



MEETING MINUTES

Date: Oct 9, 2020

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

Join from PC, Mac, Linux, iOS or Android: <https://fhda-edu.zoom.us/j/96469565131?pwd=c0V4ZURFY25PVGF3QzRaVUZ0MUUs0UT09>

NOTES BY TOPIC

ITEM	TOPIC	DISCUSSION	OUTCOME	NEXT STEPS	*RESP
1	Roll Call & Approval of June Minutes	Norm: we can use the chat, just don't overuse it. Cara will monitor that.	June Minutes Approved	Post to Website	
2	Student's Report	<p>Adam: Presented Affordable Housing resolution.</p> <ul style="list-style-type: none"> • 1 in 5 students currently homeless, 60% community college students in CA experienced housing insecurity; 50% struggled with food insecurity in the last year. • FHDA employees can't afford to purchase a home. • ASFC supports spending on affordable housing. <p>Priya: Presented Gender-Neutral Bathroom resolution.</p> <ul style="list-style-type: none"> • No bathrooms in Lohman theatre area or in the Athletics quad. • Make sure to add proper signage. • Remain unlocked during school hours. • AB2884 Lottery Bill passed recently. Wonder if we would use this resource. 			
3	President's Report	<ul style="list-style-type: none"> • Talked about the FEI's 10th Anniversary celebration. • Appreciate R&R's great work on FMP/bond approval last year. 			

		<ul style="list-style-type: none"> • Asked if we could include bond priority list information into the Budget Town Hall. • Emphasized the importance of R&R's working on the return-to-campus plan in November. • Would like to hear from R&R about using the carry-over funds. <p>Clarification on the return-to-campus plan was requested. Would district make this decision or the campus.</p> <ul style="list-style-type: none"> • Not entirely district. It's our decision too. 			
4	Clarify and agree upon President's questions for the committee	Reemphasized our R&R priorities: Facilities Master Plan, how to use carry over funds to support equity, bookstore, and return-to-campus plan.			
5	Program Creation regarding two new certificates.	Angela Su, Director of Pharmacy Technology Program, talked about two new certificates (Pharmacy Aide Clerk Certificate of Achievement and Basic Pharmacy Technician Certificate of Achievement) and wanted to obtain feedback from R&R regarding the financial impacts.	Angela should move ahead. Majority of the costs are categorical funds; 20% we have to cover will be PT faculty budget. But doesn't seem to cost a lot for PT faculty 1320 budget.	Will check to see who to fill out the Program Creation Process Feedback Form.	
6	Update from Bret on the Facilities Master Plan	1. Facilities Master Plan (FMP): FMP is developed every 5 years. The FMP study group has 3 members each from Students, faculty, staff and administrators. The FMP task force meeting will have a meeting with the consultant Gensler to work on the development of Foothill's 5-year plan on the afternoon of Oct 9. Besides the study group, we added 12 volunteers from Instruction, Student Services and Admin Services area. We also sent the invitation to have affinity group reps. Students will have chances to participate into 3 focus group meetings. The dates for the FMP 5-year plan will be from Oct 2020 to Feb 2021 (6 meetings in total). This FMP will be submitted to board for approval in April 2021.	The committee unanimously agreed to use 15 minutes during the budget town hall time next week to talk about the FMP/bond information.	<ul style="list-style-type: none"> • Budget/FMP Townhall meeting on 10/14. • Additional R&R meeting on 10/16 for a Second Read. • Submitted to November Board for approval. 	

		<p>2. Prioritization of Measure G Bond list: The study group has prioritized the bond list. Today will be our first read. Next week, we will have a Budget Townhall Meeting. But we will use about 15 minutes to talk about Facilities Master Plan/Bond updates as well. We will need to have an additional R&R meeting for a second read at 9am on Oct 16th. Then it will be submitted to the November Board. The first issuance of Bonds will be in January to February time frame. Once we got the funding, we would start working on plans and putting money into these projects. Measure G Bond Project Key Areas are presented.</p>			
7	Update from Bret on Return to Campus Student Group	<p>Bret gave a quick update of the return-to-campus plan. Next month, we will be working on the return-to-campus, will get the study group together and we will work with the scheduling task force.</p>			
8	Update from Elias on the Bookstore	<p>Elias shared the bookstore updates:</p> <ul style="list-style-type: none"> • Worked with VP of Finance, Bookstore Director, District folks, & Study Group. • It's a critical issue to address for numerous reasons including financial aspect. • Elias presented bookstore mission, services, challenges, financial history, project timeline, bookstore models, etc. • In August 2020, BOT approves new agreement with Campus Bookstore Consultant to provide consulting services for both colleges to work together on the Bookstore Request for Proposals (RFP) process. We are behind the timeline. De Anza will go for the contract Management Model. Foothill previously wanted to use Hybrid Model, but it's beneficial to use Contract Management Model as well. 		Continue working on the RFP process. Decide if we use hybrid or contract management model.	

		<ul style="list-style-type: none"> Under the hybrid model, we will still have the current bookstore staff. But it won't eliminate the significant deficits we are facing. 			
9	Carryover funds and equity agenda update	<p>Bret:</p> <ul style="list-style-type: none"> The current process every year departments get a discretionary budget, about \$3.4 million. Last year we carried upon \$5.6 million dollars. If we don't spend, that money goes back to the departments/divisions. It adds to the ongoing money. We have committed to add an additional million dollars to the part time faculty budget to support having more classes. We have projected deficit of about \$300k for our bookstore. Plan to utilize carryover funds of 2.35 million. Should look at ways of how to spend some of these carryover funds to improve equity. What process and how we will do that. This is to start the conversation on identifying funds and deciding the process. We have funds to handle various obligations. We have not been using departmental budget until this year. We should still maintain a college reserve for emergencies. <p>Comments:</p> <ul style="list-style-type: none"> Debbie: clarification regarding savings by not doing particular hires. <p>Bret: These positions are not hired: positions in Athletics, Dean of LRC, having interim positions of AVP of marketing and AVP of Instruction, and open Dean position vacant for a period of time.</p>		Move this agenda to the future meeting.	

		<ul style="list-style-type: none"> Sara: how much money in college wide fund VS total money in departments. It seems that it's the first time we have to use division/departmental budget. How we determine how much we use from each division. Bret: We are still deciding this. We are going to look at what's needed in the future and look at the balance of each department. We won't touch Faculty senate, classified senate funds. 			
10	Confirm ad-hoc R&R meeting for 10/16, from 9am – 10am to review the FMP task force proposal and decide on agenda item to submit to the board.	Reminded that the town hall meeting next Wednesday and next Friday we would have an additional R&R meeting.			

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

MEMBERS PRESENT (strike out names not present)

Voting

Tri-Chairs: Mike Tejeiro (Manager), Denise Perez (Classified), Cara Miyasaki (Faculty)

Manager: Chris Allen

Classified Staff: ~~Rick Edwards, Pauline Brown~~

Faculty: Brian Evans, Mary-Anne Senseri (PT), Sara Cooper (Fall), Kathy Perino (FT, Winter, Spring),

Students: Adam Loo, Priya Vasu, Abhiraj Muhar

Non-Voting

Ex-Officio: Bret Watson (VP of F&A), Elias Regalado (AVP of F&A), Anthony Cervantes (Dean of Enrollment Services), Kevin Harral (Director of Fin Aid), Laurie Scolari, Simon Pennington, Teresa Ong, Vanessa Smith

Recorder: Danmin Deng

Facilitator: Sophia Kim



 Foothill College

GOVERNANCE | REVENUE & RESOURCES

Guests

Asha Jossis, Craig Gawlick, Josh Pelletier, JP Schumacher, Romeo Paule, Roosevelt Charles

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.

2020 - 2021: Strategic Objective

Equity