

FOOTHILL CLASSIFIED SENATE MINUTES

January 29, 2026



[Link to Agenda](#)

Link to other material:

- [Bookstore/ePRINTit/RAG Process for Classified Positions Updates](#)
- [Classified Senate Resolution on Academic Calendar Conflicts with Jewish Holidays](#)

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

Other Classified Staff in attendance: Rudy Leal, Chris Chavez, Peter Chow, Kaitlyn Koo, Jacklyn Chau, Keleiah Harris, Caroline Park, Jessica Alarcon, Jenny Nguyen, Jackie Lauese

Other Faculty or Administration in attendance: Gohar Momjian, Bret Watson

Other guests in attendance:

Agenda

Welcome & PD Day Update

- Please RSVP by Friday, February 20: [RSVP LINK](#)
- Theme: *Here We Grow Again: Rooted in Purpose. Rising in Community*
- The planning committee will be moving into weekly planning meetings this coming month. Those who are interested in joining are invited to join as folks are looking for more support and Foothill representation. If you are interested, please reach out to Vanessa!

Quick announcement: There will be back-to-back Classified Senate meetings this week and next week. The next meeting will be next Thursday, Feb 5.

District Strategic Plan Update (presented by Gohar Momjian, Vice Chancellor for Strategy, Institutional Effectiveness, and Engagement)

The discussion focused on strengthening alignment across Foothill College, De Anza College, and the District, with an emphasis on execution and accountability. This work builds on existing efforts rather than introducing entirely new initiatives.

Executive leadership is working to identify one overarching goal in each of five areas, resulting in five total districtwide goals. These goals are grounded and are informed by both colleges' strategic directions, including Foothill's Blueprint 2030 and De Anza's strategic planning priorities.

The purpose of the strategic plan is to intentionally clarify how the colleges and the District, guided by district priorities, work in coordinated, interconnected ways to support community impact and student success. The plan is designed to be simple and practical, with streamlined processes that support faculty and staff in their day-to-day work.

Central to this effort are the District's [Foundational Practices](#), which outline the practices that must be cultivated and sustained in order to achieve the districtwide goals. While the five goals themselves are clearly defined, the specific methods for

achieving them remain flexible. Strategies for measuring progress were shared, along with a commitment to ongoing accountability through quarterly plan reviews.

Q&A:

- What is the process of implementing this plan? Will there be stewards similar to Foothill's Blueprint 2030?
 - GM: Each member of the Executive Leadership Team serves as a champion for a specific districtwide goal. As the work progresses, representatives from each college will be identified to support these goals, with an intentional focus on leveraging and elevating existing efforts already underway across the colleges.
- When you speak about “aligning that up,” does that mean aligning both colleges? Is it that our work district wide is siloed?
 - GM: Broadly, current efforts to improve alignment are being advanced through *Somos Uno*. Within the context of the strategic plan, the focus remains on the five districtwide goals. Looking ahead, the District is also considering a broader strategic planning process for 2027–2028, which presents significant opportunities to further advance these goals given their districtwide scope and impact.
- One Classified Staff member wanted to express feedback: As we go into these goals and future of *Somos Uno*, guidance for me feels lacking in the sense of what's the power structure in the district office. What's the benchmark the colleges are expected to meet? Need firm guidance to ensure these goals are met.
 - District policies and procedures
 - Foundational pieces present and executive leadership team to identify these, not just on one person but everyone

Campus Bookstore and Printing Updates (presented by Bret Watson, Vice President, Finance & Administrative Series)

Campus Bookstore:

The physical bookstore will close on March 5, and messaging about the closure is already being rolled out. To support students without a permanent address, the Welcome Center will serve as a pickup location for orders, though details are still being finalized as staff assess storage capacity. In addition, scantrons, pencils, and bluebooks will be stocked and made available for free through Student Services and the Library. Nolan Howe is the primary contact for course material adoptions, while

Michelle Duarte can address additional questions and is still working at De Anza, where she is physically located at the De Anza bookstore. The bookstore will also function as the shipping location, and any further questions can be directed to Bret via email.

EPRINTit:

Justin Schultz of ETS is leading the transition from EPRINTit to Xerox, following Xerox's purchase of the Rabbit printers currently on campus. The goal of this transition is to move to Xerox copiers that combine printing, copying, and scanning, with the long-term aim of providing free printing for students. The EPRINTit contract will end on June 30, 2026, and new Xerox machines will be installed in designated locations, with toner and paper supplied and delivered directly to those locations through orders coordinated with Asha.

During the transition, printing volume will be monitored, and there have been discussions about potentially limiting the number of copies per student in the future. For now, the district will cover the cost of the contract and paper while usage and expenses are closely tracked, with the possibility of changes to the process later. This shift is also expected to make troubleshooting easier and reduce strain on high-use printing areas, an effort initially prompted by concerns raised by the library and tutoring services. Justin is running regular printing group meetings, which are open to attendees with questions; Vanessa can share meeting information, and the next meeting is scheduled for February 3.

Classified Resource Allocation Guide Overview & Q/A (presented by Bret Watson, Vice President, Finance & Administrative Series)

Permanent positions must have ongoing funding, as one-time funds cannot be used to sustain long-term roles. Funding sources may include savings from vacant positions, ongoing discretionary (B budget) funds, or state funding when it is allocated on an ongoing basis. Classified positions can be filled at any time during the year once they become vacant.

Position requests are typically submitted through the program review budget request process, which helps identify staffing needs and clarify the purpose of each role, such as providing coordination and support for faculty and program direction.

Going forward, requests will also need to align with Blueprint 2030 goals. Senior leadership reviews and ranks position requests using a standardized scale, comparing them across departments. If a position is not filled, areas are encouraged to continue listing the position and its justification in program review so the need remains documented and visible for future consideration.

Q&A/Discussion:

- Question: What's considered the expansion of a program?
 - BW: (As an example) Coming out of the COVID period, the LRC underwent a period of rebuilding and growth. With the appointment of a Dean, the focus shifted to strengthening and expanding personnel to better meet student needs. This included hiring an additional librarian, adding classified staff positions, and expanding service hours. Together, these changes significantly improved the LRC's capacity to respond to increased demand and provide more consistent, accessible support for students than was possible during the immediate post-COVID period.
- Question: This looks like faculty prioritization process, could you speak more on that?
 - BW: Position requests can be made through the program review budget request process, but there is also an initial and faster pathway. When a vacancy exists and there is a need to fill the position, a supervisor may raise the request directly to their Vice President. The Vice President then brings the request to the SLT, where it is placed on the agenda for review and consideration.
- A Classified Staff member expressed that there is a significant difference in impact when classified positions are left unfilled compared to faculty positions. When a classified staff position is vacant, the work does not pause—the responsibilities continue and must be absorbed elsewhere, even though the work is critical to daily operations and direct student support. While there is an understanding of the hiring and approval process, the ongoing expectation to maintain services without adequate staffing has been a major source of frustration for the constituency.
- Question: How quickly does the re-ranking hiring process happen?
 - BW: We have just received '25-'26 requests and the list I showed you will stay in effect until the end of academic year. The list will get revised after this year, and we will have a new list next year. But, the request itself can happen very quickly.

- Question: When individuals retire, workload is still there. I know there's a conversation of a re-org, but if workload is already at capacity in other roles, what will be done??
 - BW: If it were me, what I would do is that by March we would know who is taking the work. There should be a quick evaluation of what position they're working to refill.
- Question: When will we get the new ranked list and will we be informed about that?
 - BW: We hope to have the ranked list to have prioritized list before we dismiss for the summer
- A Classified Staff member made a comment that unions can be here to help you if you're feeling overwhelmed, and if there's a re-org you can reach out to ACE
- Question: What is the 50% rule? It comes up as shorthand, but I've never read it. Could you point it out to me?
 - BW: On audit report, [50% law](#) refers to the rule that 50% of expenses have to be for in-class instruction, mainly faculty but also lab techs and is a requirement for all community colleges. People can find it under "50% law" by searching.
- Question: For vacated positions, the option of using a TEA has been raised. However, in cases where there is a ranked list and no permanent position available to fill, would a TEA still be an option? My understanding is that without a permanent position, hiring a TEA may not be eligible, could you clarify?
 - BW: TEA is temporary; people can put in a requisition without open hiring. If you look on FAQ on HR site it details requirements.
- A Classified Staff member made a comment that reviewing hiring criteria for administrations would be good to know as it might need more oversight.

District Academic Calendar & Cultural Religious Holidays (presented by Vanessa Santillan-Nieto & Chris Yang, Program Supervisor, DEI-B Initiatives)

The first day of instruction coincided with Yom Kippur, a major Jewish holiday. A [2022 resolution by Classified Senate](#) already addressed conflicts between the academic calendar and Jewish holidays. The issue is being brought to the faculty association, administration, and ASFC for input, with the faculty association meeting scheduled tomorrow. The discussion centers on how the campus can better honor religious and cultural holidays. Current engagement around religious identity could improve—not just at Foothill, but across higher education—as

recognizing these identities fosters a sense of belonging. Increased campus awareness and active engagement with diverse cultural realities is key.

~~Blueprint for Success: Goal 4.2 Foster a college culture of growth and engagement, providing employees with opportunities to thrive~~

Out of time

~~Committee Updates (AI Fellows, Tech Committee, IEC, etc)~~

Out of time

Announcements

- Danmin announced that they will be the one delivering student supplies after the bookstore closes and will probably order through Amazon, then directly deliver to respective division offices. **She requests that Classified Staff members lease help by giving your division office number (including building numbers).** Also, there will be a need to continue improving the process, and that there will probably be a need for a Smartsheet in the future.
- RFP process for dining services, right now using Pacific Dining—thinking of getting a classified rep to be part of RFP process to find good dining services
 - Christopher Custer voted to be rep for this
 - Approved
- This quarter's resume clinic is on Wednesday Feb. 4 on 12-2pm in 3600 in person and online via Zoom. If you're interested please sign up or reach out to Vanessa!