

Classified Senate Meeting

Thursday, December 2 ,2021

Voting Members:

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

Date: December 2, 2021

Location: via Zoom

Meeting convened: 2:10 pm

1. **Land Acknowledgement; Approval of November 18th Meeting Minutes**
 - a. Land Acknowledgement
 - b. Motion to approve minutes of November 18, 2021, moved by Danmin D, Seconded by Al G. - approved by majority.
2. **Accreditation 101 • What it is • Staff's involvement • Winter quarter next steps (Presentation - https://foothilldeanza-my.sharepoint.com/:b:g/personal/10170503_fhda_edu/EYwz_0oKjLpNuyiLnNopdaIBDbnmpU5qiFIhewObCpio4A?e=535q7s)**
 - a. Presentation by Elaine Kuo, Office of Institutional Research and Planning - College ALO (Accreditation Liaison Officer). Elaine explains: "In the ALO role, I function as a project manager, to make sure all of our reporting and other requirements that are requested by ACCJC (ACCREDITING COMMISSION FOR COMMUNITY AND JUNIOR COLLEGES) get completed in a timely manner. "
 - b. Asked by a Senator when our next report for accreditation is due? Elaine explained that accreditation occurs every 6-7 years. Foothill's last accreditation was in 2017, our next one is due 2024. (Link to last full and mid-term reports here: <https://foothill.edu/accreditation/>) However, a lot of work goes into the report and time is needed to prepare properly. Because this is a shared governance effort, to get all information prepared in a timely manner, we should begin in Winter 2022, to be completed by June 2023 with final Board approval by December 15, 2023.
 - c. Adrienne H boiled it down to one succinct question - Why should we care? Elaine explained if Foothill is not accredited, students would not take classes with us since credits from Foothill would not transfer to another college. Foothill would lose all funding for financial aid and Pell grants. It would nullify all our CTE related programs and licensing ability. All jobs, anyone working at Foothill, would be at risk if we lose our accreditation and our students.
 - d. One Senator asked if any specific program had ever received a citation. Elaine answered that the whole college is accessed at the institutional level, not individual programs. However, there are CTE (Career Technical Education) programs, like our health programs, that are accessed at the program level in an entirely separate process.
 - e. Elaine further explained that in our roles, mainly on the front line, many behind the scenes, we contribute to the success of our students. Participating in the preparation of the report gives Classified staff a chance to explain how we contribute to the college mission of student success. Elaine summarized: "... but you should be aware of it (accreditation) in terms of framing of how and why we continue to do the work that we do within the system that we're in."
3. **Staff Participation and Capacity in Campus Work • Challenge with filling roles on campus committees • Do senate's bylaws support deeper engagement from all staff? • Alternative methods for communication/engaging staff**
 - a. Janie G opened with a question regarding participation in hiring committees. One Senator asked if HR had a certification process or list available for EEO (Equal Employment Opportunity) Officers/Rep to help determine if someone was qualified or needed recertification to be an EEO Rep. Janie answered that there

is a training process and also Cornerstone Training Available in MyPortal: <https://hr.fhda.edu/train-dev/> & <https://hr.fhda.edu/diversity/f-training-list.html>

- b. Another Senator commented that he has been avoiding filling out the forms because he finds them “dreadful”. So, as a result, he has not gotten around to filling out the paperwork and wondered if there could be a more streamlined process in the works so as not to lose credit for volunteering on hiring committees. This query opened a flood of following comments...
- c. Janie responded that, for her, it was as simple as getting a signature from her supervisor.
- d. Another Senator, and an ACE VP Representative, Phuong T, commented that it is a good habit to be ready with forms to be signed and, ideally, a folder to hold those forms to help you keep track of PGA eligible activities. She mentioned this seems to be the hardest task for Classified employees to accomplish. The ACE VP also added that your role is very important on the committee if you are an ACE rep. You are the advocate and gatekeeper of Classified positions and there as a safeguard to assess whether duties assigned are requisite with salary and pay scale.
- e. Adrienne H was “nodding furiously” to the idea of streamlining since, she admitted, she has not filled out an application in years. Adrienne further commented that the Classified Senate should think about having brief and focused workshops on completing PGA forms. All of us are burned out doing our work, pushing ourselves, asking for inclusion on governance, etc. She suggested that the Senate reach out to other staff and get them connected and find ways of networking with other people to improve their work, their involvement, and their connections. In this way, we can be” ...reflected in the institution...This group alone can't carry the weight of that representation for all of our staff. We've got to figure out ways to bring other people into the conversation and in ways that makes sense for people...Help us help you what works what doesn't in terms of trying to get people connected and involved.”
- f. There was a suggestion in the chat to specifically organize occasions for “Dinner, Drinks and PGA”. Many members chimed in with excited approval and acceptance of establishing something along these lines.
- g. Another Senator suggested the possible creation of a PGA mentoring system. The Senator explained she went to a workshop, has the forms, and for years has not gotten around to filling out the forms. She is happy she is not the only one who has put this off. She said that even the idea of getting together, working on PGA's while also meeting for food and beverages, would be a welcome concept.
- h. Phuong T pointed out that each award is worth \$90/month or \$1080/year. Two awards twice that and so on. It might take 10 hours to complete the paperwork for one award, that is \$100/hr. Who can sneeze at that? She also graciously offered her time to help anyone with their PGA form.
- i. Andre M mentioned that we can actively help each other. For example, when we are on a hiring committee with another Classified staff member, we could encourage/remind/help the other member if they filled out their paperwork as an “accountability partner”. You remind them, they remind you, and everyone helps the other to get it done.

4. Q&A with Interim President Bernadine Fong • Shared Governance • Return to Campus and Remote Work Policy • Collegiality and Trust Building • Preparing for a new administration D (Link to Roundtable Guidelines - https://foothilldeanza-my.sharepoint.com/:b/q/personal/10170503_fhda_edu/ETCbwKVANZxMknEH22G)

[gfoqBpb0dN7tFHPeJKvEnr2XRGQ](https://foothilldeanza-my.sharepoint.com/:w:/g/personal/10170503_fhda_edu/EYpvQptEAuxGvglz9V4i65EBCWaNIz2vGs606m0PaMWOHQ?e=bfwzFe))(Link to Questions for Bernadine from CS - https://foothilldeanza-my.sharepoint.com/:w:/g/personal/10170503_fhda_edu/EYpvQptEAuxGvglz9V4i65EBCWaNIz2vGs606m0PaMWOHQ?e=bfwzFe)

- a. Janie G helped facilitate and moderate the discussion with Bernadine by asking questions prepared by the Classified Senate one by one, by keeping time for these questions, and keeping an eye out for follow up questions, should they occur.
- b. **Question 1:** Now that shared governance is halted, what has happened with those timely critical items. **Answer/Response:** Bernadine wants to create a workable and productive governance model before attempting specific timelines for any college-wide task. She indicated that she is aware of tasks, is not currently worried about timelines, and feels this is the best approach.
- c. **Question 2:** Is also related to our shared governance process. What are your plans and timeline for replacing and implementing a participatory governance and how do you see Foothill meeting ACCJC standards for leadership and governance regarding decision making roles and processes?
Answer/Response: Bernadine said that she helped draft language which became the ED Code...” which led to the language of the ACCJC”. She estimates that discussions will begin in Winter and wants to make sure Foothill has time to heal from all the upheaval of the present. Bernadine is also hoping for the college to soon adopt a working and suitable governance model so that when a new President is hired, he or she doesn’t have to change it.
- d. **Question 3:** The shared governance redesign proposal identified a quad chair model, consisting of representatives from academic senate classified senate administration and ASFC. Please elaborate on your comments about this quadrant model being inefficient and unproductive and if we move away from this model, what do you recommend replacing it. **Answer/Response:** Bernadine said we all will determine the new governance model, not just her, so she does not know what the new model will look like. She does believe that “governance really should be at the top ...and so it's not like every decision is made is happening at every level”. Bernadine elaborates that, in the short amount of time she has been here, she has attended many meetings. Here she sees so much duplication of effort and loss of valuable time for all involved. Further, she senses that people just do not trust each other...” it's like everyone seems to feel the need to be looking over everyone else's shoulder.” Bernadine would like to change all this to a more streamlined model and wants us...” to work, really, really hard on trying to build a mutual sense of community and cohesiveness and collaboration.”
- e. **Question 4:** The students requested to be a part of the shared governance chair structure. Considering this request from ASFC as well as the optics of the ASFC majority not supporting the vote of no confidence of President Nguyen and now potentially being excluded from a leadership role within shared governance, how do you plan to navigate communication with our students? **Answer/Response:** Bernadine said she met with ASFC just today and shared her general model with them. ASFC seemed very receptive and accepting of her ideas and did not even mention the loss of a quad chair model. One Senator said that he too spoke with someone from ASFC leadership and agrees with the impression that ASFC leadership is satisfied with Bernadine and the new model she shared. Further, the ASFC rep called the new model “The Boomerang Model”. Bernadine laughed and wanted to call it anything but “The Boomerang Model”.

- f. **Question 5:** Janie G followed up with a clarifying question regarding what weight the students will have going forward in shared governance. **Answer/Response:** Bernadine said she did not address this because the students never asked. She also mentioned she prefers the term “relevance” vs “weight”. She summarized that “...it's going to depend upon what the issue is.”
- g. **Question 6:** This question/comment was posed by Adrienne H. “... there seems to have been a determination that we weren't ...involved in...policy decisions (that) had operational impact on our job and our on our work in our jobs... I don't think that that was just an issue of trust... I can appreciate meaningful participation in spaces...what I'm most concerned about is that trust alone doesn't seem to be the thing that will ensure that we're having that sort of like genuine collaboration...” **Answer/Response:** Bernadine: “I absolutely agree with you it's not trust alone at all...it has also to do with openness...I'm really trying to see if we can't get back to a basic sense of goodwill...and that also explains why we're not jumping into a governance model right now...as a college...we're not ready.”
- h. **Question 7:** Janie G asked: “Can you please expand on your vision of this model, with emphasis on what the current structure for the decision-making processes and what role classified staff has in the structure.” **Answer/Response:** Bernadine emphasized that her model is only conceptual, “...And so it's weighing the various priorities that different groups might have...there are a lot of things the students do that would be under their purview alone and really doesn't involve coming into the Center... and then same thing for the finance side or same thing from the academic side so there's a lot of activity that don't necessarily come into the Center or don't need to come into the Center. But what needs to come into the Center is what I would say, is where our governance model needs to be. The other thing I would say is that to get this to be balanced...”
- i. **Question 8:** Janie G: “...we were very intrigued to get a little bit more expansion on the decision making...whether it's currently the sentiment or your experience the role that classified plays, especially when looking at this conceptually.” **Answer/Response:** “So the classified staff are critical to the campus and I'm trying to think of how best to assure you of that, because what I have heard...is that you've been feeling undervalued...and to what extent can we repair that...but also it's really trying to build a sense of collegiality among all groups and all individuals before we can go forward.”
- j. **Question 9:** Janie G “... in regard to returning to campus, seeing as we share many leaving the classified staff at foothill college share many of the same concerns as noted in De Anza's Classified Senate response to the district's draft remote work policy which we've shared an email, we ask that you please share your thoughts on that document.” **Answer/Response:** “... let me just say that ...we at foothill college...we're right now becoming dangerously close to becoming an online college. And if we did that, then all of our jobs would change...” Bernadine went on to explain that although online classes are important “...you were all brought to the campus because there was a campus to be part of and so we need to really keep that in mind, so that's going to be very, very important. So as far as the remote work I don't have really any comment on it...” She also explained the criteria should be “best for the students”, not based on whether faculty want to come back to work or not. The criteria should be what needs to be done so students can fulfill their GE requirements, “whether they are online or on campus:”

- k. **Question 10:** Janie G: "In regard to the temperature of our campus community... if you would like to add anything else in terms of what is your plan to rebuild trust among our campus constituencies." **Answer/Response:** "To be as open and honest as possible with all of you and to communicate probably over communicate with all of you so you're going to still getting a bevy of emails and if there was a better way to do it, I will do that as well". Bernadine also pointed out that if she suggests an idea, and does not get push back from anyone, she will move forward with that idea. The important part... "is to get as much feedback as possible in as many ways as possible."
- l. **Question 11 - Last Question: Janie G:** "Please share one or some examples of input advice or expertise from classified staff that you have received and what actions or decisions you've made based on their input, this can be recent or historic examples." **Answer/Response:** "When I was President, we had six budget cuts in 12 years and some of them were self-imposed and some of them were because of state issues and so on, so forth. We never laid off a classified staff person because it was something I thought was really important...the Union President at the time called me and he said, you know this was all said and done, and we will all work together on it. And you know, it was a matter of trust, and we didn't have an MOU (memorandum of understanding) which was true we didn't have an MOU so it was kind of remarkable that that happened in that way."
- m. **Final Comments by Bernadine:** "I hope that in our discussion today that it would convince you to invite me back and or that we have some kind of setup where I can have ongoing conversations with your leadership on a regular basis...I'd like to actually see and forestall any problems... my philosophy is there is always a way to figure out something."

5. Announcements (Officers, Senators, Public)

- a. Prior to today's meeting in the chat comments, one new Senator assured another new Senator (regarding invitations to an upcoming all-Foothill leadership meeting): "To all feeling conflicted -- I understand not going because you don't think you'll get anything out of it, but if you're feeling conflicted because you don't think you belong at the event, please know you belong. (Saying that as another first-time senator.)"
- b. Adrienne H - Thanked everyone for contributing to today's meeting. She also thanked AI G and Erika C for their role as Recorders/Secretary and taking their time for preparing minutes to the Classified Senate meetings.
- c. Adrienne H asked for a show of hands to determine if the Classified Senate should hold its scheduled December 16th meeting. Members voted to cancel the meeting for December 16th.

Meeting adjourned: 3:50 pm

Next Meeting: Thursday, January 13, 2022