

Mission Informed Planning Council
March 3, 2023
President's Conference Room 1:30 – 3:30 PM

Attendees:

Simon Pennington, Josh Pelletier, Kennedy Bui, Bret Watson, Bernadine Chuck Fong, Jordan Fong, Skye Bridges, Saintra Thai, Ellen Judd, Valerie Fong (online: Janie Garcia, Fatima Jinnah, Stephanie Chan, Adiel Velasquez, Jerry Robredo, Voltaire Villanueva, Filippi Montes, Phuong Tran, Michelle Nguyen, Lisa Hills, John Fox, Phuong Tran, Chamu Palaniappan)

Information/Discussion Items/Action:

A. Run/Hide/Defend (Chief Acosta)

Chief Acosta was invited to provide information on the trainings available.

(Chief Acosta) Emergency Management – we are working to understand who is on each campus' EOC (and District offices). FHDA will provide the State online EOC trainings. This will take a few hours and provide certification for all participants. There will then be an in-person follow up training by the District PD. We would like a District EOC with folks from both campuses represented. Officer McCoy will provide the training. Four major components...Accounting and Finance/Operations/Logistics/Communications. An EOC is based around a physical location (the 1901 conference room, in this case). Regardless of the emergency, the same EOC team will be active. Training would need to involve getting everyone trained and then new folks, as they are hired, would be trained annually. Ideally, we'd organize a tabletop exercise once each year. (Watson) Looking at our current organizational chart, quite a few folks have moved on and we need to review the chart in President's Cabinet to agree on updates. (Bernadine Chuck Fong) Who organizes the campus-wide trainings for emergency situations? (Acosta) Purpose is to get everyone trained right now. Online and in-person followed by specific trainings for different situations...earthquake. (Jerry Robredo) Are all employees considered to be responsible for emergency service? (Acosta) Yes, but folks are not often aware of their responsibilities. (Janie Garcia) This is an issue as most folks are not properly trained and we need to engage in training and proper communication. Could these trainings be included in flex days and professional development workshops in the future? (Bernadine) How many training packages are there out there? (Acosta) Other than run/hide/defend, no. Just the EOC (Bernadine) What if there is a major emergency and we don't have EOC folks available. There should be training for everyone so people know what to do. We need training for all employees. (Acosta) We could offer similar trainings to run/hide/defend (Skye Bridges) Students do not know what to do, so it is important to provide them with the important information (Acosta) It is hard to organize trainings as very often folks do not show up. We are looking to schedule more virtual trainings. (Lisa Hills) Having come from a culture of safety in hospitals, we practice drills on a regular basis. In the 1989 earthquake, we were able to handle the situation because people knew what to do. We had automatically instituted a phone tree call that communicated with employees, ascertained their status, etc. This kind of training can be at a departmental level. A culture safety is now more important than ever and being prepared helps people know what to do and not be so vulnerable. Preparedness prevents a lot

of chaos! (Bernadine) A predictable schedule of training should be a matter of routine. At least, everyone should have an emergency procedures booklet. (Ellen Judd) We can make the drills part of a work day, so everyone is present to be involved. (Saintra Thai) Maybe we could have mandatory training for students every few quarters. (Bernadine) In summary, there is training for earthquakes, fire, and active shooters. (Chamu Palaniappan) I think every instructor should provide information in their classes on how they should act/respond if there is an active shooter or an earthquake. Students are generally just not prepared for emergencies. (Voltaire) If our instructors are using Canvas or Simple Syllabus, the information could be easily included and we should compensate adjunct faculty for participation in any trainings. (Amy Shannon) if we can get enough students trained, then we do not have to train every student as there is a 'follow the leader' mentality. (Kennedy Bui) I worked in middle school and we had many situations, but because staff were trained, everyone knew what to do. It is not too much to ask that everyone attend training. (Saintra) I appreciate instructors who take the time to list resources in their syllabi. A syllabus quiz could be a way to ensure everyone sees the information. (Skye) At my high school we did have an active shooter and folks did not act predictably or sensibly all the time. Trainings, even if they are tedious, will save lives. (Bernadine) Foothill needs to institutionalize mandatory trainings.

B. Planning for 2025 Fiscal Year (Bret Watson)

Bret provided an overview of the Student Centered Funding formula (SCFF). This is to look at the 24/25 year and beyond. The 24/25 year funding (including any COLA) will be our base year funding moving forward. Unless we grow under the SCFF moving forward, we will continue to be funded at the 24/25 level moving forward. 94% of our budget is salaries and benefits with just 6% covering B-budget (Bernadine) We should be aiming for 80-85% in salary and benefits. (Josh) Given all the cuts, how is it that we still have 94% and higher in salary and benefits? (Bret) There are fixed costs associated with employment which continue to go up. 25% of current positions are covered by the general fund. (Bernadine) Categorical funding can go away and many of the funds will continue to come in, but not with COLA each year. (John Fox) There was a state audit on our district that pointed out that we diverted FT faculty funding into part-time funding. Where have the funds been directed to? (Bret) We actually hired 5 FT positions and 9 FT faculty in the second round. The faculty prioritization process caused the delay. The college did what it was expected to do with the funding. The funds went into the district until we could hire FT faculty. Over 20% of the costs for part time faculty (1320 budget) is associated with FT overloads. (Bernadine) We are trying to secure as many FT faculty and staff positions in the general fund right now to prepare for categorical funding coming in without COLAs after July 2025. If we get 8% COLA from the State this year, could we perhaps use some of it to schedule more classes and cover extra costs. Can we also use the money to support our equity priorities, student services, and outreach. (Ellen) It is important to note that PT faculty are cheaper than FT faculty. How do we balance offering more classes and ensuring high fill rates (Bernadine) That is the biggest challenge! We are trying to grow enrollment and balance our budget. (Valerie Fong) Budget is the biggest challenge. Waiting lists are a useful tool that allow us to more accurately ascertain demand. (Ellen) So if we add more classes, we don't get paid more for those students? Surely more students is equal to more revenue? (Bret) Not at the moment. If we could grow beyond the 2000 FTES +/- the district needs, yes, but until then, no

as we are still under hold harmless. (Skye) If enrollment is affecting funding what is the delay between more students and more revenue? (Bret) We would need to hit the 2000+ FTES extra before we would see an increase in funding. (Kennedy) Are we close to basic aid? (Bret) No, and the COLAs are increasing our funding and costs (Josh) It is important to note that dual enrollment is a big part of our current and future enrollment strategy.

C. Raising the Muwekma Ohlone Flag: (Amy Shannon) We are planning to raise the flag and have been learning about flag poles, etc. ASFC issued a resolution on this and why it is important. (Chamu) We are working on an event to raise the flags at all four locations in the District. (Bernadine) Do we have consensus to order three weatherproof flags and we can do a quick read-through of the ASFC resolution (Chamu read the ASFC resolution). (Amy) There is another Ohlone tribe in the area. The Tamien nation does have claim over the same land as the Muwekma, although no one at Foothill has a working relationship with the Tamien. Flying the Muwekma flag does not invalidate the Muwekma claim. (Janie) What is the process here? Are we being asked to vote on this now? (Bernadine) Could the CS and AS put this on your respective agendas so we can get a consensus when we talk next. If the affinity group reps need to check back, please do the same.

D. Working Committees Reporting to MIPC (Bernadine)

We have the Mission statement, Buildings and Grounds, Ed Master Plan, and Tech Committees...any others? (Bret) We are forming a sustainability committee. (Bernadine) Bringing together the goals for the college does come to MIPC. Not sure that this group should be approving what kinds of trash containers we use, etc. (Jordan and Ellen) We do wonder about decision making and input on a number of issues. (Bernadine) I suggest we have an open forum section of every meeting to bring issues to the group to provide recommendations and oversight. (Ellen) Can we put the allocation of security funding on a future agenda? (Bernadine) We could schedule an overview of Measure G. (Janie) I have attended several presentations on Measure G projects, and I don't want us to involve Joel Cadiz as he is really operational and not responsible for the decision-making process.

Next Meeting: Friday, March 17, 2023 1:30 – 3:30 PM