karleen Bruin is the contact for content development use and outreach.</p> <p>6. This committee should be able to give good input to ETAC endeavors.</p>	
<p>Commencement Committee///Bhavi Patel</p> <p>1. Accepting ideas for commencement keynote speaker</p> <p>2. robes will be purchased for classified staff, REPS</p> <p>PLEASE ASK CLASSIFIED STAFF WHO'S GOING TO GRADUATION</p>	<p>COMMMCOMM</p> <p>1. need keynote speaker suggestions</p> <p>2. robes being purchased for classified staff</p>
<p>ETAC/EIS///Sheri Mines</p> <p>1. Sheri said that we may be contacted by college personnel and asked probing questions about how our information flows. This is a heads up that it is a legitimate survey.</p> <p>2. By the time BANNER is implemented, security will be done by position, rather than specific personnel to that position</p> <p>3. 3 months process to implement wireless to Middlefield.</p> <p>4. We are adding another ATM by March, we are contracted out to US Bank who supplies us with ATMs.</p> <p>5. Smart card is in stage 2 of implementation.</p> <p>6. We will be seeing signage about discouraged use of illegal videos and music. Department of Higher Education mandates that we post that pirating is illegal. We need to yearly certify that we are complying with our signage requests. We must also supply links to legal downloads. Our signage must include certain punitive language for violators. We have not had any problems, but we do need to comply with Federal and State mandates</p> <p>RE: EIS:</p> <p>1. We expect to go live July 2009 and are being trained on basic software use now. Training will be in data flow.</p> <p>2. There have been complaints about how poor their time management practices are, calling for training at last minute with no opportunity for staff to find coverage.</p> <p>3. The District's Committee is catching up and is finding a replacement for member Paul Fong.</p>	<p>ETAC/EIS</p> <p>1. We may be contacted via survey for information flow.</p> <p>2. Banner security implement by position, not individual</p> <p>3. Wireless coming to Middlefield</p> <p>4. New ATM coming</p> <p>5. Smart Card in stage 2 of complete implementation.</p> <p>6. Mandatory posting of illegal downloads of videos and music.</p> <p>EIS</p> <p>1. live July 2009</p> <p>2. poor time management on Banner's part</p> <p>3. Paul Fong replaced</p>
<p>Legislative Committee/Academic Senate///</p> <p>Need reps</p> <p>Training is offered for this committee.</p>	<p>LC/AS Update</p> <p>Need reps</p>
<p>Sustainability///Karen Smith</p> <p>1. Committee reported to the last meeting of Roundtable. Foothill College's Sustainability Master Plan has been divided into six major sections pertaining to major environmental applications on campus. KS will be working on water use, and has contacted the District's Water Task Force Team regarding landscape redesign. Targeted time of completion: June 2009. This is an ambitious date.</p>	<p>Sustainability</p> <p>1. Proceeding to write first draft policy of FH Sustainability Master Plan.</p> <p>2. Target June 2009 for first draft.</p>
<p>Roundtable///Dave Garrido</p> <p>n/a</p>	<p>Roundtable Update</p> <p>n/a</p>
<p>Education Resources///Maureen Chenoweth</p> <p>Met last Wednesday (a week ago)</p>	<p>EdResource</p> <p>1. Vacant Classified positions frozen for now</p>

<p>1. all Classified positions frozen, 1 Faculty hired (as condition for existence of program), 2 administrators were hired</p> <p>2. discussed impact on morale. Shelly Schreiber and Maureen Chenoweth said that it is important that we keep talking with the district. We still have not made recoveries from the last layoff.</p> <p>3. discussed how work redistribution is handled; contract negotiations should spell this out.</p> <p>4. MC felt that classified staff were heard in this discussion.</p> <p>5. how does one do two jobs in 8 hours</p>	<p>2. <i>morale discussed</i></p> <p>3. <i>handling of work redistribution</i></p> <p>4. <i>doing 2 jobs in 8 hours.</i></p>
<p>FHDA Board of Trustees///David Garrido n/a</p>	<p>Board of Trustees n/a</p>
<p>SENATE COMMITTEE REPORTS</p>	<p>FOLLOW-UP</p>
<p>Classified Recognition Week/// tabled</p>	<p>Classified Week Update <i>tabled</i></p>
<p>Employee Recognition Awards///Stephanie Franco</p> <p>1. Questions: Who makes the final decision for:</p> <p>1) Employee of the Quarter? The committee</p> <p>2) Employee of the Year? The senate</p> <p>3) Administrator of the Year? The senate</p> <p>Discussion on the decision-making process for EIY and AOY. The Senate voted that the Executive Officers will make final decision on EOQ and AOY</p> <p>2. Faculty Senate has shown interest in recommending candidates for these awards. We will invite Faculty Senate to assist in recommending candidates for Employee of the Year, and we will invite ASFC to assist in recommending candidates for Employee of the Quarter (Erin Ortiz, contact)</p>	<p>Employee Recognition Awards <i>Committee recommends and chooses EOQ Senate officers will make final decision for EOY, AOY, pending list of candidates picked from existing committee. Faculty Senate has shown interest in recommending candidates for these awards.</i></p>
<p>3 Committee on Committees http://www.foothill.edu/classified/committee.html</p>	<p>Committees Update http://www.foothill.edu/classified/committee.html</p>
<p>INFORMATION YOU NEED TO KNOW</p>	<p>FOLLOW-UP</p>
<p>Appointments: Calls for Volunteers</p> <p>1. Chair for Ergonomics Committee</p> <p>2. Representative for Academic Senate</p> <p>3. Representative for the Legislative Committee</p>	<p>Volunteer Update</p> <p>1. Need chair for Ergonomics Committee</p> <p>2. Need Rep for Academic Senate</p> <p>3. Need Rep for Legislative Committee</p>
<p>Reassigned time, backfill, and room restoration update n/a</p>	<p>Restoration Update n/a</p>
<p>Defining Excellence in Governance Group n/a</p>	<p>Excellence Update n/a</p>
<p>Announcements/Good of the Order///Maureen Chenoweth</p> <p>Pedometer Clinic coming in February, free pedometers offered. Check out link on Classified Site.</p> <p>Banner overview: 2/11/09</p> <p>\$21,652.43 balance in our budget</p> <p>Remember:</p> <p>Classified Senate is recognized from the top down</p> <p>Our opinions are given ever reasonable consideration</p> <p>We are to be provided chances to be a part of forming and developing district and college policies</p>	

Classified Senate can make recommendations for action by the governing board.

- Dates to Remember**, Next Senate meeting 2/24/2009
- Subsequent Senate Meetings are:** March 12, March 26
- 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