



MEETING MINUTES

Date: Nov. 30, 2018

Time: 1-3 p.m.

Loc: FH Altos Room 2019, Zoom Meeting ID: 128 486 908

Prepared by: Pauline Brown (Recorder)

NOTES BY TOPIC

ITEM	TOPIC	DISCUSSION	OUTCOME	NEXT STEPS	*RESP
1	Roll Call & Approval of: October 19 th Meeting Minutes & Meeting Norms Request to record meeting (to facilitate minutes)	Facilitator shared meeting minutes and norms with committee prior to November's meeting Just for Facilitator & Recorder's benefit – request to destroy after	Consensus on Approval Consensus to Adopt Committee agreed to recording during meetings	Post meeting minutes and norms on Governance website Need to clarify which device will be used (recorder or video?)	Facilitator Recorder
2	Committee Agenda Review Context: Review of prioritized questions for R&R Committee (discussed at previous mtg), including crosswalk of categories (Funding, Facilities, Planning)	Facilitator recapped the crosswalk of categories to determining President's proposed questions for the year			
3	Integrated Planning & Budget (IP&B): Resource Request Form 2019-2020 Annual Budget Request Form (draft) Annual Budget Request Form Approval Timeline Context: First read of draft form last meeting; review of full draft	Committee paused the program review process to revamp/review the 19-20 Annual Request Form & Timeline Clarifications:	Original timeline for feedback to IP&B has been adjusted to complete process by the end of the term Questions for IPB:	Take R&R questions/feedback regarding Annual Budget Request Form (draft) to IPB (K. Lisle) Confirmation on form being online for 2018-19 cycle?	Tri-Chairs (Hueg) Facilitator

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3	this meeting; feedback to be collected	- This form is for requests that cannot be supported by current B-budget for unit/program. - B-budget was clarified as operating expenses beyond fully time salaries and benefits; amount is allocated to units/programs annually by the college. - For instructional units, typically full-time faculty (who are also participating in the program review process) will complete this annual form. For student services/administrative units, classified staff and/or administrators will complete this form. - Should the budget resources being requested are in support of a grant, a separate discussion with the AVP Finance & Admin Services may be needed (e.g. due to whether the college needs to match funds). Program review will occur through a separate (although related) process. Comments & Concerns: - Tri-chairs shared that it may be up to the R&R committee to identify the process by which decisions on funding these various requests occur	- Include reassign & release time requests do not appear on form - Identify contingency request protocol in case of emergency questions will take to IPB - Insert web link to college strategic plan where form refers to plan - Revise language in professional development section as follows: Identify how you will measure the impact if this activity is funded. Change “success” to “impact” for alignment with subsequent PD-related prompt - Identify contact person(s) for each type of budget request for support - Identify how programs/units should demonstrate equipment requests and other “costs of doing business” requests be discussed in form is no clear alignment with strategic plan can be identified. - Identify support for part-time faculty should they be tasked with completing this form for their program	R&R will need to discuss/establish process for reviewing resource requests (including timeline and members)	

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		(previously this operational process occurred in the Operations Planning Committee, now defunct) • Members expressed the length of the form being too long • Programs that are all Part-Time Faculty? • The form addresses all of the questions that would be in OPC Form was approved by consensus with feedback to be shared with Integrated Planning & Budget (IPB)			
4	Full-Time Faculty Hiring Context: As part of apportionment funding for new FT faculty, R&R needs to decide whether to approval up to 6 position for hiring coming academic year	Annual funds from the state to hire full time faculty (for CA Community College system) • State allocated \$50M for faculty hiring • System goal of maintaining a 75/25 FT/PT ratio • FHDA is in compliance with FT/PT ratio and the Faculty Obligation Number (FON) • FH's allocation = \$462,378 • DA's allocation: ~\$700K State estimates an average of \$77,063 per full-time faculty but FHDA average costs is closer to \$99,543. Should six (6) full-time faculty positions be opened, potential	Committee has passed the recommendation to hire six (6) FT Faculty for 2019-20. The 2018-19 allocation will be applied to the 1320 funds. A recommendation memo will be sent to the College President and the other governance groups will be copied.		Facilitator Tri-Chairs

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		district costs could be an additional \$135K. Should five (5) full-time faculty positions be opened, potential district costs could be an additional \$35K. Proposal by B. Watson is that college should use the 2018-19 allocated funds for PT faculty (1320 fund) and start FT hiring process for 2019-20 academic year (start date of Fall 2019). Discussion highlighted: • Possibility that the Supplement Retirement Program (SRP) results (District currently analyzing potential costs) could affect FT openings/costs and impact on 1320 funds (PT costs) • Possibility that not all solicited FT faculty positions will fill • Possibility that by hiring max number (6) of FT faculty, could reduce ongoing impact on 1320 funds Committee agreed by vote to apply 2018-19 funds for 1320 (PT funds) and start the process for hiring six (6) FT for 2019-2020 academic year.			
5	Bookstore Budget Context: The Bookstore has been running a deficit; R&R has	Presentation by B. Watson regarding Bookstore budget	R&R Committee approved by consensus formation of bookstore budget study group	Committee would like to have a recommendation by May 31, 2019	Watson

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	been asked to make a recommendation about possible next	Question: What should occur with the college bookstore in light of deficit (from President's Office to R&R) Presentation discussions: • Bookstore generated a deficit over past seven (7) years with the net loss hovering around \$100K over the past three (3) academic years • Bookstore budget supports positions beyond those who work directly in the bookstore (2 FTE-1 Admin, 1 Classified-and TEAs/student workers) by paying a percentage of those salaries (1@FH; 3@CS) • FH has significant online population and that may have an impact on bookstore use Proposal by B. Watson to convene a study group.	Study group potential membership should include those individuals employed by the bookstore and those who have high interaction with this service Study group chair: Bret Watson	Study group should be sent out to all four governance committees, Academic Senate, and ASFC. Classified Senate participation will be identified via positions who work at the bookstore or whose responsibilities interact with the bookstore Communication to ASFC for student interest (D. Small, C. Nguyen) Communication to Academic Senate (I. Escoto) Communication to governance (Facilitator/Recorders of the three other groups)	Facilitator
6	Student Equity & Achievement (SEA) Program Context: Three categorical funds have been combined into one block grant; overview provides information regarding changes and funding updates	Presentation by B. Watson regarding the merging of the basic skills, equity and student success and support program (3SP) categorical funds. Historically, 3SP funds represented largest portion—over \$3M in past three years, with almost \$1M (~\$800K) allocated for equity and about \$250K supporting basic skills. Reviewed funding formula, amount allocated to college	Information item for members to discuss and ask questions		



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		and broad spending categories. Discussion about future funding formula (TBD for 2019-20), especially as the definition of basic skills is changing in light of AB705 (increasing access to transfer-level English and Math) and alignment with the Student Centered Funding Formula (SCFF), especially with focus on access, equity and success.			

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

MEMBERS PRESENT

Voting

Tri-Chairs: Kurt Hueg (Admin), Denise Perez (Classified), Eric Reed (Faculty)

Administrator: Lori Silverman

Classified Staff: Josh Pelletier, Julie Ceballos

Faculty: Sara Cooper (FT), Bruce McLeod (FT), Natalie Latteri (PT), Kathy Perino (FT)

Students: Nathan Lutz, Kalina Kuneva, Serena Phanitdasack

Non-Voting

Ex-Officio: ~~Brenda Davis-Visas~~, Jordan England, Elias Regalado, Bret Watson, Kristy Lisle

Recorder: Pauline Brown

Facilitator: Elaine Kuo

Guests: Romeo Paule

Foothill College Mission Statement

Believing a well-educated population is essential to sustaining and enhancing a democratic society, Foothill College offers programs and services that empower students to achieve their goals as members of the workforce, as future students, and as global citizens. We work to obtain equity in achievement of student outcomes for all California student populations, and are guided by our core values of honesty, integrity, trust, openness, transparency, forgiveness, and sustainability. Foothill College offers associate degrees and certificates in multiple disciplines, and a baccalaureate degree in dental hygiene.

Prepared by: Pauline Brown, Recorder



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2018-2019 Strategic Objectives (E2SG)
Equity, Enrollment, Service Leadership, and Governance