

MEETING MINUTES

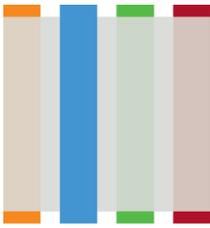
Date: April 24, 2020

Time: 1-3 p.m.

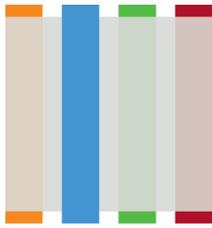
Loc: Zoom meeting

NOTES BY TOPIC

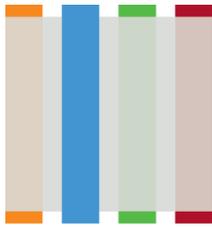
ITEM	TOPIC	DISCUSSION	OUTCOME	NEXT STEPS	*RESP
1	Governance Assessment Study Group Update	<ul style="list-style-type: none">Study group has not met because waiting on action for C&C. They have sent memo out.Memo was sent to Thuy and copied to all governance tri-chairs.Memo posted in C&C documents page.Scope of Work was based on committee's original charge so the scope of work does not reflect the current plan to change dates. The contractor has confirmed that she is able to go forward even if it goes until the next school year.Bret: At AC, they talked about budget situation.		Vanessa - will work with Craig to get information out in the Parliament to the campus.	Doreen Finkelstein Vanessa Smith - to put into Parliament



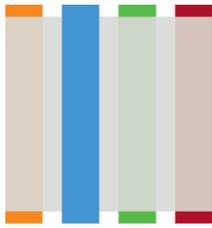
		<p>Plan B: if we didn't hire contractor. Could we have study group evaluate? What would we want to do if we wanted to save this money and use for something else.</p> <ul style="list-style-type: none"> • Simon: Biggest uptake has been in individually signing up for classes like physical education, CCAP classe. They will depend on agreements with districts. Students are signing up on their own now. Priority enrollment begins on May 6th. As long as they have their paperwork in, they should be okay since districts are usually closed in the summers. 			
2	Marketing Update	<ul style="list-style-type: none"> • The Marketing unit is trying to operate as normally as possible now that we are not in immediate crisis and response mode. Julie is working on website and live response team. • Bradley is working with ETS to update MyPortal. 	Vanessa: We didn't go quite as widely as we might have otherwise because we know we're offering a little bit less this summer. She is open to suggestions for help with maintaining the balance.	One thing that we can still promote is The Promise. We know it will still exist but we are not sure what it will look like in the future	Simon Pennington Vanessa Smith



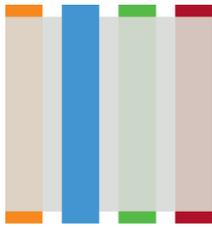
		<ul style="list-style-type: none"> • Vanessa: Right now, working on pushing summer schedule. Working on messaging and helping students to know what exactly that means. ETS is focusing on the Promise. • Bruce: Can auto email include other possible impacts of lower unit loads like student employment eligibility, etc? • Outreach have been moving forward. Janie had an ESL orientation last week.. Outreach has met with Gunn High School. They are doing a lot of Outreach Events. Day on Hill scheduled on May 9th. There has been a lot of interest in dual enrollment. 			
3	C&C During Crisis	<ul style="list-style-type: none"> • There is a sense that decisions are being made and that it's not 100% clear who is in the decision-making process. That is recurring theme. She did ask for some 	<p>Lene: There may be way to code messages since many adjunct are working with many different schools.</p> <p>Thuy: How can we do self-care? C&C has the community component so</p>	<p>Thuy - there is a great deal of stress on the part of students. It would be fascinating to have C&C make suggestions. There</p>	<p>Tri-Chairs Thuy Nguyen</p>



		<p>specifics. They haven't received any specifics on that yet. There are ongoing discussions going on about summer schedules and there are questions about who is making decisions.</p> <ul style="list-style-type: none"> • She has been speaking with faculty who feel that they are being contacted more than ever. • Laura: Issues that are coming up: Online Protocol for Zoom meetings and recordings of meetings and central place where these recording are kept. P/t are saying that they need more communication from bottom line. 	<p>how do we help others to help themselves so they can be there for the students.</p> <p>Bruce: Maybe we can create breakout rooms. He has group of friends who have been having morning coffee meetings. In Zoom world, he can touch base with them much more often. We can look at starting small. Things like gather five people who you share interests with. See where it goes and then see if there's ways to scale it bigger. By 5:00, he can be zoomed out. Maybe we create our own worlds and cross-pollinate.</p>	<p>are ways to meet other than Zoom.</p> <p>Sean - We could offer faculty classes in self-care and applying that to virtual classroom.</p> <p>Thuy: Work with tri-chairs to get a community building event like May Fourth. She will work with Simon to set that up.</p>	
4	President's Address	<ul style="list-style-type: none"> • Thuy: Would like to have committee address in memo why we are using an outside agency to do survey rather than I&R. There are other ways we could use the money if 	<p>Thuy: Until February had idea that IR was going to support what it'd done every year to do assessment of government.</p> <p>Debbie: This is a new governance structure and</p>	<p>Craig: Have tri-chairs chat with Doreen and Adrienne to revise memo.</p>	



		we decide not to use an outside evaluator.	the evaluations before had not been done about the structure but about the issues to take on. Doreen: It's not that IR isn't willing to do it and capable. It's a question about what is wanted from the evaluation. What are advantages of going to outside person.		
5	Graduation Planning Committee	<ul style="list-style-type: none"> Making sure that they have all voices represented and they were informed by student voice. Results of survey: response rate was 39% so they were excited about that. It shows graduating class wants to have say. Reschedule to in-person ceremony - 29%. Virtual in June with in-person later - 21%; virtual 18%. No ceremony - 24%. Overall, 50% favored in-person ceremony either rescheduled or with virtual. Had meeting last night and students are 	<p>Simon: Students definitely want to do live stream ceremony. They were mourning loss of in-person ceremony.</p> <p>Thuy: She was talking at Chancellor's meeting. Discussion about each graduate getting a graduate box. Have cutout of President. Drive-by graduation.</p> <p>Leticia: 56 graduates were interested in being part of planning.</p>	<p>Committee decided they would like to do virtual one in June and in-person later.</p> <p>Thuy: On June 26th, there will be virtual graduation and in-person one later. Did a thumbs up response of whether committee supported it and majority supported having both.</p> <p>C&C recommending to President that we have virtual and in-person. There is financial component so she will need to "marinate" on it.</p>	Leticia Maldonado President Nguyen's Office



		holding to wanting a ceremony.			
6	Budget Concerns	<ul style="list-style-type: none"> Lene: Just this week, in second half, it has bubbled up that people are really concerned about the budget. Part of the feedback is that people are really interested in hearing about the budget and having some mechanism for getting the information to people. 	Sean: If there can be pre-emptive communication if there are going to be budget/financial issues	Will discuss next meeting	Tri-Chairs

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

MEMBERS PRESENT

Voting

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

Administrator: Valerie Fong

Classified Staff: Adrienne Hypolite, Jackie Lauese

Faculty: Bruce McLeod (FT), Sean Negus (PT)

Students:

Non-Voting

Ex-Officio: Rick Edwards, Doreen Finkelstein, Debbie Lee, Lisa Ly, Thuy Nguyen, Simon Pennington, Elias Regalado, Michelle Schulcraft, Vanessa Smith, Bret Watson

Guests: Julie Caballos, Janie Garcia, Al Guzman, Liz Hunter, Leticia Maldonado, Mike Mohebbi, Karen Smith

Recorder: Melia Arken

Facilitator: Craig Gawlick