# MEETING MINUTES

Date: March 19, 2021

Time: 1:30 pm – 3:30 PM

Loc: ZOOM

## NOTES BY TOPIC

| **ITEM** | **TOPIC** | **DISCUSSION** | **OUTCOME** | **NEXT STEPS** | **\*RESP** |
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| 1 | Minutes Approval and Norm Review  | * Patrick brought up observations with respect with to those norms. He stated we are not living up to our stated norm of speak your truth. Real conversations are not coming into the shared space. E&E has fallen short on normalizing multiple racial perspectives. There is an assumption that when someone does not speak in the meeting, they do not have anything to say.
* Approval of minutes by motion from Debbie L. and second by Patrick M.
 | Side texting during meeting.Meeting after the meeting. Space becomes dominated by a single point of view typically whiteness. Vote of approval for the minutes. | Be conscious of our stated norms moving forward. |  |
| 2 | Classified Participation in GovernancePresented by Josh Pelletier  | * Working with Community and Communication council to develop a proposal.
* De Anza’s president’s office issued a statement reaffirming the senior staff commitment to classify professionals. Mike and Josh have been meeting regularly with Heidi, Kevin, Scott and Lindsay to coordinate efforts among the three classified senates in the district to ensure that is happening for one group is also happening as reasonably as possible for the other. De Anza put out a public statement of support from the administration about classified professional involvement and governance siting board policy that ensures that all classified staff be given an opportunity to participate.
* A statement made by De Anza states that classified professionals in all areas of the college can reserve up to 10% of their scheduled work hours each week to participate in shared governance or other committees in service to the college.
* Foothill plans to take it a step further.
* Mike Mohebi did mention that these conversations are happening at the state level.
* Josh P. and Mike M. have met with Simon P., Kristy L., and Lorie S. at the direction of President Thuy to discuss reasonable amount of money to allocate to overtime.
* Mike M. commented “…we want to eventually extend this conversation to student compensation for governance work as well!...”
 | To support such request, they have asked their managers and supervisors to actively work with their employees to balance their workload between work of the office and their participation and shared governance acknowledging that they are both work responsibilities.Schedules will be adjusted as necessary. Work areas will be covered while classified professionals participate.Adjusted workload is the purview and responsibility of management so that participation in governance is part of the workweek. Not as duties on top of the regularly scheduled workweek and then establish union guidelines for overtime in compensation time will apply as necessary if pushes beyond their 40-hour workweek. Creating overtime budget, it would reduce (one) the barriers that classified employees face when they’re considering participating. Come up with actual budget figures.  | E&E is asked to think about what goes into that model (model we want to propose as a solution for this problem) and be prepared to give us feedback on a model which we are going to present.  |  |
| 3 | Response to Student Letter – Revised Statement | * Patrick made some revisions and highlighted the places where we (E&E) need to connect with the vision for equity as well as lean on the Office of Equity to fill in those gaps.
* Draft is much more detailed compared to previous draft.
* Did not want to send out as a draft because it is an incomplete statement.
 | Still more work to be done, adequately address every point. Work still needs to be done to be able to answer the requests of the students. Jayme A. (student) mentioned while they appreciate E&E modifying your response, they at the same time do not know how to respond to all our responses without our component.  | Use help from the Office of Equity to help fill in and address every point. Another (complete) draft for next meeting. Student request response by April 9 |  |
| 4 | Acknowledgment of Faculty Labor in the Creation Of ES  | * There was a mention that typically in academia faculty of color have been called upon to do additional labor without compensation.
* Haven’t established ethnic studies at FH yet and yet these issues are coming up.
 | Faculty can report that work on the PAA application under district services. President Thuy – recognize the work from a financial standpoint moving forward and help in integrating ethnic studies in our college in a deep level. | We (the college) won’t ask individual to take on things that we wouldn’t ask any other faculty member to take on in phase one and two. |  |
| 5 | Faculty Hiring Process | * An interim process has been created but hasn’t been finalized. There is a group working on creating a more permanent process.
* In late September early October, the deans sent out an email to their department to see if folks had any full-time faculty requests.
 | Data was compiled such as cost of part time faculty, the ratio of full-time faculty to part time faculty. Data was sent back to the departments to be used to complete the faculty prioritization form. The Deans would work with their divisions to prioritize full-time faculties requests within a division, once prioritization has happened the Deans would get tother with the ABP, the classified, and students (which will be added into the final process) and faculty in the discussion on prioritizing the full-time faculty requests that came in.Raked the top five.This was then sent over to advisory for a first and second read. * More feedback from more faculty, administrators, students and classified staff.
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| 6 | B Budget Funds and Possible Equity Initiatives Presented by Kathy and Brian  | * Debbie wrote an email inquiring E&E’s role with regards to the carryover B budget money that is supposed to be used for equity and or enrollment initiatives.
* Suggestion by Carolyn H. to looks at the plan and develop an action plan based on those goals and decide what the big-ticket items look like.
* Concerns around what will be funded, but as well as the process by which we decide where that money will go.
* Aspects of the Equity Plan needs resources.
 | R&R approved (by vote) the request or the idea of funding equity initiatives to be determined by using some of the B budget carryover dollars. The dollar amounts and the timeframe and the process were all not determined. Possible role in deciding on what projects, how much, who can apply, how long they will last and etc. as well as gather potential initiatives.Bret W. mentioned it would be 10% of the budget.President Thuy recommended that E&E and R&R have a joint study group and in that study group the Office of Equity and any other necessary folks identify guiding principles, factors, and or goals to send to the college community around how this investment of money could be utilized and it reference the equity plan. It would then be put out and the college community could utilize the annual budget request. People can make the request through that route and then at that going get an inventory. Study group can then prioritize.  | E&E and Office of Equity to share the priority list. Conversation to continue.Forming joint committee?* Tri-chairs from both committees meet to.
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| 7 | Online Learning Request  | Not enough time, agenda item discussion took longer than anticipated. Agenda item moved to next meeting.  | Top of the agenda next meeting.  |  |  |
| 8 | Closing Comments and Norm Assessment  | Not enough time for discussion.  |  |  |  |

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

## MEMBERS PRESENT

### Voting

Tri-Chairs: Debbie Lee, Andre Meggerson, Patrick Morris

Administrator:

Classified Staff: Catalina Rodriguez (NP), Christopher Chavez, Andre Meggerson (Tri-Chair)

Faculty: Luis Carrillo, Carolyn Holcroft, Ileana da Silva (PT), Patrick Morriss (Tri-Chair)

Students: Jayme Albrighton, Mariam Touni, Batool Al-Jabiry, Abhiraj Muhar, Jasslie Altamirano, Priya Vasu

### Non-Voting

Ex-Officio:

Recorder: Erika Owens

Facilitator: Susie Huerta