



MEETING MINUTES

Date: February 28, 2020

Time: 1:30 -3:30 p.m.

ITEM	TOPIC	DISCUSSION	OUTCOME	NEXT STEPS	*RESP
1	Introduction/Agenda Approval of Minutes	The minutes for 1/24/20 was unanimously approved.			
2	Student's Report	<ul style="list-style-type: none">• Working on voter registration.• Focus internally to make the best of what we can.• Has been supporting the Measure G & H as much as we can. Several students are committed to the campaign. Four days left.• Upcoming event (3/2/20) to distribute info related to voter registration, Coronavirus, fire, etc.• Added by Leo later, ASFC is interested in providing free legal services to students. Will consider working with FEI on this matter.			
3	President's Report	<ul style="list-style-type: none">• Appreciate ASFC for \$19k donation to the campaign• C&C mentioned ASFC would put up posters about Coronavirus information around the campus	Comment related to Coronavirus: Getting the flu is more serious than the coronavirus. Common misconception that this virus is more dangerous. Please wash		



		<ul style="list-style-type: none"> Chancellor sent out another email about coronavirus Another email will be sent out to students, telling them to take precautions. Will get more hand sanitizers on campus. Foothill College FEI was selected by the California Community Colleges Chancellor's Office (CCCCO) and the California Department of Social Services (CDSS) as a pilot site to host free immigration legal services. There are a lot of community college professors who have been encouraging students to stay on campus and get more involved in doing things on campus. Governance memo regarding Full-Time Faculty Hiring for Academic Year 2020-2021 was sent out. We are going to hire 6 full time faculty positions. Due to the additional retirement, we are going to hire one more Communications instructor. 	<p>your hands and stay at home if you are sick.</p> <p>Comment related to free legal services:</p> <ul style="list-style-type: none"> Betsy: The free immigration legal services will be every Thursday. She encourages everyone to spread the word. Foothill will be a pilot site, but De Anza students will also be welcome to attend our event. Legal immigration services will launch on March 12 with a keynote speaker from California Supreme Court Justice Mariano-Florentino Cuéllar. (Library Quad, Noon to 1pm) Elias: Great that this resource is going to be available to the broader colleges. Maybe we can get some help to develop legal materials to students to bring to their families regarding the current law (e.g., California DREAM Act) and clarify the misinformation. Suggestion was given that including this info on Canvas. Legal service will last through Oct 2021. This service is at no cost to the college. 		
4	<p>Program Review: Mr. Isaac Escoto provided an overview of the Advisory Council's role providing</p>	<ul style="list-style-type: none"> We had a few conversations about our role as advisory council members and what the process should be. Showed the visual timeline and due dates. 	<ul style="list-style-type: none"> Unanimously approved on the two meeting dates (April 24th and May 22nd). Will we have a dry run? – Yes. We can add the Program Review as a dry run to the 		



	<p>feedback on the PR presentations. The group will also vote on whether April 24 and May 22nd should be confirmed as the days for the various programs to present to AC.</p>	<ul style="list-style-type: none"> Presented Program Review 2019-2020 Appointment of Roles Form. Guidelines for preparing and presenting the template PPT to the Advisory Council. The presentation should provide the AC with the emergent themes, an overview about the college mission and an understanding of the individual program's areas of improvement as well as the overall weaknesses across all programs under review. Presenting also provides the program the opportunity to tell the story of the program's strengths and ask for the resources needed to continue great work. Time limit: 10-minute presentation and additional 10 minutes for Q&As. PPT slide template includes 4 parts: Programs Strengths, Actions for Improvement Identified, Data, and Resources Needed. Isaac showed one sample. We are not expected to read the whole program review. Link to the presentation slides https://foothill.edu/gov/council/meetings.html 	<p>March 20th agenda.</p>		
5	<p>Assessment of Reorganization</p>	<ul style="list-style-type: none"> After the phase II budget reductions and reorganization, it's important to come back and ask ourselves how it went, what 	<p>Comments related to the feedback of reorganization:</p> <ul style="list-style-type: none"> Questions to consider: A few major position changes: 1) 	<ul style="list-style-type: none"> Tri-Chairs and President will get together and share with the AC 	



		<p>we might need to think about, etc.</p> <ul style="list-style-type: none"> • 17.6 million District-wide deficit due to a decline of enrollment. • Bret reviewed the reorganization PPT slides in various organizations from phase II budget reductions and reorganization ppt. Asked for the feedback on whether the decisions were well made. • We had a few new positions (e.g., AVP of Student Services). How do we evaluate these new positions? • College had a guiding principle to minimize the layoffs during the phase II budget reductions and reorganization. • Finance division, was affected by the lack of Director of Facilities and FF&E Coordinator. But everyone felt like we were doing the best of what we could. 	<p>Director of Horticulture, 2) Dean of Apprenticeship, 3) Students Services should be under Exec VP or have separate VP of Student Services? Are those good decisions? 4) SFSC. These are good decisions? Or shall we undo them?</p> <ul style="list-style-type: none"> • Also, there is a budgetary consequence on our decisions. Reorg was the reflection of our budget reductions. • Thuy: Is it welcome to get feedback on assessment of reorganization? -- Comments were positive. It's essential for the healthy organization. • It's good that everyone is so mindful of not mentioning the names. • Plan is to bring the feedback on March 20 to the Advisory Council. • Three areas of changes: <ol style="list-style-type: none"> 1. The STEM division, now it includes PSME, Biology and Allied Health, what's that a good decision? If it's good to have a director of Allied Health? We can vote on it due to the feedback we received. 2. Should be invested on other ways, how to best situated the employees in the area? 	<p>before distribution. Then we can send.</p> <ul style="list-style-type: none"> • President will write a memo. • When we received the feedback on March 20th, what would you like to do as an Advisory Council? Would you like to report the feedback? • March 20 – Decide next steps. • Reorganization evaluation website will be available so that you can add your input. It's going to be anonymous. • When this is ready, we can send out and encourage everyone to provide feedback. This info will be added to the Parliament as well. • This topic is 	
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			<p>3. Assessment of Vice President's roles. If we need to have separate VPs for Instruction and Student Services? We vote and President will re-evaluate it.</p> <ul style="list-style-type: none">• On the feedback form, do we have very specific questions to ask about? It's a huge task for faculty to look at the whole reorg.• Need a specific list of questions. Should we change the feedback form to a survey style? Ask questions such as "Are you happy about new position? Happy with New VP? Why you think so?"• When we invite comments, also ask for solutions.• Ask "How can we improve this"? - We want to reflect.• Need an updated organization chart.• Provide a summary of reorganization for context. List bullet points about what we did on reorganization and then give space to provide feedback.• Students were asked if any changes have affected them or not. 1. Leo: No one has complained about budget cut. Students didn't feel it. Other than tutoring hours	<p>super important. It does increase the transparency. So we will move the next two agenda items to the next meeting so that we can have the last 10 minutes to continue talking about this topic.</p>	
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			<p>cut.</p> <p>2.Duye: Stem center hour reduced. A lot of students relied on that to improve grades.</p> <ul style="list-style-type: none"> • There are a fewer classes. Longer waiting list • DRC heavily impacted. How will losing those positions affect our students? 		
6	Review meeting norms Public comments	Everyone was speaking the truth. Thank you for everybody to speak. Have a great weekend!			

Loc: President's Conference Room 1901

NOTES BY TOPIC

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

MEMBERS PRESENT

Voting

Tri-Chairs: Isaac Escoto, Mike Mohebbi, Betsy Nikolchev

Administrator: Kevin Harral

Classified Staff: Itzel Sanchez Zarraga, Danmin Deng

Faculty: Name (FT), Name (PT): Preston Ni (FT), Amy Edwards (FT), Cheyanne Cortez (PT)

Students: Leonardo Blas, Duye Liu

Non-Voting

Ex-Officio: Bret Watson, Melissa Cervantes, Vanessa Smith, Elias Regalado, Thuy Nguyen

Recorder: Danmin Deng

Facilitator: Simon Pennington

Participants: Mayra Palmerin-Aguilera, Lené Whitley-Putz, Lisa Ly, Doreen Finkelstein



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