

Classified Senate Meeting

Date: October 13, 2022

Voting Membership

Name	Position	Attendance
Janie Garcia	President	Present
Adiel Velasquez	President Elect	Present
Itzel Sanchez-Arraga	Treasurer	Present
<i>Vacant</i>	Recorder	
Trizha Loren Aquino	Classified Segment	Present
Danmin Deng	Classified Segment	Present
Doreen Finkelstein	Classified Segment	Present
Al Guzman	Classified Segment	Present
Jerry Robredo	Classified Segment	Present
Vanessa Santillan-Nieto	Classified Segment	Present
Mary Vanatta	Classified Segment	Present

Agenda

1. Land Acknowledgement and Approval of Meeting Minutes from 10/13/2022 I/D/A
2. Consent Calendar I/D
3. Chancellor's Office Equity 2.0 I/D
4. Meeting Report Back I/D
5. Senate Activities 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: 9:07 a.m.

Meeting adjourned: 10:30 a.m.

1. Land Acknowledgement & Approval of October 13th Meeting Minutes

- A senator brought up that our minutes had been recorded last year without naming people who contributed to the meeting. Janie Garcia acknowledged the oversight and agreed to return to the pre-existing process.
- Vanessa Santillan-Nieto moved to approve the October 13th meeting minutes with names removed.
- Al Guzman seconded motion to approve
- No discussion was brought forth
 - Approved unanimously.

2. Consent Calendar

- The Senate continued to address list of appointments from the 2021-2022 academic year to verify which committees are still meeting and need Classified Senate representation. There is a lack of transparency within the college of those who are still meeting, which is why the work on the senate's part is necessary.
- Janie Garcia spoke with Chris Chavez regarding the District's Education Technology Advisory Committee, also known as ETAC, and verified that they are still meeting.
 - Chris Chavez has been attending regularly and can qualify as Classified Representation within the committee.
 - Two other senators came forward last year to work on the committee and are welcome to continue attending.

- Al Guzman is still interested in participating in the committee.
- A senator asked how many CS representatives are needed for the committee.
Janie Garcia will follow up with Chris Chavez to verify.
- Mary Vanatta moved to approve Al Guzman for the ETAC Committee.
- Adiel Velasquez seconded the motion.
- Al Guzman was approved by consensus.
- Chancellor Search Committee has asked for 1 representative from each Classified Senate (Foothill, De Anza, and Central Services), as well as one other Classified Professional agreed upon by all Classified Senate presidents, for a total of 4 Classified Professional representatives. The presidents have decided the 4th representative should be a Classified staff member who works in the Chancellor's Office.
 - Janie Garcia opened the topic for conversation and other volunteers for the committee role.
 - Al Guzman moved to approve Danmin Deng's participation.
 - Trizha Loren Aquino seconded the motion.
 - Approved unanimously.
- The senate's recorder position is still vacant. We discussed sharing the duties and making the position a per meeting or per quarter commitment. Janie Garcia is currently finding it doable to take minutes for the senate.
 - No response was gathered from the senate.

Due to being 10 minutes ahead of schedule, the senate began their discussion on agenda topic #5

3. Chancellor's Office Equity 2.0

- Janie Garcia welcomed Ajani Byrd from Foothill's Office of Equity and verified he was OK with his presentation being recorded for the purpose of taking meeting minutes; Ajani consented to being recorded.
- Ajani Byrd: Presenting Student & Equity Achievement Plan for the State Chancellor's Office, which will be submitted at the end of November 2022. This is essentially what is the

purpose of the equity plan. The '22-'25 plan paves the way for the colleges across state to commit to sharpening focus on dismantling barriers and resolving racial inequities for students of color. Foothill is ahead of other institutions due to our work with the Strategic Vision for Equity. Timeline began in February. April had no updates, but work started in May with feedback from Foothill. Late May, early June is when the actual template was sent out to statewide colleges, which the State Chancellor acknowledged as being late. Being on a quarter system made the release of the template even later for us and Lake Tahoe CC; much of the work that needed to be done before and over summer was nearly impossible for us to do with so many out, plus we start much later in Fall than other colleges. A lot of the writing ended up needing to be done over our summer, followed by the road show in October to get feedback prior to submitting it to our Board of Trustees in November. Three strategies: (1) integrated, (2) intentional, (3) ownership of resulted. Analogy: Loose yarn is how we operate now; it overlaps but still siloed. The knitted cap shows all the pieces having come together to make one, joined structure. Integrated: with Educational Masterplan through Strategic Vision of Equity (13:55), Guided Pathways, and the State Chancellor's Equity work, the goal was to integrate them by aligning the work. With State Chancellor's Equity 2.0, there are 6 components: reflection, enrollment, retention, transfer level English and math, transfer, and completion. Important to keep all interconnected to some degree. They did this by making sure they infused the Strategic Vision for Equity all the way through, therefore 13:55 was divided into the areas that reflect the State Chancellor's Equity 2.0 and Guided Pathways work. Each component has 7 subsections to deepen the interconnectivity and the content expertise representatives assigned to each subsection also helps to align the work; e.g., Outreach and Marketing worked with Admissions & Records on enrollment subsections. Plus, everything was connected to the college's Strategic Vision for Equity. Lastly, there were intentional action steps, especially to help with accountability. Presented action template broken up by year (2-4 years of total work) and milestones. Showed 3 sections that were organized by what

issues were being addressed. In addition to the work being achieved, past experiences were also reflected in the action template. Each section has goals they are looking to address. Next steps: already attended MIP-C and Academic Senate; will need to present to ASFC and then move forward to presenting to the Board of Trustees. Ajani will share slides. Opened for questions/comments:

- Janie Garcia asked what Classified Senate's actions are coming up in addition to working under Laurie Scolari's direction with the Strategic Vision for Equity work. Do we focus on 13:55 or is this separate work?
 - Ajani responded that yes, the 13:55 work does bleed into the State Chancellor's Equity 2.0 work/results. He also clarified that Laurie Scolari is meant to be a resource of help for Classified Senate, not leading the work we do/determine focus on. Classified Senate is the lead and Laurie Scolari is meant to be support for that lead.

4. Meeting Report Back

- Adiel Velasquez reported on the past Academic Senate meeting: The meeting was 2 weeks prior to the Classified Senate meeting. They have more representatives than classified, which was impressive. They are also planning workshops, including conference/travel forms. The goal is to also improve these processes, especially as they pertain to efficiency and timeliness. They also discussed disaggregating data to more accurately reflect student experience; e.g., separating Southeast Asian students from other Asian students into their own category, especially for tracking student performance and success. Faculty wants more community building events as well. They are also discussing using Simple Syllabus to streamline and align syllabi across the college. Ajani Byrd gave the same presentation regarding the State Chancellor's Office Equity 2.0. They discussed website redesign and soliciting feedback from individuals as well as departments/teams. Meetings are held on Mondays at 2 p.m. and are open to the public.

- Adiel Velasquez added regarding the Academic Senate meeting that they are also floating around the idea to provide peer workshops/classes that share skills/knowledge on random topics and are provided for free or affordable prices for faculty and staff.
- Janie Garcia reported back on the past MIP-C meeting, which meets every 1st and 3rd Friday each month, from 1-3 p.m., in the President's Conference Room: Topics included adding more general neutral bathrooms across the campus; overview of college budget by Brett Watson regarding general and other funds like Workforce Innovation and Opportunity Act (WIOA) which is being split 60% to De Anza and 40% to Foothill, which campus leaders feel needs to be reassessed based on programs and enrollment numbers; launch of proposed Back to the Future Initiative for facilities updates/improvements, e.g.: pool replacement instead of construction; changing the MIP-C acronym from *Mission I'mPossible Council* to *Mission Informed Planning Council* (*Mission Informed Participation Council* is also on the table); mission statement revision committee was formed and are seeking participants who are interested in contributing; State Chancellor's Equity 2.0 presentation; future items to come to MIP-C: Educational Masterplan review for self-study (accreditation), developing guiding principles for resource allocation including vacant faculty for FTEs, updated Tech-Plan.

5. Senate Activities

- Last year the senate discussed having auxiliary meetings to provide each other support and offer professional development.
 - Topics include Program Review, PGA help, and information about the Association of Classified Employees (ACE).
 - There are PGA workshops offered by De Anza, but they have invited Foothill staff to attend.
 - A senator mentioned they are not aware of when positions are left and filled. Even being involved in hiring committees does not keep one up to date. Example: the

college hired a Basic Need Coordinator, which was announced during Opening/Flex Day. Plus, people have left their positions completely without the campus being notified, especially when their absence affects other departments/jobs.

- Janie Garcia mentioned being notified of when hiring committees are being formed and need representatives.
- A senator echoed that people come and go and it is easy to lose track, even when people switch positions. Plus, we don't get an opportunity to bid farewell to people leaving Foothill. Perhaps, it is due to working both remote and in-person.
- The original commenter from the senate added that there are also several new hires in the Police Department, but we don't get notified of who they are and what their role is.
- Two people added comments in the chat about personnel updates that are included in Board Docs.
 - Janie Garcia wants to follow up to know the timing of when these reports are released.
 - One of the chat commenters clarified that the announcement in Board Docs is after the official hirings. No other announcement is happening during other steps of the hiring process.
 - Janie Garcia mentioned that acknowledging the topics we are interested in staying apprised of can be another way to approach the restructuring of the senator roles and responsibilities and areas we want to create. (Senate returned to Agenda Item 3.)
- Adiel Velasquez shared ideas for "social" senate activities: More and more people are on campus and Adiel has enjoyed stopping staff members while conducting campus tours to introduce themselves and their roles on campus. Students have voiced interest in having a staff v. students sporting event. In the past, we've done softball, basketball, volleyball, even

soccer, although that may be too much running for some. We need to discuss if it is staff v. students, staff and faculty v. students, or mixed team v mixed team. Senate is being asked to weigh in on which sport we'd be interested in.

- Comments were left in chat in support and softball was noted as a good choice.
- A community member asked if the PGA topic includes Professional Development Leave paperwork; they are interested in finding out more about the process.
 - Janie Garcia responded that we could add PD leave to the list of topics to learn more about if it does not fall under PGA.
 - Same community member followed up that the college website was not user friendly for help with the application process. In fact, the link from the Classified page led to a faculty application, which meant they had to go to the district webpage. Another question: do we have a list of staff organizations that exist, for example Multicultural Staff Association (MSA)?
 - Janie Garcia to look into finding more information on these types of organizations.
 - The community member added that the organizations offer wonderful opportunities for Classified Staff.
 - Janie Garcia added that the website feedback was valuable for our college's current redesign.
- A senator suggested having workshops that focus on well-being.
- Another senator announced that the library is leading a favorite book list to stock in the library for students and staff to enjoy.
 - Janie Garcia offered to share Smartsheet Training information with anyone who is interested.
- Another senator offered an informal invitation to join fellow staff in the 1900 building staff lounge on Wednesdays at 12:30 p.m. to have lunch.
 - A community member asked if it was a potluck.

- The senator confirmed it is a bring your own lunch, welcoming, informal space to socialize.
- Adiel Velasquez made one final suggestion to have the staff v. students sporting event on Friday, December 16th, from 3-5 p.m., possibly followed by a 5 p.m. social gathering off campus.
 - A senator asked who the students are that would be on the team? Just ASFC or open to specific populations?
 - Adiel Velasquez responded that ASFC has been largely involved in the planning, but the hope is any student interested in participating will.
 - Another senator asked that we change the rule for the sporting event that whoever loses will get the prize.
 - A community member mentioned that Foothill's Veteran students are extremely competitive and excited about this type of event.
 - Adiel Velasquez responded that they will most definitely get an invite.
 - Janie Garcia suggested, if it was not already discussed, to be mindful of students' finals schedule.
 - A senator followed up by suggesting that we have a "bring your kid..." or "bring your pet to work day" as well.
 - Janie Garcia loved the idea.
 - Another senator unmuted and was called upon by Janie Garcia. They expressed loving the idea of having more social events, especially walks with other colleagues. They also suggested having a once per quarter event, even if it was informal.
 - Janie Garcia seconded having more events outside.

6. Announcements and Requests for Next Meeting Agenda Items

- Janie Garcia announced that MIP-C and the Academic Senate meetings are still being held in hybrid form. And asked individuals to come to Janie if they want to offer feedback on our

website, or departments reach out to Simon Pennington if they want to offer feedback on our website.

- Program Review Townhall held virtually on Monday, 10/31. See email forwarded from Jordan Fong in Academic Senate. They will provide an update on the process for this year, as well as the changes they will apply to following years.
- Reminder that our future Fall Quarter meetings will be every other Thursday, 10 a.m. to 11:30 a.m.

7. Adjourn at 10:30 am