

FOOTHILL COLLEGE

GOVERNANCE | 5TH COUNCIL

MEETING MINUTES

Date: March 4, 2021

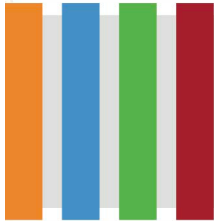
Time: 1:00pm-2:30pm

Loc: Zoom

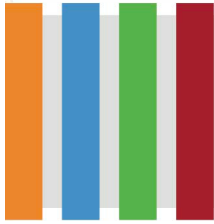
NOTES BY TOPIC

ITEM	TOPIC	DISCUSSION	OUTCOME	NEXT STEPS	*RESP
1	Welcome & Meeting Norms	<ul style="list-style-type: none">• Thank you for joining us.• Agenda and minutes requested to be handled outside the meeting.• Refrain from side conversations in the chat and only use that function for asking questions when necessary.• Try not to multitask or do other work during the meeting.• Mute yourself to reduce background noise unless when speaking.• Expecting everybody to have checked the agenda and done any necessary work prior to the meeting.• We will be starting and ending these meetings on time.• We will try to have one conversation at a time.• We ask that you challenge past assumptions and use institutional knowledge to build context that is a barrier to innovation. It is important to speak openly about things and address any conflict openly.• Look at positive action.	<ul style="list-style-type: none">• The norms are agreed upon.		

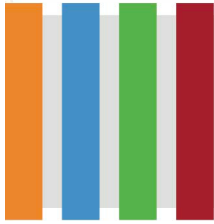
Prepared by:



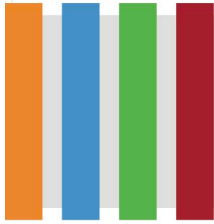
ITEM	TOPIC	DISCUSSION	OUTCOME	NEXT STEPS	*RESP
		<ul style="list-style-type: none"> • We aim not for perfection, but “good enough” for everybody to go on. • We expect to honor individual experiences and perspectives, assume that we can learn from everybody. • If you have any questions, ask them without making assumptions. • If you have already spoken several times, make sure all others can speak before you do the second time. • Practice active listening without interrupting and raise ideas and issues while we are talking about them rather than later. • Let us make sure that we are respectful and avoid being defensive and ask clarifying questions. • Defer your judgment during brainstorm. • We have time codes, making sure that everybody gets to use their time wisely so please be concise and to the point, open to feedback, only share new, accurate information. • All decisions will be voted on and agreed. • When a decision is made, it will be written up as a memo and sent over to the president as an official recommendation of the Council. • It is expected that everyone will respect these norms and uphold them as we go along. • It is considered a “Yes” if nothing is said during meeting participations. 			
2	Student and staff outreach, COVID awareness	<ul style="list-style-type: none"> • Robert is working with an organization to do a survey about 			



ITEM	TOPIC	DISCUSSION	OUTCOME	NEXT STEPS	*RESP
		students' feelings about COVID and education.			
3	Approval of the Course Return to Campus Planning Template	<ul style="list-style-type: none"> We sent out a Smartsheet piece to ask each discipline, due March 12 to say what courses you want to be prioritized. Once we get those prioritized courses, we will send out the template used to help us to aggregate across, what courses and when it comes back, what classrooms and buildings would we be in, what additional instructional cost, equipment costs, etc. As soon as a faculty member (includes tutoring, library, and counseling faculty) hit submit, the form will automatically go to the dean where it will be reviewed. Then the dean will calculate the total load and the total cost if there is any extra instructional cost. Role of the council is helping provide ideas and guide the scheduling taskforce. 	<ul style="list-style-type: none"> It is contingent on what the district, county and federal allows us. Posting to the public is April 26. 		
4	Meeting with Pat James	<ul style="list-style-type: none"> Trying to nudge the district the things we need to help us be successful. We are moving forward and a bit ahead of people. 			
5	STEM Division Questions: Q: Who will be ordering the PPE for the campus? Q: Who will be posting signage? Q: Will someone be providing a list of classrooms and the maximum number of students allowed in them?	<ul style="list-style-type: none"> We will need a central person for the campus, working along with staff member from the Workforce Office, Nadine Torres, and the district. The county expects us to post signs (that we are now COVID ready) at the doors of various classrooms and labs. If possible, signage associated with our return to campus should be consistent. We should provide the deans the list of the square footage and classroom capacity. We need a post-Covid room capacity. 			



ITEM	TOPIC	DISCUSSION	OUTCOME	NEXT STEPS	*RESP
	<p>Q: Will decisions to schedule in specific classrooms be made based on the ventilation in those rooms? Who can address questions about classroom ventilation?</p> <p>Q: What decisions are being made about outdoor classrooms?</p> <p>Q: Are we going to have the time to order the Plexiglass?</p> <p>Q: What will happen if the faculty staff or students choose not to get vaccinated but want to return face-to-face?</p>	<ul style="list-style-type: none"> • We would rely on information coming from district facilities and operations. • I think some things like from Joel's area; they have an awareness of what type of ventilation systems there are in the buildings. • We would handle COVID related emergencies in the normal ways of emergency where we care for that student and call 911 immediately. • A group of us from Foothill have a meeting with folks from De Anza related to COVID students. • Vaccination question is answered by the district and HR policy. 			
6	EOC Update	<ul style="list-style-type: none"> • Kristy presented the template to the EOC and we are moving forward. Once the template is completed, we will be able to connect with the other arms of the EOC in terms of making those requests for operations, finance, facilities, etc. • I am able to have documentation and record request of the district. • We are working with finance to make sure everything is allowable. • As the plans and specifics are developed, it will guide finances involvement to facilitate these efforts. • Bret: We already have a program that has been successful in returning to campus, Allied Health, therefore we will be using that same approach in having everyone return just thinking larger scale. 			



FOOTHILL COLLEGE

GOVERNANCE | 5TH COUNCIL

ITEM	TOPIC	DISCUSSION	OUTCOME	NEXT STEPS	*RESP
		<ul style="list-style-type: none">Al: Will there be a cohesive plan that DeAnza, Foothill and District will follow?Kristy: Foothill did come back before DeAnza in regard to the Allied Health program, so we are leading the way on that. As soon as the District plan is set, Foothill will follow. However, we will be sure to implement what Foothill has already done. There is collaboration but we are ahead of the District plan.			
7	How did we do?	<ul style="list-style-type: none">Leticia: Great meeting. A lot of ground was covered. Would love to see more meetings like today's.			

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

MEMBERS PRESENT

Chris Chavez, Simon Pennington, Vanessa Smith, Bret Watson, AL Guzman, Anthony Cervantes, Asha Jossis, Craig Gawlick, Debbie Lee, Gay Krause, Josh Pelletier, JP Schumacher, Karen Erickson, Kathryn Maurer, Kennedy Bui, Leticia Maldonado, Lety Serna, Manny Diaz-Alvarez, Mike Teijeiro, Pawel Sponar, Phuong Tran, Ram Subramaniam, Rebecca Ryan, Romeo Paule, Roosevelt Charles, Valerie Fong, Warren Voyce

Recorder: Veronica Casas

Facilitator: Paul Szponar

Prepared by: