



### MEETING MINUTES

Date: Dec. 6, 2019

Time: 11:00 a.m.-1:00 p.m.

Loc: FH President Conference Room 1901, Zoom Meeting ID: 128 486 908

Join from PC, Mac, Linux, iOS or Android: <https://cccconfer.zoom.us/j/128486908>

Prepared by: Asha Jossis (Recorder)

#### NOTES BY TOPIC

ITEM	TOPIC	DISCUSSION	OUTCOME	NEXT STEPS	*RESP
1	Approval of 8 <sup>th</sup> & 22 <sup>nd</sup> Meeting Minutes	Approval of November 8 <sup>th</sup> Meeting Minutes	November 22 <sup>nd</sup> not approved	Review for Approval January 17, 2020 Meeting	
2	<a href="#">Film, Television, and Electronic Media Certificate of Achievement</a>	Should R&R be looking at Certificates? Add an agenda item as to R&R role regarding approval of certificate. R&R should look at it only if additional resources are needed for the program. R&R should not be looking at the resources that should be the Deans. It should go through some other process. It could be announced for information.  If the program is asking for money, is it our task to find the money. It could through a resource request which we have a different process. This should be just an information item and we have no role in approval.	R&R approved of the certificate	Pauline will inform Kay Thornton it was approved.	Brown



ITEM	TOPIC	DISCUSSION	OUTCOME	NEXT STEPS	*RESP
		<p>faculty have complained that there is not closing of the loop. It's slowing down the process. No one is getting back to faculty to letting them know the final outcome.</p> <p>C&amp;C trying to form study group for the governance and this would be a good item for them to look at. Especially with having to go through every governance group.</p> <p>It's a disadvantage that the programs approval need to come through all these groups after they have been approve by curriculum committee.</p>			
3	C&C Governance Study Group	<p>Informing another committee to evaluate the governance's structure.</p> <p>Visit from IE Guide group, they recommended use money to hire some outside people to help the college with evaluation. The money granted to the college should be use to look at the governances redesigned.</p> <p>The C&amp;C Council recommends the formation of a study group focusing on the evaluation of Foothill's governance. The Study Group will be comprised of at least 1 and no more than two members of each governance council and members of Institutional Research.</p>	Kathy Perino volunteered to be the contact person for R&R.	Kathy Perino will reach out to Jordan Fong for more detail information regarding the responsibility of this new committee.	Tri-Chairs

ITEM	TOPIC	DISCUSSION	OUTCOME	NEXT STEPS	*RESP
		<p>The study group would convene in the Winter and Spring quarters and focus on the following activities:</p> <ul style="list-style-type: none"> <li>• Review of the data from the 2018-19 mid-year governance summit</li> <li>• Create an evaluation rubric based on a set of recommended criteria from C&amp;C</li> <li>• Work with Institutional Research to design research approaches/methods</li> <li>• Work with IR to collect data</li> <li>• Evaluate the data</li> <li>• Recommend solutions</li> </ul> <p>The C&amp;C Council asks each of the other governance councils (E&amp;E, R&amp;R, and Advisory) to identify members to serve on this Study Group. Please, share this with your council members and have those interested contact any of the C&amp;C Tri-chairs for more information.</p>			
4	<a href="#">2020 Annual Legislative Conference:</a> January 26 – 27 (Sunday & Monday)	<p>Community College League set their legislative goals for the next year. It's the kickoff of the lobby season.</p> <p>They run good workshops on Sunday and Monday is where you meet your local representative and talk about what we want to</p>	Sara Cooper, Josh Pelletier, Julie Ceballos and/or Bret Watson and Elias Regalado.	Pauline will inform Veronica Casas Hernandez so she can register the R&R members. Bret/Elias will inform Veronica which will attend.	

ITEM	TOPIC	DISCUSSION	OUTCOME	NEXT STEPS	*RESP
	Sacramento Sheraton Grand	<p>see in the coming budget year.</p> <p>Faculty Associate of Community college and they basically follow the same format as the Annual Legislative Conference. Also a lot of students from FHDA attend. This year we have 15 students FACC.</p> <p>Student trustee attend for the Annual Legislative Conference. Some training need to be for the students when talking with our local representative.</p>			
5	Facilities Master Plan (FMP) Update & Bond Project List <ul style="list-style-type: none"> <li>• <a href="#">Facilities Master Plan Draft 11/22</a></li> <li>• <a href="#">Bond Project List Draft 11/22</a></li> <li>• <a href="#">Memo Re: Foothill College FMP Update &amp; Parcel Tax Election</a></li> </ul>	<p>Bret incorporate the revision.</p> <p>The bond list for FH, De Anza and District will be reviewed. We come up with a list of projects, sell the bonds based on the list. And will build based on the list and the repeats for the next projects. The only line kept at a \$0 balance was allied health. It was also put on the Facilities Mastered Plan. The first issuance of the money will be January 2021.</p>	<p>Parcel Tax and Bond went to Board of Trustee and was approved.</p> <p>Paperwork has been filed or in the process to be filed for the March 2020 Ballot.</p>	If the Bond is passed. The board will approve of the project list for the issuance of the bond based on priority.	Watson
6	Committee Agenda for 2019-20	<p>Prioritize the Topics for the R&amp;R Agenda.</p> <p>Evaluate the Technology Plan on its effectiveness, and allocate resources. Evaluate the Sustainability Plan on its effectiveness, and</p>	Lena Whitney-Putz, Mike Murphy, Paul Spzonar and Allison Meezan currently serve on the district ETAC meeting. Plan is due June	Facilitator Joe Moreau and verify if Lena Whitney-Putz, Mike Murphy, Paul Spzonar and Allison Meezan serves on	Tri-Chairs

ITEM	TOPIC	DISCUSSION	OUTCOME	NEXT STEPS	*RESP
		<p>allocate resources. Make recommendations by June 2020 for incorporation in Education Strategic Master Plan 2030</p> <p>Division of Student Success and Retention best serves students and faculty if not finalized does R&amp;R want to be in the discussion. There is physical aspect and the position for the Dean that R&amp;R needs to review. The Director of BH was eliminated and hire Dean at the same cost.</p> <p>What should be the college policy/practice on College Promise for first-year and second-year students</p> <p>Develop a timeline for the new Program Review process for budget requests to be reviewed and approved annually (in addition to the 5-year Program Review request).</p> <p>Evaluate the Governor's Budget Proposal &amp; recommend a college advocacy position.</p>	<p>30, 2020. Need to be discuss on the January 17, 2020 agenda.</p> <p>If the decision was approved to hire Division of Student Success and Retention Dean without R&amp;R review, we need to draft a memo to President asking if R&amp;R need to review.</p> <p>College Promise, we need to discuss what the results from previous years were. Need to revise the plan so we will not send back money. We can use the funds for other services but we need to use it by June 30, 2020. Need to be on the January 17, 2020 agenda.</p> <p>Funding and how it relates to Program Review. Prioritize for March 2020 R&amp;R meeting.</p> <p>SFSC – Facilities space is not available. – put on April 2020 Agenda.</p>	<p>ETAC and then invite them to our next R&amp;R Meeting for Discussion of FH Technology Plan.</p> <p>Facilitator MEMO to president regarding R&amp;R feedback for approval of the new position Division of Student Success and Retention best serves students and faculty.</p> <p>March 2020 Meeting will be a discussion on program review for those who went through the process</p> <p>-Budget Presentation in February 2020. Also, Perino will give the FACC update and we will also get the Annual Legislative update.</p>	

ITEM	TOPIC	DISCUSSION	OUTCOME	NEXT STEPS	*RESP
			Annual Budget Meeting in January and will get the update. Bret gives update on the Budget to R&R in February 2020.		
7	Annual Budget Resource Request	Deans and administration working with finance groups to answer questions. What is operational versus what R&R needs to get involved? Deans will serve as the first filter and if Deans are having trouble then Finance will get involved to help prioritize. Staff position request need a process.  18/19 Annual Budget Recourses Request Denied	After deans review the request and then the study group will review and moved to R&R for approval.  18/19 Annual Budget Recourses Request must be resubmitted if denied.	Annual Budget Resource Request will be on March 2020 Agenda.	
8	Bookstore Study Group Update	President Campus Bookstore Consulting – Conference Call Talked about the recent performance over the last few years, staffing and physical locations.	If contract with them maintain the current model, improving current model. Hybrid model, or complete leasing of the bookstore to third party. Pros and cons of all suggestion. Analysis will include visiting the bookstore on three different occasion. They want to come our busiest week. Which is the first week of Spring. If we can get a contract in place by winter and they come to R&R for presentation. They are independent company they have no ties to any parties. They have worked with colleges and	The study group will continue with the moving forward with the bookstore analysis.	



ITEM	TOPIC	DISCUSSION	OUTCOME	NEXT STEPS	*RESP
			university in 43 states. The cost will be \$20,000. We are going to send them financial information and the software system we use.		
9	Technology Plan		Student Homelessness on January 17, 2020 agenda. 19-29 Funding Opportunity Homeless & Housing Insecure Pilot Program is on President Cabinet's radar.	Bret and Elias will inform President cabinet's that R&R would like input in 19-29 Funding Opportunity Homeless & Housing Insecure Pilot Program if President Cabinet decides to pursue. Facilitator will email the students letting them know Student homelessness will be on the agenda.	
10	Student Homelessness Summit and AB 302: Parking-Homeless Students Bill <ul style="list-style-type: none"> <li><a href="#">Short &amp; Long Term List</a></li> <li><a href="#">ASFC Student Town Hall 11/19/20/19</a></li> <li><a href="#">19-29 Funding Opportunity Homeless &amp; Housing</a></li> </ul>	Approval of November 8 <sup>th</sup> Minutes.	November 22 <sup>nd</sup> not approved	Review for Approval January 17, 2020 Meeting	



ITEM	TOPIC	DISCUSSION	OUTCOME	NEXT STEPS	*RESP
	<a href="#">Insecure Pilot Program</a>				

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

MEMBERS PRESENT

**Voting**

Tri-Chairs: Kurt Hueg (Admin), Denise Perez (classified), Sara Cooper (Faculty)  
 Administrator: Neelam Agarwal  
 Classified Staff: Josh Pelletier, Julie Ceballos  
 Faculty: Sara Cooper (FT)  
 Students: Sandalina Star, Shivam Asija, Billie Webb

**Non-Voting**

Ex-Officio: Jordan England  
 Ex-Officio: Bret Watson  
 Ex-Officio: Elias Regalado  
 Recorder: Asha Jossis  
 Facilitator: Pauline Brown

**Guests**

Thuy Nguyen, Lara Triona

**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.

**2019-2020 Strategic Objectives (E2SP)**

Equity, Enrollment, Service Leadership, and Program Review