

Mission Informed Planning Council
October 20, 2023
President's Conference Room 1:00 – 3:00 PM

Attendees:

Valerie Fong, Doreen Finkelstein, Kelaiah Harris, Adiel Velasquez, Simon Pennington, Josh Pelletier, Ram Subramaniam, Voltaire Villanueva, Ron Herman, Elaine Kuo, Stacy Gleixner, Joshua Agupugo, Nina Heywood, Bret Watson, Phuong Tran, Ron Herman, Doreen Finkelstein, Patrick Morriss (Online: Fatima Jinnah, Janie Garcia, Gay Krause, Lené whtley-Putz, Laura Wigod, Clifton der Bing, Nicole Nguyen, Mike Murphy, Kerri Ryer)

Minutes:

Approved

Public Comment:

(Patrick) Thank you for scheduling a break in these meetings.

Introduction of Members:

Lead by Adiel Velasquez

Governance Handbook Update and Evaluation of MIPC:

(Voltaire) Thank you to Janie for leading this work thus far with an online Jamboard. (Janie) The conversation is important. I have been involved in the creation of MIPC and we want to put more action into several things...Elaine recommended the creation of a handbook and to better understand which committees are missing. I remind your constituency reps to invite me to your meetings so we can better understand what is missing. (Voltaire) Thank you, Janie. The different constituent groups are wondering what happens after Academic Senate approve the new Mission Statement, for instance. (Doreen) I think we need the handbook first before we can evaluate. Once we know how MIPC should operate, we can then evaluate it. (Janie) I agree. The handbook should come first. (Valerie) Thinking through the lens of continuous improvement, is this how we are looking at this? (Voltaire) Correct. (Adiel) I believe the discussion was the overall Governance process, not just MIPC. (Valerie) I can see Voltaire's point. If MIPC needs to take a look at itself before we bring all the constituents involved. (Voltaire) I went to talk with Kathryn and she said MIPC was just one body and we imagined there would be other bodies. (Kristina) From my point of view, these conversations are serving as a self-evaluation and the conclusion is we need to better define MIPC. (Voltaire) That goes along with talking with the folks who developed MIPC. Ask them about their vision. (Kristina) we do not want to lose that history. (Adiel) I reached out to Chamu and Fataii who helped develop MPC to get their input. (Janie) I want to clarify that defining MIPC is part of a larger governance handbook. At the very least we need to better understand the other committees and their role. (Adiel) Does this mean we have two committees to take on this work? (Josh) There are many governance bodies on campus and MIPC is just a part of it. We should ask folks serving on these committees to define what they do. (Ram) About the handbook...many of the

parts already exist. For instance the Resource Allocation Guidelines and Program, review handbook. We might want think about accreditation standards' questions...there is one specific question in the standards that would guide us in how the handbook is written and what it contains. (Adiel) Do we want to do this in the fall or start later? (Doreen) The other Governance groups that have existed longer are better understood. MIPC is newer and less defined. You cannot define something if you do not know what it is. (Patrick) This kind of body is an advisory body for our president. What this group is, I hope, a group that would support President Whalen's decision making. On a previous governance body, the president given advice, and then that advice was ignored and not even acknowledged. What MIPC should be? What does President Whalen want from us? (Kristina) That is a great way to frame the role of this body. There is lots of work going on, but it is invisible to me. In other college councils, committees report and this will give shape to what we do here. Do we have a clear sense of the timeline? Does having a solid draft by the end of Winter seem doable? (Voltaire) Yes. (Elaine) If we start now, we might be able to do it. If we start in winter, I'd say Spring? (Kristina) Is Janie the chair of this committee? (Janie) Yes. For timeline, I am mindful that we have breaks coming in November. Getting the committee together in Fall and meeting a few times would be a good start. (Nina) If you want ASFC to appoint a member, let us know. Time is the main issue facing students. We need to know when the meetings take place. (Joshua) We need a formal mission statement for this committee, we can share.

Institutional Learning Outcomes:

(Kerri) Following Opening Day, we saw here was a lot of work to do on the ILOs. We are requesting that a committee be formed to work on the ILOs. (Kristina) The formal recommendation was to revise the ILOs and maintain an Equity lens throughout the process with membership from across the campus constituencies. (Kerri) We want to be as inclusive as possible. (Ram) Let us know if there is anyone missing. (Josh, Patrick, and Valerie volunteered). (Patrick). I trust Kerri will stay on the committee? (Kerri) Yes! ...this committee will be the ILO ad hoc work group. (Elaine) Will IR need to be involved? Yes...

Foothill 2030:

(Elaine) We wanted to make the presentation accessible to our college community (the presentation covers the Mission, Vision, and Ed Master Plan). This relates to branding, and "Why Foothill?" This study is helping us understand why we are here and why we do what we do as well as why students come to Foothill. The EMP is hopefully providing guidelines as to how we improve and achieve our goals for our students. We are already making progress on Foothill 2030...the mission statement will go to the Board by the end of November. (Voltaire) Thus far we have three leaders (Ajani Byrd, Elaine Kuo, and Voltaire Villanueva) and we need a student lead. We are identifying who will be part of the Vision group and the Ed Masterplan team. We value the student voice and we want to know how we should show up in student spaces. (Nina) We would like to include students who are not on ASFC as well. (Joshua) The best place to talk with ASFC is to come to a meeting. (Voltaire) We can come to an ASFC meeting to explain what we are doing with Foothill 2030. (Elaine) We should see if ASFC is interested in having a student as part of the core team. How will the 2030 group communicate out to the campus? (Kristina) There are two points here...how we communicate out the work and how we

get input. I can envision large Ed Masterplan plenary meetings to get the broadest amount of input possible. (Patrick) We have a model...the Strategic Vision for Equity...we have done this so we have an institutional model. (Elaine) For the Ed Masterplan team...we need additional administrative representation. My recommendation would be the three vice presidents. (Joshua) We'd love to have President Whalen come to ASFC as she has not been formally introduced.

Budget Presentation:

(Bret) – provided an overview of the budget cycle at the State level – we received an 8.22% COLA from the State. This money also carried over to most categorical programs, but not the SEA program (37 positions) or Strong Workforce (13 positions). Foothill has \$6.2 million from the COVID block grant. The state has a \$31.5 billion deficit. The State cut our deferred maintenance allocation. The tax deadline was extended to 11/16, so we do not know the health of the State's finances. There are all sorts of funds that we use to organize our budget. Foothill has \$57,998, 545 for 23/24. 66% of the budget is at the colleges and 50% of that must be spent on instructional costs. Of our money, 94% of costs are taken up by salaries and benefits. The remaining 6% is the discretionary budget. We have accumulated a carryover to help cover extra cost for one-time expenses. In 2022/23 we allocated \$1.3 million to schedule more classes (mostly 1320 – PT faculty salaries). We also have additional costs for stipends and reassigned time. Fund 115 is self-sustaining. There is revenue being earned and the direct expenses for these programs are paid from the Fund 115 budget. We have various other categorical (restricted) funds. The total of all funding for Foothill is \$80.65 million dollars which pays for 380 employees. Enrollment has been down over the last 14 years. We need to restore 3200 FTES by July 2025. After that, we'll receive no extra money even as our expenses continue to rise. The college has spent money to add more classes in 2022/23 and 23/24 using categorical funding whenever possible. (Nina) For the Federal work study fund, 7% goes to the campus community? (Bret) Most of the money goes to funding on campus. (Kristina) if Salary and benefits is 94% of our budget, what is the best practice for this number? (Voltaire) 85% (Bret) Yes, a healthy percentage is around 85%.

Tech Committee:

(Zach) It is nice the committee is actually reporting out to MIPC now. Last year was a rollercoaster, but we are more structured this year. We met last Wednesday. We are reviewing our draft plans from 2022. There are five main areas, Equity, Sustainability, Transparency and Inclusivity, Innovation, and Centering People...We are reviewing goals in each category and we focused on equity in our last meeting. Wifi... (Bret) We are using HEERF dollars and now Bond money...(Zach) We thought if it made sense to recommend putting Wifi to focus on Lots 1 and 4, where most of the activity is. We also discussed Wifi issues on campus...we have lots of Chromebooks which have Wifi issues and Chromebooks cannot run code. Is it worthwhile to support these devices? Would it be better to purchase cheaper laptops that have more functionality. (Gay) How does the Tech Committee relate to ETS. We have ETS reps on the committee to provide District feedback. (Lené) We are not changing the process for requesting technology right now. As we continue to work with ETS we are hoping for a revised process for all technology needs. (Fatima) Thank you, Zach for presenting on technology. How do we get

some of our ideas to you all to be presented? I am working on a system for automatically awarding degrees...is there a formal process for getting support from ETS. (Ram) What you are talking about is more Banner related. (Lené) The Tech committee is making recommendations on both hardware and software. (Zach) We have discussed the need for a process to keep track of different divisions purchasing similar software. (Bret) There should be eyes in the Tech Committee to review the program review budget requests for tech. (Zach) We started to talk about the Tech Ambassadors again...is that a program that we can staff with students again? There are questions we don't have answer for. We did talk about technology and disproportionately impacted students to find data on how Tech is affecting our student populations. (Lené noted that Central Services does do a survey every few years). (Patrick) I heard Zach ask for information on how technology/or lack thereof, affects disproportionately impacted students. That experience lives with folks like our learning community coordinators whose work can inform this question. (Voltaire) Do we know if our students want to work in the carparks? We need to know these answers.

For the Good of the Order:

Meeting adjourned at 3:01 PM