FOOTHILL COLLEGE
CLASSIFIED SENATE MEETING NOTES (not Minutes, no quorum)
Monday October 26, 2015
2:00–3:30pm
Location: Altos Room 2019
http://www.foothill.edu/classified/

Future Classified Senate Meetings 2015-16; 2:00 – 3:30 pm; Altos Room 2019:
Fall 2015 – Sept 28, Oct 12, Oct 26, Nov 16, Nov 30
Winter 2016 – Jan 11, Jan 25, Feb 8, Feb 22, March 7, March 21
Spring 2016 – April 11, April 25, May 9, May 23, June 6

PRESENT: Karen Smith x7027 (President); Anthony Cervantes x7296 (Treasurer); Al Guzman x6958 (Secretary); Erin Ortiz x7060 (President Elect); Sherri Mines; Becky Bartindale – Central Services Classified Senate;

1. Welcome (Smith)
   - Karen Smith, President Classified Senate, special welcome to Central Services rep, Becky Bartindale

2. No Quorum – Discussion Only

3. Treasurer’s Report (Cervantes)
   - Anthony Cervantes, Treasurer, submitted a printed copy of the Treasurer’s Report for the minutes. The report shows that for Org # 150008, Travel and Conference, Classified Senate has a total of $34,044.27, no change from July 2015. For our Food Account # 150021, we have a total of $762.35, no change from July 2015 report.

4. Committee Reports – (All)
   - Anthony Cervantes, Workforce Workgroup Tri-chair - reported that the first meeting was mainly introductions and layout of outline for future meeting discussions. Also mentioned that the new Tri-Chair for Administrators is Dawn Girardelli.
   - Anthony is still a member of the OPC, Christine Mangiameli Tri-chair. Said that their first meeting was very brief and they met for quick introductions, to go over their rubrics, and confirm the schedule of meetings for the upcoming year.
   - Becky Bartindale – Central Services Classified Senate has just started meeting again although a schedule for meetings is not yet set. However, she is the official liaison from Central Services Classified Senate (relay to her the email you sent regarding excitement for profession development)
   - Karen reported for John Dubois, Tri-Chair for the Transfer Workgroup. Karen Oeh is a new Classified Senate member on the committee.
   - Sherri Mines reported for both the Foothill Technology Committee and the District Technology Committee. Both are focused on creating a 5 year tech plan with the emphasis on what the classroom will look like for our students. Coordination will also include De Anza and instead of focusing on hardware, the focus will be future technology needs. For example, the committee(s) will discuss how students in the classroom will not only be able to see the information on the board, but, have that same information immediately available on their personal devices to share with the instructor. The focus is the future of teaching and learning, to be more focused on what learning will look like and how the district will support these efforts. Surveys will be conducted and focus groups will be solicited for input.
   - Sherri also reported that Office 365 will be available in December 2015. One main 365 module will be available all at once. Another module, which allows specific departmental customization will be rolled out department by department to set up individual websites and shared files.

5. Presidents Reports
   - One of the new Equity positions created from Equity funds is a Professional Development Coordinator. Karen reported that the new employee will have to many multiple important tasks for their job. Professional Development training for all faculty and staff will be one aspect of this new position. Top management is
confident that all aspects of training can be related to equity, including employee orientation. Discussions are in process with the Professional Development Committee to transition all procedures, methods, topics and training through this new equity position.  

(http://www.foothill.edu/staff/development/pdf/PD_Mtg_DRAFT_Minutes_100115.pdf )

- Professional Development Day October 22 Tom Brown.
  
  http://events.r20.constantcontact.com/register/event?oeidk=a07ebhq6qand22090a5&llr=pje5aedab

  Karen reported that this presentation was well received and had good reviews.  Foothill Classified Senate furnished presenter a new replacement flash drive. Also purchased two adapters for presentations for future Senate use for speakers/presentations.

- Professional Development Committee in need of new Classified Staff members.  Karen announced that the PD is looking for new members from Classified staff.  She indicated that this was one of her favorite committees and highly recommends members to volunteer for the Professional Development Committee.

- Karen announced that Jiatong Li as the new Tri-Chair to the Program Review Committee and Kai Chang and Neil Chang to the Facilities Master Plan Committee.  Karen also announced that she is looking for an alternate to the Academic Senate for every other meeting and overall is open to suggestions for other potential committee members.  Members are also needed for two new District Committees: HRAC (Human Resources Advisory Committee) & DDEAC (District Diversity and Equity Advisory Committee).

- Classified Senate Comprehensive Program Review - John Dubois is assisting with the comprehensive review, he will be editing work done to date on the document to confirm we are on the right track.  John will also help us transition the documentation from the old template to the new one that was just approved last week at PaRC.

- Classified Senate Executive Board - Karen announced that the Classified Senate Executive Board met on October 5.  One topic discussed was appointments to the Presidential Search Committee.  The Executive Board chose: Art Hand, Karen Smith, Kamara Tramble and Roberto Sias for the Foothill presidential search committee to represent Classified staff.

6. Good of the Order

- Book Drive for Foster Youth for Christmas sought approval from the Senate to sponsor a book drive.  She will follow up with Christine Johnson, who is involved with Foster Youth, for more information.

- Therapy Dogs for Finals Week - Karen would like to bring therapy dogs to Foothill campus for the week of finals.  She mentioned that other colleges that brought therapy dogs to campus had great success.  Turns out that Financial Aid is bringing dogs in for their event on 11/23.  We will approach this subject next quarter.

- Request for Reassigned Time - The report regarding the request of Classified Senate reassigned time is now online:  http://www.foothill.edu/president/parc/minutes/parc2015-16/10.21.15/OPC_List_PresidentApproved.xlsx

  Comments and some discussion noted in minutes at PaRC are also available at the end of the meeting:  http://www.foothill.edu/president/parc/minutes/parc2015-16/10.21.15/PaRC_10.21.15_DraftMinutes.docx

- Becky Bartindale from Central Services said that she will try to recruit members to support the Book Drive for Foster Children and the Therapy Dogs for Finals Week.  Becky also mentioned that Central Services is looking forward to continued cooperation with Foothill and De Anza Classified Senates like Flex Day and Professional Development Day.

Meeting adjourned 3:00