



## MEETING MINUTES

Date: December 4, 2020  
Time: 1:30pm-3:30pm  
Loc: Zoom

### NOTES BY TOPIC

ITEM	TOPIC	DISCUSSION	OUTCOME	NEXT STEPS	*RESP
1	Introduction (including Land Acknowledgement) Confirm recording permission for purpose of minutes.	<ul style="list-style-type: none"><li>• Welcome</li><li>• Poll regarding recording the meetings for minutes/recording purposes</li><li>• Kathryn: Even if we have a majority of people that vote to being okay with recording the meeting, I wouldn't want a decision to be based on that if some people are uncomfortable</li><li>• Janie: Thank you Kathryn for that comment, we will definitely continue this conversation when we have more time and will not make a definitive decision based on this poll</li></ul>	<ul style="list-style-type: none"><li>• Will discuss recording the meetings for minute taking purposes at our next meeting.</li></ul>		
2	AC Meeting Minutes: 11/6/2020	<ul style="list-style-type: none"><li>• Amy motions to approve the minutes; Kathryn seconds</li></ul>	<ul style="list-style-type: none"><li>• Minutes approved unanimously</li></ul>		
3	Students' Report	<ul style="list-style-type: none"><li>• No students available at the time of this agenda item</li><li>• Kathryn: Students made a comment to Academic</li></ul>			

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		<p>Senate regarding Governance meetings being held during Finals Week/Dead Week, I want us to be conscious of that</p> <ul style="list-style-type: none"> <li>• Janie: Thank you Kathryn. We definitely want to accommodate the students and will revisit this when the students join at 2:30pm today.</li> <li>• Priya: Had last Campus Council Meeting, passed some leadership scholarships and budget goals and student trustee full rights resolution</li> <li>• ASFC return to campus townhall, got a lot of great conversation/feedback; and what virtual services we want to keep; thank you to all who attended</li> <li>• January is Native American Heritage Month</li> <li>• Attendance for this week and next is difficult for students because of finals; please be mindful so that we have a fair representation and students are able to attend</li> </ul>			
4	President's Report	<ul style="list-style-type: none"> <li>• First, I want to give you a heads up, I was hoping to also inform R&amp;R, but their meeting was really substantive I didn't get to do my president's report.</li> <li>• R&amp;R and Advisory Councils both came together over the</li> </ul>			



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		<p>summer regarding the budget reduction and the decision around the hiring holds.</p> <ul style="list-style-type: none"><li data-bbox="793 451 1192 654">• You don't need a vote because you already said to lift the hiring holds and so my answer is yes, I will anticipate lifting partially some hiring holds of classified positions, administrative positions, etc.</li><li data-bbox="793 662 1192 1271">• I will give you a list of what they are because I'm speaking with cabinet in terms of needs and where we're at with returning campus, etc. in January, but we will start some processes in terms of hiring processes and start constituting committees, we need to start stabilizing with these vacancies or these interim positions; so heads up that I will be giving you the exact list in January, but I just want you all to know that I'm going to start that process now, and I feel like I have some comfort level to do that in light of your joint council vote</li><li data-bbox="793 1279 1192 1466">• Second is your assessment of the reorg that occurred during the budget reduction, my request is for you to place it on your January agenda, knowing that it won't be the first.</li></ul>			



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		<ul style="list-style-type: none"><li data-bbox="793 363 1192 899">• You may recall that I had sent a memo regarding the assessment of reorg, there were 10 areas; one around the hub, I've asked the deans to be in conversation with each other around an assessment of where we are on that; do we need to undo it and have division offices again and then where would the fund be and if not, then what can we do to further improve student support and help with the student support center, etc. you have the document, so please if you could agendize that</li><li data-bbox="793 907 1192 1273">• One of the things I'll do is in January when you agendize it, I'll give you my impressions of my assessment of it, and then have a conversation; I do really want your evaluation of our reorg. Back then, as you know it was going to be spring 2020, we did that you had asked for it to be Fall of 2020. But now, we have to get on that.</li><li data-bbox="793 1281 1192 1503">• Friendly reminder I know from your last joint council meeting during the summer you had talked about starting a process anchored from the Advisory Council around program elimination and creation; I want to get that</li></ul>			

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		<p>process going next year, 2021. One of the reasons is the DMS program, we would like for a process to be in place; if we're not able to have faculty, then it's essentially eliminated; you can use DMS as an example of the elimination process so that by the end of the academic year we can declare in a much more formal way that DMS would be eliminated, it enables us to inform the students about such program.</p> <ul style="list-style-type: none"><li>• Welcome, April Henderson new member of Advisory Council, administrator to sub out Kurt; Thank you so much for coming on to serve.</li><li>• Guided Pathway; there were two governance quality focused essays, one was around governance, the other one was around guided pathways; Advisory Council is going to be anchoring the midterm report; reminder that the guided pathway quality focused essay also needs to be done</li><li>• education masterplan 2030; I think what we could do is put in place a year and a half to two year process of deliberating on the equity education master plan.</li></ul>			

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		<ul style="list-style-type: none"> <li>I'll be working with the tri-chairs of Advisory Council to start putting in place some conversations and agendaing so we can start talking about our education master plan 2030.</li> <li>This kind of planning was already needed because of the fast pace of technology, but even with the pandemic and what post pandemic looks like at Foothill College is part of the vision of education master plan.</li> <li>Kathryn: Thank you Thuy for the update, it is very helpful to see your priorities</li> <li>Thuy: I always try to introduce some context when I speak to something; I will be really mindful in the future and set the context/stage; since the agenda is sent out earlier, I will open up for pre questions in case anyone has any.</li> </ul>			
5	Strategic Objective: Equity Timeline Update	<ul style="list-style-type: none"> <li>Thuy: Thank you for putting this on the agenda; context: Advisory Council develops the Strategic Objectives for the past four years, most years there have been four, last year there was five</li> <li>I try to be accountable to the college community to report on how we did</li> </ul>	<ul style="list-style-type: none"> <li>Josh: I make a motion that we revise the date the Equity Plan will be presented to the Board in February 2021 rather than</li> </ul>		

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		<ul style="list-style-type: none"> <li>• And last year around June I asked you if you would be okay if this year we could have just one strategic objective, equity, and I thank you for your agreement with that</li> <li>• Opening Day; strategic objective on the equity plan</li> <li>• Happy to report that we are building that culture, we aren't going to be fully satisfied but we are going in the right direction</li> <li>• We are now at the final draft, and groups are doing their first or second reads at this point</li> <li>• We are going to push for a February Board Meeting</li> <li>• Amy: The FA Equity Task Force were hoping to give back feedback by the 15<sup>th</sup> of January</li> <li>• Melissa: We have to submit to the Board by January 21<sup>st</sup> for the February Board Meeting; if possible before then that would be great, but we have up until the 21<sup>st</sup></li> <li>• Thuy: If we can have feedback before the 11<sup>th</sup> we will still go back to Senate before we submit to get affirmation; if FA would like to have an affirmation that would be welcome</li> </ul>	<p>December 2020 as its currently written</p> <ul style="list-style-type: none"> <li>• Amy: Seconds</li> <li>• Unanimously passed</li> </ul>		



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		<ul style="list-style-type: none"><li>• Priya: How will feedback to the plan be handled?</li><li>• Melissa: Any feedback we get we are incorporating it up until we submit to Board</li><li>• Priya: When will the final plan be released?</li><li>• Melissa: We will be sure to post up the final plan that we submit to the Board.</li><li>• Thuy: We had talked about an unveiling of the plan prior to the Board meeting so that there are no surprises</li><li>• Melissa: We are also looking to have individuals sign an affirmation to put their mark on the plan</li><li>• Kathryn: What is the ask of Advisory Council?</li><li>• Thuy: The strategic objective is housed with the Advisory Council; you could vote to change the presentation to the Board date to February 2021</li><li>• Thuy: E&amp;E will be doing a formal vote of approval of the Equity Plan</li><li>• Kathryn: Equity Plan is already getting feedback, would it be possible to get updated drafts as they are coming in so that we are always reading the latest draft.</li></ul>			



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		<ul style="list-style-type: none"><li>• Melissa: The feedback we have received has not resulted in major changes; we will look at how to release changes since it is a 56 page document</li><li>• Kathryn: I don't know if its possible to have a track changes way to present the document.</li></ul>			
6	Program Review: •Feedback collected. •Next steps.	<ul style="list-style-type: none"><li>• Josh: We pass our feedback along to IP&amp;B after we have reviewed and discussed</li><li>• Kathryn: New process this year</li><li>• Gay: The process is much more improved; a little more time at the end of the presentation to provide feedback</li><li>• Amy: The process is definitely improved</li><li>• Thuy: The point is for you to notice themes around programs so that we could help them; I would recommend that you write a memo to R&amp;R with the themes you noticed</li><li>• Kathryn: I would like to have a deeper discussion with IP&amp;B; I propose that members of Advisory Council meet with member of IP&amp;B to debrief; I would like to wait until Kristy comes back</li></ul>			




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		<ul style="list-style-type: none"> <li>This year we only heard from instructional programs; this year we are also incorporating student services programs</li> <li>Anthony: I think we should have a separate meeting when Kristy gets back; would like to have more of a townhall environment when discussing programs</li> <li>Amy: I agree that we wait until we have the January budget before we write that memo to R&amp;R</li> <li>Bret: We should have an update on the budget by the time Kristy comes back</li> <li>Thuy: You could also wait until the ones that present during Spring quarter and then you give feedback on the themes of both that ones that presented now in the Fall Quarter and the ones that will present in the Spring.</li> </ul>			
7	<p>Accreditation Study Group Charter</p>	<ul style="list-style-type: none"> <li>Kathryn: We approved the creation of a study group under Advisory Council to work on our Accreditation midterm report; at the time we approved it conceptually; it has now been fleshed out</li> <li>Elaine and Kelaiah thank you so much for figuring out how this group would work</li> <li>There is still work on how the relationship between this</li> </ul>	<ul style="list-style-type: none"> <li>Kathryn: Move to approve the document charter</li> <li>Second by Anthony</li> <li>Unanimous approval</li> </ul>		




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		<p>group and Advisory Council would work</p> <ul style="list-style-type: none"> <li>I would like for us to approve this document and hear from all of you on what you want to hear and see from the study group</li> <li>Anthony: Agendize for them to come in and give us feedback</li> </ul>			
8	Response to Open Letter to Foothill College Governance	<ul style="list-style-type: none"> <li>Josh: Haven't had the time to give the student letter the reading that it deserves; we want to make sure we don't miss the December 11 deadline; we wanted to share the response that we have drafted before we send it to them</li> <li>Honest response noted that we haven't had the time to agendize a response but will make a point to agendize it</li> <li>Abhi: There is so much going, but it would be great to get a date/timeline on when we would hear back from Advisory Council; if there is any update, it would be great to hear it</li> </ul>	<ul style="list-style-type: none"> <li>Janie: Thumbs up if you are okay with the tri-chairs coming up with a timeline of our response to this letter; everyone gave a thumbs up</li> </ul>		
9	Faculty Prioritization Background and process summary to date	<ul style="list-style-type: none"> <li>Ram: we received 18 requests to consider; everyone has the process document</li> <li>We are prioritizing ranking 5 today; outside the 5 there is one position which is the DRC Counselor position that</li> </ul>			




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		<p>will be funded with categorical funds; therefore it didn't need to be prioritized</p> <ul style="list-style-type: none"> <li>• Listed positions from 1-5 (Ethnic Studies, Vet Tech, Humanites, General Counselor, DRC Counselor)</li> <li>• Each member who participated in this discussion ranked the positions and that is how we came up with this final list</li> <li>• Priya: Is there a list of the 18 positions?</li> <li>• Ram: Yes, I can share that list.</li> <li>• Priya: If in the future we can have student input in this process that would be great.</li> <li>• Ram: We have an interim process for this year and are hoping that the final prioritization discussion include student input</li> <li>• Priya: Is this list then not final?</li> <li>• Ram: No the Council still has to vote and they decide what the final list being sent to the President is.</li> <li>• Laurie: for the psych services/mental health services grant, it is funded from now till December 2021 so we have that position that we welcome to make it tenure track beyond December 2021</li> </ul>			

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		<ul style="list-style-type: none"><li>• Thuy: So only a one-year grant</li><li>• Laurie: Yes</li><li>• Amy: Our job was only to prioritize the top 5 in this meeting and other concerns have come up</li><li>• Kathryn: Mindful of the tension we feel when we talk about faculty prioritization; we should already know how many positions we can go out for; prioritizing without knowing how many is challenging</li><li>• Janie: Ram will send me the full list of the request; will we have an additional meeting to continue deliberating</li><li>• Thuy: Process where the Council comes up with an agreement and sends the President a memo; why don't I just go with the current list preliminarily and I am calling it 5+1+1; 5 general fund, 1 categorial fund with the DRC and one grant fund, etc. so I can just make that distinction; let me go back to Cabinet</li><li>• And you come to me with a recommendation after your January 8<sup>th</sup> meeting.</li><li>• Kathryn: So no vote today.</li><li>• Ram: We can identify this as a first read, and we call your January 8<sup>th</sup> meeting a second read and I can join again.</li></ul>			



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10	Check-in for new remarks on Agenda Items 5 -9	<ul style="list-style-type: none"><li>No time to address this agenda item.</li></ul>			
11	Public Comments/Announcements	<ul style="list-style-type: none"><li>Thank you.</li></ul>			

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

## MEMBERS PRESENT

### Voting

Tri-Chairs: Anthony Cervantes, Josh Pelletier, Kathryn Maurer

Administrator: Kurt Hueg

Classified Staff: DanminDeng, Itzel Sanchez Zarraga

Faculty: Katy Ripp (FT), Amy Edwards (FT)

Students:

### Non-Voting

Ex-Officio: Thuy Nguyen, Debbie Lee, Ram Subramaniam, Teresa Ong, Bret Watson

Recorder: Veronica Casas

Facilitator: Janie Garcia

Julie Ceballos, Kathleen Armstrong, Falk Cammin, Brian Evans, Angela Su, Al Guzman, Tom Gough, Milissa Carey, Bruce McLeod, Brenda Hanning, Eric Kuehnl, Bruce Tambling, Melissa Cervantes