



## FOOTHILL CLASSIFIED SENATE MINUTES

Thursday, November 17

1:00pm-2:45pm

Link to [Agenda](#)

| Name                    | Position        | Attendance     |
|-------------------------|-----------------|----------------|
| Vanessa Santillan-Nieto | President       | <b>present</b> |
| Pauline Brown           | President-Elect | <i>absent</i>  |
| Sheherazade Arasnia     | Treasurer       | <b>present</b> |
| Trizha Loren Aquino     | Secretary       | <b>present</b> |
| Doreen Finkelstein      | Past President  | <b>present</b> |
| Adiel Velasquez         | Senator         | <i>absent</i>  |
| Chris Custer            | Senator         | <b>present</b> |
| Chris Yang              | Senator         | <b>present</b> |
| Danmin Deng             | Senator         | <b>present</b> |
| Gera Robredo            | Senator         | <i>absent</i>  |
| Janie Garcia            | Senator         | <b>present</b> |
| Josh Pelletier          | Senator         | <b>present</b> |
| Julie Ceballos          | Senator         | <b>present</b> |
| Mary Vanatta            | Senator         | <b>present</b> |
| Michelle Tham           | Senator         | <b>present</b> |
| Nadene Torres           | Senator         | <b>present</b> |
| Nannette Regua          | Senator         | <b>present</b> |
| Yasmine Malboubi        | Senator         | <b>present</b> |

Other Classified Staff in attendance: Peter Chow, Sonia Sanchez Santoyo, Julie Brown, Srichandana Chakilam, Jackie Lauese, Jessica Alarcon, Paula Schales

Other Faculty or Administration in attendance: Catalina Rodriquez, Stacy Gleixner, Kurt Hueg, Simon Pennington, Bret Watson

Other guests in attendance: Tony Brown, Maritza Ortiz-Urrutia, Dianna L. Rose, Alexaly Perez

### **Agenda**

**FHDA Human Resources Updates – District HR Team (Dianna Rose, Tony Brown, Maritza Ortiz-Urrutia)**

[\[Link to slides\]](#)

### *Updates to the Reporting Process*

The district previously identified areas of non-compliance, especially concerning Title IX. In response, HR has revised its reporting procedures to meet recommended standards and to ensure accessibility and clarity for all employees and students. A primary goal is to increase awareness of who to contact and how to report concerns.

Reports are submitted through Maxient, which has been expanded beyond student conduct to handle *all* types of complaints, including harassment and discrimination. HR emphasized the importance of reporting concerns even if individuals are unsure whether an incident qualifies. Feedback on the clarity and accessibility of the new process is welcomed.

Questions or concerns may also be directed to [hr@fhda.edu](mailto:hr@fhda.edu).

Reporting link: <https://foothill.edu/titleix/just-report-it.html>

### *Using the Maxient Complaint Form*

- Reporting Party: The individual submitting the report.
  - Anonymous reports are allowed, though identifying yourself helps HR respond more effectively.
- Complainant: The person who experienced the issue.
- Respondent: The individual alleged to have engaged in unlawful behavior.
  - If the respondent's name is unknown, "unknown" or a blank entry is acceptable.
- Reporters are encouraged to provide as much detail as they feel comfortable sharing.
- Confidential avenues for discussion are also available outside the Maxient system.

### *On Restorative and Equity-Focused Practices*

A question was raised about how restorative justice, equity, and empathy are incorporated into responses to complaints, particularly those involving employees. HR emphasized:

- **Retaliation is strictly prohibited** for all parties, including complainants, respondents, and witnesses.
- HR's approach prioritizes legal compliance while striving to restore or maintain a professional and collaborative educational environment whenever possible.

### *Emergency Situations*

The Maxient form is not intended for emergencies. If an incident requires immediate attention—such as an assault—individuals should call **911** first. The form may be completed afterward to document the incident.

### **Basic needs Resources Updates – Catalina Rodriguez, Dean of Student Affairs & Activities**

Catalina and Sonia shared that students checking in through the Owl's Nest tablet now complete a brief questionnaire that helps identify whether they would benefit from additional support, allowing the team to offer more personalized assistance. These services continue to operate even with the reinstatement of CalFresh. Food support remains robust through the Owls Nice program, which offers students two snacks per day, and through the availability of \$50 Walmart gift cards, provided students show receipts confirming the funds were spent on food. The program also benefits from weekly deliveries from Second Harvest every Tuesday, as well as additional food pickups from Safeway and Draeger's.

Housing resources are available through student housing in Cupertino; however, some units are temporarily offline due to a water leak. In terms of financial support, emergency “grab funds” remain accessible on a first-come, first-served basis, supported by foundation donations and limited grant funding. These funds are not widely advertised to prevent overwhelming demand, and students are typically referred through faculty, staff, and other campus partners.

The Basic Needs team also collaborates with the VTA and staff in the Welcome Center, including Nannette, to connect students with community services. Students may access hygiene products, and the office currently operates from Monday to Thursday from 8:00 a.m. to 5:00 p.m. (closing at 2:00 p.m. for deliveries) and on Friday from 10:00 a.m. to 3:00 p.m. A food and hygiene drive is currently underway, and services are extended to the Sunnyvale campus as well. Students have expressed significant appreciation for these on-campus supports. Due to challenges related to SNAP cancellations, only faculty and staff are permitted to enter the space on Fridays for the time being, with hopes that conditions will improve as winter approaches.

#### *Quick info*

##### **Food Support Services:**

- **Owls Nice Program:** Students may receive two snacks per day.
- **Walmart Gift Cards:** \$50 gift cards are available; students must show receipts verifying that funds were used for food.
- **Second Harvest deliveries** occur every Tuesday.
- **Staff** also pick up additional food donations from Safeway and Draeger's for distribution.

Current hours of operation:

- Mon–Thu: 8:00 AM–5:00 PM (closing at 2:00 PM for deliveries)
- Fri: 10:00 AM–3:00 PM

A food and hygiene drive is currently in progress til December 3, 2025

## **Blueprint for Success Implementation Teams – Stacy Gleixner, Vice President of Instruction**

[\*\[Link to slides\]\*](#)

Foothill College’s Blueprint for Success includes 2 transformational goals, 4 college goals, and 16 objectives. Implementation teams are planned to reform annually to ensure the work stays current and responsive.

At present, the team is collaborating with Chris Custer and Laurie Scolari to develop Canvas site tools, which will include explanatory blurbs about each implementation team so the campus better understands their roles and scope of work. The intention is to create teams that include individuals already engaged in related efforts while still opening participation to the broader campus community.

During discussion, a senator asked whether other departments are talking about this work. Some departments are, but not all. A key goal is to create clear, accessible invitations for involvement so that people who are not already engaged in the Blueprint conversations can more easily join.

## **Annual Schedule Timeline Updates Overview – Kurt Hueg, Associate Vice President of Instruction**

Kurt discussed the statewide [Strategic Enrollment Management initiative](#) and its connection to Foothill’s ongoing work with scheduling and registration. The goal is to move toward an annual schedule supported through Banner, with a long-term vision of eventually opening registration further in advance so students can plan and lock in their schedules earlier. However, this extended-registration goal has not yet been addressed.

Behind the scenes, the state is implementing changes to attendance accounting methods to simplify the system. This statewide shift will require ETS to complete significant work beginning in January to convert the college to the new accounting method. A timeline for building annual schedules was provided in the presentation slides.

## **Signage Updates & Open House – Simon Pennington, Associate Vice President of College and Community Relations, Marketing, and Communication**

[\*\[Link to slides\]\*](#)

The current focus of the signage redesign project is the main campus, though the Sunnyvale campus is still being evaluated. Existing signage has been identified as not visible or effective, prompting the need for a redesign. An upcoming Signage Redesign Open House will be held in the ASFC Space on Wednesday, November 19 from 12–2 PM, with lunch provided.

The proposed redesign aims to address current shortcomings and create signage that is visible, accessible, welcoming, accurate, architecturally respectful, durable, and adaptable, with a projected lifespan of roughly 30 years. For parking lots, the team is considering signage designed to be visible above parked cars, using a “progressive disclosure” approach that provides just enough information to direct people to the next point in their journey. A potential addition includes color-coding buildings to corresponding parking lots to support easier navigation.

When asked whether signage for gender-neutral restrooms would be included, the response was yes.

## **Old Business: AI Fellows & Campus Access to Gemini/Google AI Certificates/Notebook**

Work is underway to develop consistent language and criteria across all constituencies. The AI Fellows is seeking equity-minded individuals of all experience levels—being an “AI expert” is not required. So far, three people have reached out to Vanessa. More information about this will be shared at next week’s town hall.

## **Committee Appointments (Program Review, Tech Committee, Resource Allocation Taskforce) & Updates**

- Tech Committee
  - Trichair: Nannette Regua
  - Additional reps: Janie Garcia, Nadene Torres, Shandana Shakulum
  - Motion: Doreen Finkelstein
  - Second: Danmin Deng
  - Vote: majority yes
  - approved*
- Program Review (Classified Staff rep): Charlie McKeller
  - Motion: Nadene Torres
  - Second: Doreen Finkelstein

- Vote: majority yes  
*approved*
- Resource Allocation reps: Yasmine Malboubi, Danmin Deng
  - Motion: Mary Vanatta
  - Second: Chris Custer
  - Vote: majority yes  
*Approved*

## **Announcements**

- FHDA Classified Development Day will be at Foothill this year! If folks are interested in planning, the planning committee will be meeting this month. Currently the planning committee is 75% De Anza Classified Staff, so more participation at Foothill would be great! Interest form can be here [[at this link](#)].
- Next Classified Town Hall: November 20. Topic will be on Overview of Shared Governance

Adjourn 2:50pm