



## MEETING MINUTES

Date: Oct. 26, 2018

Time: 1-3 p.m.

Loc: 1901 (President's Conference Room)

### Item 1: Approval of Agenda and October 19 Meeting Minutes

Presenter: Simon Pennington (Facilitator)

Minutes approved.

Agenda changed to add a report back on the Textbook Cost Reduction memo to the Associated Students of Foothill College (ASFC) and the Academic Senate. Approved by consensus.

### Item 2: Presidents Report

President Nguyen provided a report back on the first "Thursday's Thoughts" on Equity Professional Development. An element of Thursday's Thoughts is to have a guest host and next month's guest host will be Pat Hyland, former Director of Equity and Employee Relations for the Foothill-De Anza Community College District. Suggestions for hosts, or interested volunteers may contact President Nguyen. Next month's topics will include Umoja faculty reflecting on the training they undergo to teach in the program, and the Asian Pacific American Network (APAN), a network of Asian-Pacific Islander (API) employees, who last year started engaging in identity story sharing and will be discussing that topic.

The first budget town hall for the 2018-19 school year happened on Wednesday, October 24<sup>th</sup>. President Nguyen looks forward to more feedback and campus engagement in the process.

President Nguyen also acknowledged and praised The Script's (Foothill's student newspaper) coverage on student homelessness, while informing Council of Institutional Research's new study being developed around homelessness and transportation concerns. President Nguyen, in particular, noted the information that students seek out Campus Police for information about campus and community housing resources.

Once a month, President Nguyen plans to host a brown bag session for campus community members that have participated in equity based professional development to have an opportunity to share with others what they've learned from the experience and to continue deciphering themes that will be useful in the development of Equity Plan 2.0.

### Item 3: Textbook Cost Reduction Memo

Presenter: Simon Pennington (Facilitator)

S. Pennington presented the memo to be sent to Academic Senate and ASFC. In light of a stated timeline for feedback for ASFC and not Academic Senate, A. Hypolite inquired as to whether timelines for feedback should be included or left out of the memo. J. Singh clarified how

Prepared by: A. Hypolite, 10/31/18



often ASFC meets. I. Escoto suggested February as an appropriate time for both bodies to provide feedback to Advisory Council. The idea of a survey for students was discussed. S. Hu provided different ideas on how to gather student feedback about textbook cost reduction ideas beyond traditional email surveying. B. Watson requested including a question on the survey about how/where students acquire their textbooks. President Nguyen reminded the committee that one of the goals of the survey is to capture feedback from students who are dropping classes because of textbook costs, and to keep that in mind when brainstorming about times during the quarter to administer the survey. She also noted the importance of ensuring that part-time, online, and underrepresented students are included in the outreach for the survey.

More points of information and ideas were generated about textbook usage and costs such as renting versus purchasing, purchasing books outside of the bookstore, the challenges in stocking the bookstore with older textbook editions at lower cost, e-books and other online resources, publicizing syllabi with course materials in a timely manner prior to the start of the class, and the value of knowledgeable instructors sharing information about how to acquire materials for low or no cost to their students. S. Pennington suggested incorporating the new feedback into the memo. I. Escoto suggested separating the new ideas from the information requests from the two bodies, and to keep a document with these ideas for later use.

**OUTCOME:** S. Pennington will revise the memo once more and bring it back to Advisory Council for a vote of approval.

Item 4: Restricting Online Class Offerings

Presenter: Simon Pennington (Facilitator)

S. Pennington opened the discussion by asking the committee to consider the implications inherent in even considering the question of limiting online class offerings. S. Negus mentioned the state's initiative around the 115<sup>th</sup> online community college and wondered in consideration of that, what was Foothill's mission around online education? Is Foothill trying to appeal to students further away or in the immediate service area? A. Cervantes pointed out that from his role as a Supervisor in Admissions and Records, students still don't understand the landscape of online classes. P. Ni acknowledged the existential question around offering online classes in a changing technological landscape and suggested that the conversation be about continuous improvement of online classes, rather than capping of classes. For A. Edwards, the quality of relationships that are developed feel better in face to face classes, and pointed out that for her discipline (Science) many lectures and labs need to occur in person. S. Negus stated the importance of having a mission for online education that seeks to address the concerns around community and connection that were being discussed in the meeting.

Other points to consider in the debate around the number of online classes and the quality of that education included: the flexibility of online courses; accessibility concerns around multimodal course materials and the difficulty of vetting and setting up these new materials without administrative or software support; and the financial viability of online classes (fill rate, productivity, etc.).

To close the discussion, President Nguyen pointed out that Foothill was the first community college to offer online education. Was this intentional? What is the college's value statement around online education (reiterating S. Negus' point)? She also noted that we have the highest success rates in the state for overall online course completion, as well as for students of color in online courses. However, she emphasized the need to be ahead of the trend instead of chasing the trend. These questions become important not only because it is a college identity issue, but because it is a resource issue. When the budget bounces back, where will the college refocus resources?



**OUTCOME:** No outcome was taken, as it was decided more conversation needed to occur before requests for information could be asked of different committees and departments.

Item 5: Phase Two Budget Reduction: Town Hall Feedback

Presenter: Bret Watson (Vice President, Finance & Administrative Services), Thuy Nguyen (President)

On October 24<sup>th</sup>, Advisory Council hosted a Town Hall for the Foothill Community to provide many of the same updates around phase two of the budget reduction process that was shared at this meeting on October 5<sup>th</sup>. New to the presentation was the inclusion of information around the due date for the Supplemental Retirement Plan (SRP) (due date, November 2<sup>nd</sup>), and the exclusion of guiding principle #8: program elimination, due to the lack of programs proposed for elimination for 2019-2020. Reductions will be implemented July 1, 2019.

President Nguyen reviewed the feedback. Some things that caught her attention: the plan to move a classified employee to ASFC (.25 FTE) had not been communicated to the student senate prior to the town hall; the 2<sup>nd</sup> was about ACE's request to not publicize personnel details of employees on the proposed reduction list, because what is submitted to the board on November 2<sup>nd</sup> may not be final. Thematic feedback from the website was mostly around: Temporary Employee Agreements (TEAs); professional development, food expenditures, etc. and the feeling that these activities feel a bit extravagant in "austere" times; ideas on how to generate revenue for the college; and trust and transparency--particularly with how and who makes decisions. Submitted feedback included a question about a statement written on "minimizing the impact of layoffs with a particular thought around racial/ethnic impact" and whether the college had standing to do so. President Nguyen spoke about the importance of calling out the perception of what occurred during the last layoffs with a number of African-American employees losing their jobs, but stated that the impact may end up being disparate anyway due to other impacts on the reduction list like retirements and bumping rights that are currently not within the administration's control.

C. Nguyen asked for clarification about what .25 FTE means. She reminded the body that the service support line item that was created last year for the next three years still requires a process that ASFC undergoes, and that whatever the outcome, it needs to be a sustainable solution. She suggested the need to explore back up alternatives beyond the three years in case the money runs out. S. Negus noted that given the nature of the college's dependency on part-time labor, that it be viewed as permanent work, especially with senior part-timers relying on those consistent offerings for income. A. Edwards commented that it's difficult to take a vote on supporting a reduction plan when ACE has requested privacy about the positions that are proposed for elimination. She also had a question around the revision of the budget reduction list once the SRP process is completed. President Nguyen answered that by December 10<sup>th</sup>, the SRP proposal would be submitted to the Board of Trustees. She would also like to present a re-organization once the SRP has been solidified and there is more clarification around which positions remain after that process. By January 2019, the College should have a better sense of the re-organization.

Some questions occurred around second votes and third readings of the budget reduction list, but it was decided that the budget reduction plan would go to a vote at the November 2<sup>nd</sup> meeting.

Public Comments/Announcements

None.



Meeting adjourned.

## MEMBERS PRESENT

### Voting

Tri-Chairs: Thuy Nguyen, Anthony Cervantes, Isaac Escoto

Administrator:

Classified Staff:

Faculty: Preston Ni (FT), Amy Edwards (FT), Sean Negus (PT)

Students: Sissi Hu, Jashandeep Chahal, Chelsey Nguyen (ASFC President)

### Non-Voting

Ex-Officio: Bret Watson, Vanessa Smith, Elias Regalado, Apurwa Baral

Recorder: Adrienne Hypolite

Facilitator: Simon Pennington

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