# MEETING MINUTES

Date: September 14, 2020

Time: 9:00-11:00 a.m.

Loc: Zoom

## NOTES BY TOPIC

| **ITEM** | **TOPIC** | **DISCUSSION** | **OUTCOME** | **NEXT STEPS** | **\*RESP** |
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| 1 | Introduction/Agenda Approval of Minutes | * Welcome everybody
* Anthony motions to approve minutes, Mike seconds
* Cara abstains because she was not present at the last meeting.
* Review the agenda
 | * Minutes approved
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| 2 | Students’ Report | * Abhi: NSO this Wednesday
* Student statement to Joint Councils regarding budget reductions, all students have signed off on it
* Kathyn: Thank you to all the students for getting that together and sharing it with us
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| 3 | President’s Report | * Thuy: Thank you everyone for a very productive governance summit; councils readying up for the year
* Took a screenshot of individuals with their bands and it was a beautiful sight
* Thank you, students, for the resolution
* Appreciate the revision around the administration because indeed the administration was impacted in the last budget reduction
* Also appreciate the update; at the last joint council meeting we were able to move towards a direction after deliberation
* Abhi mentioned NSO, this coming up Wednesday to welcome new students to the college
* Our campus, because of the AQI being close to 200 at Foothill, Chancellor and District have closed the campus physically; all employees need to work from home even essential employees
* Bret: we have notified the essential employees to work from home
* Thuy: the ones that are on campus are getting their N95 masks as they prepare to leave campus
* You have received the Chancellors email declaring Winter quarter virtual and noting the exceptions of the essential employees and Allied Health programs; thank the Chancellor for giving us certainty for Winter quarter for planning purposes
* Saw on Twitter that a full global vaccine will probably not be available until 2024; speaks to the need for certainty
* Chancellor’s email two weeks ago regarding the budget; you have been closely following that in light of your tasks in the joint council
* The email has shifted significantly the conversation within Cabinet; Bret Watson and I have been looking at it closely and we have a proposed area of cuts to deliberate on
* Looking at the mental well-being of our college, upholding the moratorium
* Fall briefing will be once a week, operational
* Concern around public health; be mindful of the mental health component, urge you not to meet as much
* Kathryn: Process question: Is the President’s report just to the Advisory council?
* Thuy: I give a President’s report to all the councils
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| 4 | Budget information Consolidation discussions: update Proposals for 2020/21 Budget cuts; timeline for Governance recommendation on proposed 2020/21 budget cuts | * Thuy: Our task at hand is easier than what we were anticipating two weeks ago; conceptual thinking
* Bret: (Presentation) Proposal for budget reduction
* College mission
* Draft student-centered decision-making guiding principles
* District has reduced what the target amount we need to cut from 11.5 to 9million
* The budget that the states put together is a one-year solution; we need to plan for ongoing scenarios
* Talked about having a vision and reimagining the college
* We have to plan through the equity lens
* We need to look at our ongoing B budget; we need to have an investment strategy, how are we going to invest to improve equity on our campus
* The possibility of any reduction of programs, under what circumstances, and what is the process for that
* October 5th FHDA adopted budget
* November 1st we have no positions to identify
* September 15th DBAC meeting
* Thuy: Thank you to the joint councils for coming together
* We are buying time, but need to utilize it well or else it is wasted time
* The proposed budget reduction is a long-term solution
* Shared impact between faculty, staff, and administrators
* Question from Amy: Capital outlay and the SERPs; what the restrictions are from using Fund 400; how the SERP buyout works? (What number of positions that covers?)
* Bret: Fund 400 is capital fund; we are not eliminating any of the SERP positions
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| 5 | Guiding Principles: Given the recent budget information, should we still move ahead with these? When and how should they be used? | * Simon: Keep them in place? Use them to guide our conversations this year.
* Ram: I would encourage given the work we put in and the fact that they are good guiding principles we should still use them when discussing B budget
* Denise: we should use them and hold on to them for when we do need them; pass on a memo to Thuy with these principles
* Thuy: yes please send me a memo and you can also present them at your townhall
* Thuy: If you want to tweak the guiding principles you now have the time; be mindful of not being too locked in
* Sara: I would like to have these guiding principles be used in future budget discussions
 | * Sara: Motion is to use these guiding principles in all future budget discussions at the college this year
* Amy seconds
* Motion is passed unanimously
* Simon: memo will be shared with the other three councils and shared on the website
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| 6 | Process for Program Elimination/Reduction: Is this still needed? What is the role of the Senates in this process? | * Denise: Do we still need to get this going for the current year?
* Kathryn: Worked on creating what a process might look like for program evaluation that might establish certain criteria for if we might allocate some dollars to those programs
* Josh: Classified only had one meeting to discuss this
* Would this joint council take on that responsibility of discussing program elimination/reduction vs Advisory Council?
* Abhi: Setting out the process especially for the future and how we are going to encounter it; having a basis; maybe not for the upcoming year, but having it as a Plan B
* Ram: Currently nothing exists for a program elimination process so I would urge that the Academic Senate continue coming up with this process
* Cara: I agree with Ram
* Sara: Process took place over the summer where there was no full representation, we don’t want to be in that position again, we need to use our time wisely, we need to set the time to come up with a process; focusing on getting a process in line, prioritizing this conversation
* Simon: Consensus that we should move forward with that this year so that if deep cuts need to be made next year there is already a process in place
* Brian: Have a series of short videos that explain budget basics; create a list of questions that would be helpful for the entire community to understand
* Kathryn: we hear this Joint Council, and create a study group; budget resource prioritization; allocating resources to different programs; what is instruction and what isn’t
* Thuy: that’s an idea of using a small study group throughout the year
* Mike: Document in place to guide our future decisions
* Thuy: anchored in academic senate or a study group
* Mike: Anchored by a study group
* Kathryn: support the idea of a study group and bringing in the Academic Senate: I second
* Debbie: Should also look closely at program creation; it has been a very disjointed process in the past
* Program creation process has been discussed in the Advisory council
 | * Simon: Motion Academic and Classified Senate will be involved in a study group of the Joint Councils this year to draft program elimination criteria should they be needed in general
* Mike made the motion
* Kathryn seconds
* Motion approved unanimouly
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| 7 | Joint-Council meetings: Should these continue? If so, how often should the group meet? | * Kathryn: Take today’s proposal and consider a townhall as the next step; maybe move to once every two months
* Mike: October, January and two months thereafter seems reasonable
* Sara: Suggestion for us to meet on October 2nd in case there is something that comes up at the townhall it gives us time to integrate for the November 1st deadline
* Amy: the earlier the better; emphasize the idea as needed; tentatively for January; have no problem with meeting but want to make sure there are topics that aren’t being discussed in the individual councils already
 | * Mike: Motion October 16 for the next meeting date
* Amy: add on to tentatively meet in January if needed
* Chris: Second the motion
* Motion is unanimously approved
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| 8 | Check-In on meeting protocols  | * Everyone spoke their truth; please let the tri-chairs know if there is any room for improvements.
* Ram: Turkey Trot; forming a Foothill Team for this years virtual event
* Thuy: I look forward to seeing everyone at College Opening Day this Friday
* Kathryn: Thank you to everyone that was here the whole Summer it was a lot of hard work! To the individuals who are here for the last time and the ones that are taking over, thank you!
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\*Include the person(s) and or group responsible for next steps.

## MEMBERS PRESENT

### Voting

Tri-Chairs: Anthony Cervantes, Mike Teijeiro, Kathryn Maurer, Cara Miyasaki, Denise Perez, Josh Pelletier

Administrator: Chris Allen, Kurt Hueg

Classified Staff: Danmin Deng, Pauline Brown, Rick Edwards, Itzel Sanchez Zarraga

Faculty: Brian Evans, Sara Cooper, Mary Anne Sunseri, Katy Ripp, Amy Edwards, Donna Frankel

Students: Abhiraj Muhar, Priya Vasu, Adam Loo, Iman Haq, Arjun Grewal, Jasslie Altamirano, Abhiraj Muhar

### Non-Voting

Ex-Officio: Kristy Lisle, Thuy Nguyen, JP Schumacher. Bret Watson, Laurie Scolari, Debbie Lee, Ram Subramaniam, Elias Regalado, Betsy Nikolchev, Lene Whitley-Putz, Vanessa Smith, Valerie Fong, Roosevelt Charles, Melissa Cervantes

Recorder: Veronica Casas Hernandez

Facilitator: Simon Pennington