

MEETING MINUTES

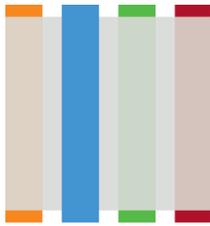
Date: May 21, 2021

Time: 1-3 p.m.

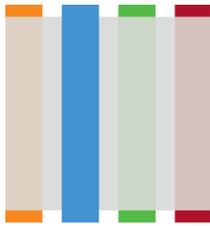
Loc: via Zoom

NOTES BY TOPIC

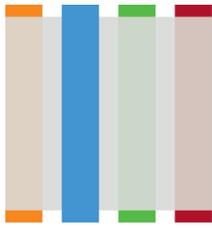
ITEM	TOPIC	DISCUSSION	OUTCOME	NEXT STEPS	*RESP
1	Land Acknowledgement Statement -- Revised	Simon read the new land acknowledgement statement, which will be attached to the meeting information for May 21, 2021			
2	RP Group – Darla Cooper and Kristen Fong	<p>For those not familiar with the organization. It is a non-profit company. Purpose: C&C hired them as external evaluator. They looked at what was listed in the handbook as the meaning of success and evaluated whether those had been met. In the six different bullet points, there is a great value of level of involvement. They also wanted to look at governance from start to finish, from agenda topics to counsel discussions and recommendations to the President and how all members feel included and able to participate in all those levels.</p> <p>Methodology - Approached with three surveys: student, employee, and faculty: With student survey - 466 students responded. Of the completed surveys, only 138 students had even heard of the four governance councils, which was 30 percent of those responding. Of the 138 who'd heard of governance, only 15 had actively participating. Working definition was to have attended at least two of the meetings. Of those who were involved, majority attended the Advisory Council meetings, seconded by C&C.</p> <p>Employee survey – online survey. They had 121 employees respond. Of those, 63 employees said they did not participate in any of the governance councils. 58 employees who did participate. Lots of participation from PT faculty. It was spread pretty evenly across the councils.</p>			



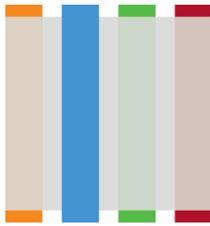
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		<p>Kathryn Maurer: Do you think that there is a problem with, for example, if there are 50 administrators and 13 participated but you have 500 faculty and 20, does that skew the perception of these constituencies.</p> <p>Dr. Fong: That's a great question and there is a limit as far as the evaluation side. There is going to be a little bit of that and that is why they wanted to dive in with interviews as well. They tried to do best to aggregate some of the findings in terms of voice but she understands where the question is coming from and she doesn't have a good answer to that.</p> <p>Last evaluation technique was interviews. Gave chance to dig deeper into the why. Only those that had said they participated were invited. 23 volunteered and 18 were selected. They tried to represent all the constituencies. Interviewed 1 student. As you review them, review them from lens of Foothill College.</p> <p>Looked at where the participants came from. It takes into account longitudinal span as well as levels of involvement.</p> <p>Plan of analysis: Did it in circular manner. After interviews, went back into the data and then came at analysis again.</p> <p>There was a great deal of people who were feeling neutral as to whether they felt they were being heard in their groups. 42% felt they knew the charge of their particular groups. There was a lot of problems with knowing who was in charge of what and the overlap. There was a missed opportunity in recruiting that was mentioned in employee and student surveys.</p> <p>Recommendations: Develop marketing and recruitment strategy. Missed opportunity. Invest in formal orientation and training. Refresh orientation folders and binders. Agenda topics – Variety of opinions welcomed – 64% of students and 50% of employees. Finding that people feel that whoever controls the agenda items controls the direction of the council.</p>			



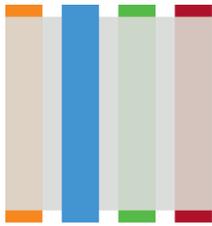
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		<p>Suggestions: Break down tasks given by President into bite-size pieces and tie it to an outcome. Designing agendas to make time for other agenda items. Create timeline to prioritize agenda items. To include students, consider quad chairs to include students in setting agendas. Job of facilitators should be to include everyone in discussion – will be easier when we are there in person. Need to create comfort in voting so people will vote the way they need to without feeling peer pressure. There should be a hierarchy like having Advisory Council as overall council that is above all the other councils the other three report to it. Sam Connell asked if Advisory Council was already on top. Kathryn Mauer responded that they are all horizontal.</p> <p>Sam Connell: Task force was developed to look at suggestions made. Was that recommendation from Drs. Fong and Cooper.</p> <p>Kathryn: These concerns were coming out in a lot of different spaces. Talking to Darla about using this data with the Task Force. Assumption that governance consists of four councils. The individual senates were excluded in this governance structure. Planning to have Darla help with task force to look at governance.</p> <p>Ellen: 12 p/t faculty have served on this governance structure but only 1 responded.</p> <p>Lene: Speaks again to compensation discussion.</p> <p>Jackie: What really resonated was the value of opinion and topics from classified. Classified feels pressure because there is so much that piles up when we are involved in Classified. Feel like classified doesn't have the time to have all the pieces so they are quiet.</p> <p>Josh: Experiencing reluctance from Classified to serve and it may not be causation but Senate is not able to get people to serve. It may be from burnout with the COVID but it is also from time restraints.</p>			



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3	Break				
4	Approval of April 23 rd Minutes	Minutes are uploaded as Draft to website and will be voted on next week for approval.			
5	Student Report	None			
6	Update on Service Leadership	<p>Martha: Study group has been formed – two meetings. Looking at what service leadership has been done in last few years at DeAnza and Foothill. Creating folder and adding to it weekly with all the things going on. They will create timeline. In folder are videos that Colber associates have created for us. They will meet next week.</p> <p>Colber: People are very passionate about this – they really care. How do we do it? Making a calendar to show everything. They will need to make sure they connect with Task Force to work with them. Showed folder that has been created. Have consultants working on faculty videos. Building a new culture. WE need to understand that this is organizational transformational effort. 70% of organizations don't make it. Have individual meetings next week. Doing work during meeting – having everybody write down what they're thinking so begin to construct calendar of what this is going to look like and how they're going to work on it through December 2021. https://drive.google.com/drive/folders/1nFP68VBSJsGWJmWRvZ4Lh5RoryuVH51?usp=sharing</p> <p>Laura: Does timeline include the next academic year? Don't want to have a summer drop-off.</p> <p>Colber: If they can put more time on it, they will. Right now, it's how do we think about next couple of months. Then, they can begin planning for next yer.</p> <p>Simon: Also, will need to look at budgeting.</p>			



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7	President's Report	<p>Incredible work done on Research Symposium. At the closing ceremony, she gave nod to C&C council for supporting that. There are 40 plus faculty mentors who gave so much to the students. Public speaking is very hard and students were producing in amazing ways.</p> <p>Thank you to tri-chairs for having that special meeting on May 3rd to get that vote for Task Force.</p> <p>Governance Summit: Do we want to do something like we did last year? Would like to speak up about they can help members better. There was also recruitment in the hour session for anyone who is interested in serving.</p> <p>Has been talking to Cabinet about clearing out calendars because people are so stressed out. To have governance colleagues lean in on what they want to see in summit would be really helpful.</p> <p>Laura: Thought that when we approved task force, she thought governance was taking off C&C's plate. Governance Summit would be under the prevue of Task Force.</p> <p>Thuy: Thought that Task Force would not be able to get their job done by September in order to rethink Governance Summit.</p> <p>Kathryn: There may be things that they can implement by next year. Governance Summit should be taken on by Task Force over the summer.</p> <p>Ellen: Should have peer-to-peer informal conversations/discussions so you can have some context for the next year.</p> <p>Lene: Need all of tri- or quad-chairs to do training, collaborating, etc. away from Summit. Create camaraderie.</p> <p>Thuy: May be good idea to move summit until October.</p> <p>Bruce: It may be that the "summit" is a series of shorter mtgs in September.</p>			



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8	Preparation for CORE, Governance Leadership, Academic Senate, and Classified Senate	Discussed above			
9	Reflection for 2020-2021 Wrap up	<p>Laura: Encourage all of us to think about it before the next meeting, which will be our last meeting of the year. How do we maintain</p> <p>Martha: Think about how this year went and have ideas of things you want to discuss, send to Tri-Chairs. This year was a good year as Tri-Chairs. Last year, came together as a group and discuss. That takes time to get settled into your role and try to move forward.</p>			

*Include the person(s) and or group responsible for next steps.

MEMBERS PRESENT

Voting

Tri-Chairs: Laura Gamez, Martha Rubin, Lene Whitley-Putz

Administrator: Betsy Nikolchev

Classified Staff: Jackie Lauese, Carlos Pacheco

Faculty: Bruce McLeod (FT), Ellen Judd (PT), Sam Connell

Students: Negar Bagheri, Iman Haq, Ria Vidyasagar, Jozephine Yen

Non-Voting

Ex-Officio: Doreen Finkelstein (IR), Gay Krause (KCI Director), Kathryn Maurer, Thuy Nguyen (FH President), Josh Pelletier (ACE President), Vanessa Smith (Marketing)

Recorder: Melia Arken

Facilitator: Simon Pennington

Guest: Milissa Carey, Kristen Fong, Darla Cooper, Craig Gawlick, Colber Prosper, Elias Regalado

Prepared by: Melia Arken