

**Leadership Council on Governance Redesign Notes**  
**January 24, 2018**

Present: Amy Edwards; Paul Starer; Anthony Cervantes; Craig Gawlick; Lauren Balducci; Erin Ortiz; Denise Perez; Isaac Escoto; ~~Katherine Schaefer~~; Brendan Mar; ~~Danya Adib~~; Eoin O'Farrell; ~~Chinwe Idika~~; Marcel Vermeer  
Thuy Nguyen; Andrew LaManque

**I. Discuss the idea of a set meeting schedule**

They discussed the idea of having a consistent meeting schedule. For example each of the 4 committees would meet on the same Friday of the month (e.g. Community would meet on the first Friday of the month). This might allow more observers to join. We might also consider Zoom for observers but members might be required to meet in person. The group thought it was important that the new schedule be widely advertised.

**There was consensus on Friday afternoon**, though some members mentioned the meeting would need to be coordinated with existing meetings such as Chancellor's Advisory Council or Division meetings. The proposal will be brought to the various constituent groups for additional feedback.

**II. Review timeline**

For next steps, the following timeline was proposed:

February:

- Outline of new Governance Handbook drafted and shared with PaRC for feedback.
- Governance Council will consider PaRC and other constituent group feedback (shared with Senates, Division meetings, etc).

March:

- Town Hall
- Governance Council considers feedback

April:

- Final recommendation from PaRC

Appointments for the fall should be made during the spring quarter.

During the Governance Summit in the fall there will be an orientation and all committees will have time to meet separately. There will likely be a budget briefing and information for the year including the strategic objectives.

**Consensus was reached on the general timeline.**

### **III. Handbook**

Items to be included in the Handbook:

- Whether Zoom attendance will be allowed with reason.
- Consider whether proxy representatives will be allowed.
- Should students be a chair (Quad)? There were some reds and yellows with questions and concerns. Group agreed to consider at a future meeting.

The group began to map out the monthly timeline for what each committee would address, noting that some items were sequential – with one committee passing its recommendation in writing on to another committee.

They briefly considered what changes might be needed in Program Review for Governance. The group agreed to revisit at a future meeting.

### **IV. Critical Decision-making items for Governance**

- Faculty Hiring
- Resource Allocation - B Budget
- Program Creation or Discontinuance
- Strategic Objectives
- Assessment of Accreditation Metrics - Institutional Standards- Annual Report
- Review Mission Statement
- Engaging with college Planning (Education Master Plan, Technology, Facilities, Sustainability, Integrated Plan, Equity), including assessing progress.
- Program Review – based on Educational Master Plan (move through committees like a Bill in Congress).

What does **not** get included – operational activities.

## Operation of Committees

- 1) Every recommendation must be in a memo in writing. President writes back to the committee. (**Consensus support**)
- 2) Committees will have a trained facilitator (Foothill employee). (**Consensus support**)
- 3) Facilitator will not be a member of the committee.

Discussion – should facilitator be one of the chairs?  
(no consensus reached – item for future discussion)

Jan 24 - Mtg  
mid Feb - Andrew + Tracy  
Feb - Park & Check-ins  
of Constituency  
(Divisions) groups  
Late Feb/March → LC mtg  
March → Town hall  
mid April → Park C  
April → Park C  
April/May → Appt

## Critical Decision

- Faculty Hiring Priority
- Resource Allocation  
(B-budget)
- Program Creation / Discontinue
- <sup>Annual</sup> Strategic Objectives
- Accreditation metrics  
annual report  
institutional standards
- plan approvals
- review mission statement
- program review