

# Classified Senate Meeting

Thursday, December 8, 2022

## Voting Members:

Name	Position	Attendance
Janie Garcia	President	Present
Adiel Velasquez	President Elect	Present
Itzel Sanchez-Arraga	Treasurer	Not Present
Vacant	Recorder	
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	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 11/10/22 I/D/A
2. Consent Calendar I/D/A

3. Program Review I/D/A
4. Senators Roles and Responsibilities I/D
5. Meeting Reports I/D
6. Commendations/Kudos/Appreciation I/D
7. Announcements & Requests for next meeting agenda I/D

## Minutes

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

**Meeting convened:** 10:05 a.m.

**Meeting adjourned:** 11:00 a.m.

### 1. Land Acknowledgment & Approval of November 10th Meeting Minutes

- ∞ Janie thanked Al Guzman for volunteering to be recorder for the 11/10/22 meeting.
- ∞ Janie asked for a volunteer to be recorder for the current meeting. A volunteer did not present themselves so Janie proceeded with being recorder for the meeting.
- ∞ Mary Vanetta made a motion to approve minutes of November 10th.
- ∞ Doreen Finkelstein seconded motion to approve.
- ∞ No discussion was brought forth
  - Approved unanimously

### 2. Consent Calendar

- Janie announced that she reconsidered the vote for 13-55 committee members since it is not yet ready to be a committee. Instead, she confirmed volunteers, especially community members not in Senate, who want to be included in an outside meeting to begin discussions on activities and forming of a committee. Janie also stated she will include all voting members of Senate in the correspondence should they want to participate.
- Janie moved forward with approving a volunteer to be the third Classified Senate (CS) representative on Foothill's participatory governance committee, MIP-C (Mission I'm Possible Council). The volunteer for the role is Senator, Jerry Robredo.
  - Al Guzman made a motion to approve Jerry Robredo as the third CS representative on MIP-C.
  - Mary Vanatta seconded Al's motion.
  - No discussion was needed and Jerry's participation was unanimously approved with excitement.
  - Janie reminded everyone that MIP-C welcomes all campus community members to attend and that it is a new structure and committee that is still getting off the ground.

### 3. Program Review (PR)

- Before giving an overview, Janie asked all people present to raise their hand if they have participated in Program Review in the past.
- Janie proceeded to give an overview from a recent presentation offered to Academic Senate that all campus community members were invited to attend. Janie shared the meeting information with all Classified Professionals via email.
  - Program Review for the current academic year has some minor changes and there will be more edits on the horizon for future years.
  - Janie attempted to show visuals of templates for writers but was made aware by a senator who is involved in PR that she had the wrong documents.
  - The senator jumped in with clarification:
    - The process is slightly complicated because Program Review is in transition and have showed documents that will not be used until next year.
    - There are two types of Program Review:
      - 5 year review
      - Annual, which is a much shorter “checking in” process.
    - Janie asked for experiences to be shared while this senator prepared to give an overview of PR.
  - One senator came forward with their experience volunteering as a PR reader for Theater in a previous year.
    - The time commitment was light compared to what they thought.
    - The volunteer is asked for feedback based on what they read and are not expected to be an expert on the department.
  - Janie added based on her experience:
    - Feedback from Classified Professionals is extremely valuable in the PR process because they offer different perspectives from a cross-section of expertise to offer programs.
    - The self-reviews are sometimes lacking but many programs do a thorough study and readers end up learning a great deal.
    - The college reviews academic programs as well as services depending on the year.
  - The senator involved in PR was ready to provide the overview:
    - Template example shared were for instructional programs. Non-instructional disciplines (e.g.: Science Learning Institute) are able to create their own templates if desired.
      - Mission of Program/Student Learning Outcomes

- Enrollment
  - FTES: full time equivalent student
  - Data trends, increasing or decreasing
  - Plans for improving data
  - Productivity: ratio of sections to student enrollment
  - By gender
  - By ethnicity
  - Success, especially by different student groups
- Big change this year: readers will work together as a team.
  - In the past, readers worked on providing feedback individually. This year, readers will work with others to provide feedback.
  - Classified voices are very important in this process
- This purpose of PR is do self-reflection on one's program.
- Opened up for questions: none were asked.
- Janie opened up for volunteers:
  - People who came forward: Alfred Guzman, Vanessa Santillan-Nieto, Adiel Velasquez, Janie Garcia, Trizha Loren Aquino
  - Janie requested a vote by consensus for the previously mentioned volunteers to participate in Program Review.
    - All CS members were in agreement.

#### 4. **Senator Roles and Responsibilities**

- Janie stated the plan for this agenda item would be to discuss ideas collected so far and solicit feedback from all present.
- Janie shared the results of the last discussion, which was organized onto a document included with the agenda for this meeting.
- Reminder: current topic regarding restructuring Classified Senate is how to organize Senate's focus as well as how senators represent Classified Professionals as a constituency in order to relay information and encourage involvement.
  - There is also a focus on deciding what CS believes its focus should be in terms of how they support Classified Professionals.
- Focus was put on three columns: Areas, Information/Topics, Methods of Communication
- CS was formerly organized by area, however we have not been able to have Senators from each area.
- Janie asked for feedback to the ideas proposed for Areas and Information/Topics

- A senator asked for clarification using the Info/Topic of Onboarding as an example: would the senator assigned to that topic be responsible for onboarding new Classified employees?
  - Janie's response: think of the role of the senator more as disseminating information, not becoming the only source. For example: a senator (or multiple senators) would be responsible for sending information about onboarding opportunities to new (or all) Classified Professionals.
- Another senator asked if we would need to represent both areas and topics/information?
  - Clarification: even if we did offer support with information/topics, we would still need to organize our communication, which areas could help do.
  - The senator added they found areas helpful last year with knowing who to contact about what the senate is working on and inviting them to propose agenda items where they need support.
  - The senator also asked other senators: are you still corresponding with an area or group of Classified Professionals, or—like me—not sure how to move forward because our CS structure for this year is still undetermined?
    - Another senator responded that they are focusing on emails from Janie and discusses or shares helpful information as they see fit.
    - Another senator responded via chat that they feel things are up in the air and also know that multiple senators are in the same area (building) as them.
    - Janie added that even with a lack of specific structure CS agendas are still full, and information is being disseminated via email by the President (herself), which is sufficient but not necessarily the best way to communicate with Classified Professionals. So, there really is a need for focus and structure within the CS to ensure all members have a clear role and responsibility to reach more of the constituency.
    - Janie responded to a comment in the chat regarding knowing who to communicate with as a senator, stating that the small amount of Classified Professionals who attend meetings regularly are getting to know each other, but Foothill has 108 Classified staff with a current email address, so those attending are but a small representation of the constituency.
- One of the senators who commented previously added they think it is a really good idea to have senators step forward with focusing on a topic/specific information to ensure Classified Professionals are supported and/or aware of the resources available on each topic/information. They also added that some of the topics/info mentioned in previous discussions would be a natural fit for certain senators.
  - The HR reports from the district were mentioned and a senator came forward to show those present how to access through the district webpage.
- One of the senators who commented previously added they like the idea of being task driven, assigning tasks to senators and establishing that ownership. They were not sure if that mean forming subcommittees, but liked the idea of having as

- examples, a welcoming team, a communications team (who handle the website), etc., in order to have senators know their roles based on tasks.
- Janie asked as a follow up to disseminating information, if the Senate wanted to look at areas to determine where we want to recruit senators from, or do we want to recruit in general and use who gets elected as a way to know what areas we represent/can cover?
    - A senator responded that if we do continue with the areas, it does effectively limit the senators, especially if we do not have all areas represented. Is it too difficult for a senator to communicate with an area that they are not actually working in? They also asked how many responses Janie is getting from mailing Classified Professionals as a whole.
    - Another senator responded that their understanding of having areas of representation in the past, there was this thought that representing the area you work in is successful because you know those people more. They acknowledged that if you located current senators' offices on a campus map, they would cluster in certain areas, but they do not think they can say whether that is negative or not, so perhaps we should ask Classified Professionals how they feel about it.
      - Janie responded that her gut reaction is that we don't want to limit people who come forward to participate as senators and maybe we can use information/topics to recruit people, and let areas be a strategy for disseminating information, rather than how we organize representation.
    - A senator who previously commented added the thought that in addition to topics/information, we can use divisions and departments to request support for the senators who are represent the corresponding topics/information.
      - Another senator responded that they think it is a really good idea to go to each division/department with Classified Professionals for engagement And that from their experience, they had not needed to establish previous interaction with the Classified Professionals they interacted with as a senator last year, but it was helpful that they had a set list of people to communicate as a senate representative.
      - Janie agreed that areas is a helpful tool for organization that we should use moving forward, but it does not seem to be necessary or helpful to structure senate in that way.

## 5. Meeting Reports

- Academic Senate Meeting, December 5, 2022:
  - Faculty Prioritization (FP)
    - Janie was involved in helping to determine which departments that submitted requests for new hires were prioritized for the next academic year.
    - The committee involved analyzed data, similar to what is used in Program Review, to help with determination of which department had the most need.

- There were 11 spaces to be filled as priorities but the FP committee put forward 12 departments to MIP-C in case any departments were unable to hire. The 12 departments were:
      - Tier 1: Health center director, Respiratory Therapy, Vet Tech
      - Tier 2: Biology, Computer Science, Library, Accounting, Psychology
      - Tier 3: Math, English
      - Tier 4: Photo, Counseling
    - MIP-C approved the list to go forward to Bret Watson.
  - Masking & Covid Vaccination Policy for Spring Quarter, 2023
    - This was also discussed in Chancellor's Advisory meeting
    - The decision is not in the hands of CS but the Chancellor is asking for our feedback
    - Good points made on topic:
      - Do we have a clear goal as a district for having our current policies?
      - Many Classified Professionals work in spaces that do not require students to comply with current Covid policies to visit.
    - There may be a survey coming out from the Chancellor's Office
    - Janie invited CS to send her their feedback to be forwarded to the Chancellor. She also offered to put together a survey if CS/Classified Professionals want to give their feedback that way.
  - Adiel added that the college, along with Outreach and Adult Education departments, have been working with Elmwood to offer Horticulture and Veterinary Technology classes. The college is interested in expanding classes and services and Ram Subramaniam has asked departments/representatives to come forward if they wish to be a part of this work.
    - CS can reach out to Adiel or Janie to get more information and/or involved
    - A senator added Sam White is collecting books to be donated to Elmwood. The books can be any genre *and must not be hardcover*.
- MIP-C Meeting, December 2, 2022
  - Janie invited Adiel Velasquez to introduce topic of Bamboo Garden
    - Professor Gordon Holler's family has requested he be honored as he was integral in the existence of the garden.
    - The request is for the Bamboo Garden to be named after Gordon moving forward.
    - Information about Gordon and his efforts can be found at the [Japanese Cultural Center webpage](#).
    - CS will be asked to vote at their first meeting of the Winter Quarter on this change in order to give MIP-C our official feedback.
    - **UPDATE: this MIP-C agenda item is on hold until further notice and CS does not have to vote.**
- Mission Statement Revision
  - There's a committee working on this.
  - Reach out to Josh Pelletier to be involved.

## **6. Commendations/Kudos/Appreciation**

- Appreciation to everyone who was involved with the holiday party. It was fun and the best holiday event the college has had in a while.
  - Antoinette Chavez was mentioned specifically as a key organizer for the holiday event and praised for being wonderful in her position as Executive Admin. to the president.
- Congratulations to Adiel Velasquez on his new interim position as Welcome Center Coordinator!
- Kudos to Janie Garcia for working so hard and attending so many meetings!
- Kudos to Mary Vanatta's new haircut!
- Commendation of being so happy to see Jerry Robredo's face still after hearing he would be leaving Foothill. So glad he stayed with our college!
  - Jerry gave his colleagues at Foothill the credit for being steered to stay.

## **7. Announcements & Requests for next meeting agenda**

- New Foothill College President: Dr. Kristina Whalen
  - The recording was paused to provide a safe and confidential space for attendees to discuss this topic.
- Friday, December 16<sup>th</sup>, staff and students game of volleyball in gym 2500 at 3 p.m.

## **8. Adjourn at 11:30 am**