

Classified Senate Meeting

Thursday, November 10, 2022

Voting Members:

Name	Position	Attendance
Janie Garcia	President	Present
Adiel Velasquez	President Elect	Present
Itzel Sanchez-Arraga	Treasurer	Present
Vacant	Recorder	Present
Trizha Loren Aquino	Classified Segment Senator	Present
Danmin Deng	Classified Segment Senator	Present
Doreen Finkelstein	Classified Segment Senator	Present
Al Guzman	Classified Segment Senator	Present
Jerry Robredo	Classified Segment Senator	Not Present
Vanessa Santillan-Nieto	Classified Segment Senator	Present
Mary Vanatta	Classified Segment Senator	Present

Classified Staff Present: Julie Brown, Adrienne Hypolite, Jeremy Peters, Josh Pelletier, Mike Mohebbi

Agenda

1. Land Acknowledgement and Approval of Meeting Minutes from 10/27/22 I/D/A

2. Commendations/Kudos/Appreciation I/D
3. Senators Roles and Responsibilities I/D
4. 13-55 Activity I/D
5. Sustainability Task Force (Julie Ceballos) I/D
6. Announcements & Requests for next meeting agenda I/D

Minutes

Location: via Zoom Link: <https://fhda-edu.zoom.us/j/84363204843>

Meeting convened: 9:05 a.m.

Meeting adjourned: 10:30 a.m.

1. Land Acknowledgment & Approval of October 27th Meeting Minutes

- Janie mentioned she completed the minutes as accurately as possible but might not have listed all who attended. Other members mentioned that information is listed in Chat and Janie made note of that.
- Al asked if volunteers were being requested to do minutes since no Recorder is yet confirmed. Al volunteered to do minutes for this meeting.
- Another senator suggested rotating the recording duties until someone permanent is appointed. She said that she will take the minutes of the next meeting.
- Mary Vanetta made a motion to approve minutes of October 27th.
- Danmin Deng seconded motion to approve.
- No discussion was brought forth
 - Approved unanimously

2. Commendations/Kudos/Appreciation

- Adiel Velasquez suggested a permanent agenda item of fellow colleagues giving each other shout outs and commendations to each other. Adiel gave a shout out to Janie for all she is doing with her work, personal life, and duties of Classified President.
- Another senator also gave a shout-out to Janie for keeping it together.
- A third senator gave a shout out to Janie and gave a shout out to the VRC Coordinator, Julie Brown, for the Veterans Day celebration for the week.
- A fourth senator gave a shout out to Janie & Julie, and gave a shout out to a student worker, Amanda McCumby, who was working in the library but now has accepted a full time classified position in counseling.
- Janie gave a shout out to coworker, Jerry Robredo, who is an amazing graphic designer, did a great job decorating his house for Halloween and is just an amazing coworker.
- A fifth senator gave a shout out to graphic designer, Jerry Robredo, and another coworker, Phuong Tran, who encouraged and helped her complete her hours for her first PGA award. The power of peer support!

- A sixth senator gave a shout out to the VRC coordinator, Julie Brown, for a wonderful event for the Veterans and Jerry Robredo for his help with Halloween decorations for the Admin Office - The Admin Building Haunted Forest. She also wanted to give a shout out to the executive assistant for the president, Antoinette Chavez, and the executive assistant to the VP of Student Services.
- Janie gave a shout out to Adiel for bringing this idea to our meetings and spreading good vibes all around.
- Adiel wanted to give a shout out to all the past presidents, three who are in attendance.

3. Senators Roles and Responsibilities/Activity Assignment

- Janie gave an update on the work being done to update the Classified Senate's mission and bylaws. Janie wants to further define the rules and responsibilities as a Senate and how to best represent our constituencies. The aim is to help us establish clarity of who we are and what we do. The following activity was inspired by two newer senators who asked how to best represent their areas, and who they represented.

The following is list of four groups, objective and report summary:

- Breakout Room 1 - Areas
 - (List of suggested areas (departments or locations) that a senator could represent)
 - Report from group #1 - The solution to this is tricky. Just started a list breaking down different student service areas and how to choose representatives
- Breakout Room 2 - Desired/Important Information
 - List of college related topics that are or might be most pertinent to current Classified Staff (on senate or not)
 - Report from group #2 - Talked about how to best find out what events exist as well as how to best engage students. Also talked about keeping in touch with other groups and organizations on campus such as the Affinity organizations at Foothill.
- Breakout Room 3 - Why participate in the Classified Senate?
 - List the ideas of the incentive, motivation, and benefits of participating in Classified Senate. Or, list desired outcomes/benefits of participation.
 - Report from group #3 - Had a great discussion on how to build community with other classified. Also discussed how our meetings are designed to include everyone, to hear ideas from everyone, not just voting members.
- Breakout Room 4 - Methods of Communication
 - List of ideas of how to best disseminate (as a senator) or receive information (as a Classified Professional) related to the Classified Senate and College activities.

- Report from group #4 - We discussed how information has to be disseminated through multiple avenues of communication because people like to receive information differently. Ideas such as a quarterly newsletter, distributing information by creating a podcast, and being proactive and always encourage more people to come to Classified Senate meetings. Ideally the best way is to communicate information in person, somehow.

4. 13-55 Activity

- Janie wanted to start a conversation on this topic. This all comes from the work of the Strategic Vision for Equity (SVE) [13:55 of the Strategic Vision for Equity plan](#) (Thirteen issues and fifty-five goals.)
- There are more issues, but this is where we are going to start. The effort is to try to put this in tangible terms and how to improve our college and pursue our work on equity.
- Office of Equity has broken it down into steps to get to where we want to go. Our job as Classified Professionals is to take the global issues and bring them to our areas in ways that makes the most sense for us. Define what this work is in regards to equity and what the problems are with our college. https://foothilldeanza-my.sharepoint.com/:w:/g/personal/10646673_fhda_edu/Ed4EvsnTUC1Nkxmwl3oPx0EB4OXRUcqQy6FmAyd5joQI4A?e=AvnIZL
- Exercise is to pick and issue and created a problem statement. This is how we are going from “Global” to “Local”. From a college wide view to a local area view. By identifying the who, what, where and avoiding the how and why. This is the technique for getting to a problem statement, by picking an issue that makes sense to you.
- If we work on this, we are all going to be able to take accountability of how we contribute to these campus wide issues that are identified and work toward what our individual departments can do to rectify them and reach the goals we set.
- Janie admits that this a lot to cover in 15-20 minutes and perhaps a condensed video of this presentation can be made to cover essential points for another meeting or brown-bag event.
- Another member pointed out that just drilling down to a problem statement is a lot of work and suggests that Janie needs a team, and a group of people committed to making an equitable change on our campus representing the Classified Senate. It will take several more meetings to submit an action plan due by the end of the quarter.

5. Sustainability Task Force (Julie Ceballos) [Sustainability Action Plan](#)

- Working on this plan with the district the plan is going to the Board of Trustees on December 12th for their approval.
- Committee also wanted to bring equity lens to sustainability in this document.
- Request is for the Classified Senate to read this and provide feedback. Pick a topic that is of interest to you.

- A member asked if Appendix A showed how much the College has saved in energy. The response was that Foothill does not have the necessary meters to show how much is saved so that is a step needed to be taken for better reporting and awareness.

6. Announcements & Requests for next meeting agenda

- **RSLS (Research and Service Leadership Symposium)** - Josh Pelletier gave a presentation since Allison Herman was unable to make it. Call out to all students and any staff member who can be a mentor. Research project or Creative Arts. Workshops on November 17th and 18th.
- A member added that there is a mentorship workshop today (November 10) at 12:15pm which is also recorded for anyone interested. <https://foothill.edu/rsl-symposium/workshops-fall.html> (see under November 4 "View Zoom")

7. Adjourn at 10:30 am