

Classified Senate Meeting

Thursday August 19, 2021

Voting Members:

Name	Position	Attendance
Adrienne Hypolite	President	Present
Janie Garcia	President Elect	Present
Martha Rubin	Treasurer	Present
Erika Owens	Recorder	Present
Kathrine Lee	Recorder	Present
Chris Chavez	Classified Segment	Present
Danmin Deng	Classified Segment	Present
Alex Favela	Classified Segment	Present
Doreen Finkelstein	Classified Segment	Present
Al Guzman	Classified Segment	Not Present
Elvia Herrera	Classified Segment	Not Present
Jackie Lauese	Classified Segment	Present
Andre Meggerson	Classified Segment	Present
Itzel Sanchez Zarraga	Classified Segment	Not Present
Karen Smith	Classified Segment	Not Present
Mary Vanetta	Classified Segment	Not Present
Adiel Velasquez	Classified Segment	Present

Agenda

1. Updates:
 - a. Return To Campus (RTC)
 - b. Opening Day: In-Person Participation
 - c. Vaccine Policy
2. Classified Staff Shared Governance
 - a. Compensation Offer
 - i. Revision of the 2nd paragraph in option One
 - ii. Addition to 2nd paragraph of the Classified Senate Section
3. Shared Governance Redesign Task Force Update
 - a. President Nguyen – Memo
 - b. Vision and Agreements
4. Public Comments/Announcements
 - a. Discussion topics, request for first meeting
 - b. 21-22 school year
5. Good of the Order
6. Adjourn: **Next Meeting Thursday, September 2, 2021**

Minutes:

Date: September 19, 2021

Location: via Zoom

Meeting convened: 2:14 PM

Meeting adjourned: PM

1. Updates:

- a. Return To Campus (RTC)
 - i. Chris Chavez was unable to attend meeting and Al Guzman was not at Classified Senate meeting to provide the most accurate update.
 - ii. New list of prioritizations, more classes were put on campus.
- b. Opening Day: In-Person Participation
 - i. Majority of meeting participants said no they will not attend opening day in-person, while a few said yes (on the fence) to attend to in-person.
- c. Vaccine Policy
 - i. Email went out to all employees regarding the new vaccine mandate.
 - ii. Foothill will implement a new tracking mechanism to track people's vaccination status.
 - iii. No other updates are readily available.
 - iv. Concerns with returning to campus even after the vaccine mandate were brought up by Classified Staff. Any feedback can be brought to Adrienne Hypolite or Janie Garcia to deliver to the appropriate parties.

2. Classified Staff Shared Governance

- a. Compensation Offer
 - i. Revision of the 2nd paragraph in option One
 1. Classified Senate was successful in getting President's Cabinet to remove the option of PGA credits.
 2. Proposed revision reads "During the 2018 governance redesign that created the current council structures, the redesign group decided that Administrative Assistants, Executive Assistants, and Senior Administrative Assistants of the ex-officio administrators serving on the councils will serve as Recorders as part of their regular job duties. For this reason, Recorders will take option one, meaning that their time spent as a Recorder is included as part of their regular working week. Thus, their managers will adjust their schedules and workloads accordingly for the

week of each member serving as a Recorder as part of their regular duties also participates in governance as a council member or tri-chair on another council, this person will be able to opt for overtime for that week of service or a further six-hour reduction in the working week that the governance meeting is held.” CS was not comfortable signing off as it was written, wording was misleading.

3. Suggestion from Phong Tran to not specifically indicate Admin Assistant positions, because other positions cover the recorder position.
 4. Chris Chavez mentioned that executive assistants are the ones who have it in their job description to take minutes. Also, mentioned/questioned to “if it’s already in their job duties, how does reduction help them?” Still waiting from a response from Simon.
 5. Josh Pelletier spoke with Chris White from ACE regarding the different classifications, one thing she mentioned/suggested is CS recorders should not be counted as part of the Council structure if the recorder position is truly not part of the participatory governance since they are being assigned to the position as part of their work duties. The second option suggested is CS would appoint recorders to Councils.
 6. Doreen Finkelstein mentioned that the information about the Administrative Assistant, etc. is in the wrong place. It really isn’t under option one, it’s in the beginning paragraph where it states Classified professionals are given a choice and may choose from any of the options below, not true. It’s saying that these are the ones who cannot choose and not be in option one. Also, suggested stating instead of within the agreement of saying yes, these groups are required to take option, there are Classified professionals that are under eight bargaining agreements that this falls within their regular duties. Leaving it up to ACE to have to determine who falls under that bargaining agreement.
 7. No vote was taken for approval of this revision, will be back with new revisions.
- ii. Addition to 2nd paragraph of the Classified Senate Section
1. Proposed revision reads “should the Classified Senate President wish to take less than 100%, they will work with their manager/supervisor to determine what percentage of their regular duties can be assigned to a colleague as a Working out of Class (WOC) assignment.”
 2. Adrienne Hypolite suggested adding TEA and should read “...colleague as a Working out of Class (WOC)/TEA assignment.”
 3. Christine Mangiameli suggested adding the words “...will be given nine months [up to] 100%...” in the reassigned time so it states that a President may not always take the 100%, but it’s up to 100% if they want it.
 4. Vote for approval for revision was unanimous.

3. Shared Governance Redesign Task Force Update

a. President Nguyen – Memo

- i. President Nguyen supports the Task Force and Cabinet members appointed are representing her and her interest with this Task Force but would be happy to if able to attend any of the Task Force meetings. She did stress that the structure/redesign must have campus wide approval.
- ii. Task force put together a response to her memo asking her to be more specific on what (the above) looks like. For example, do the members representing constituencies with ample feedback can make this decision and would that count as college wide approval? Or is there something more specific she is looking for that happened in the last redesign happened that she mentioned in her memo.
- iii. The stance as Classified Senate representatives is that we valued the collaboration that has occurred among the Task Force made up of students, Academic Senate and Administration.

b. Vision and Agreements

- i. Having a collective definition for shared governance for Foothill.
- ii. Having a list of pressing matters that must be addressed in fall quarter. There is an understanding that the redesign is not going to be achieved by Fall quarter.
- iii. Have a comprehensive analysis of what tasks and or topics are being brought to the plate of each Council.
- iv. Looking at a new structure all together with the campus through approval feedback.

4. Public Comments/Announcements

- a. Not enough time to cover topic.

5. Good of the Order

- a. Nothing to report out.

6. Adjourn:

- a. Next Meeting: **Thursday, September 2, 2021**