

MEMO

To: Thuy Nguyen

Cc: College Advisory/Governance Council
Equity & Education Committee

Fr: Resources & Revenue and Community & Communications Committees

Date: Mar. 1, 2019

Re: Joint Study Group Charge Recommendations

The Revenue & Resources (R&R) and Community & Communication (C&C) Committee tri-chairs met to discuss the following charge from the Office of the President (February 1, 2019 memo):

Revenue & Resources Committee (in conjunction with Community and Communication Committee) establish a joint study group:

- *constituting faculty (full-time and part-time) representatives from the Instructional Divisions, classified professionals, and administrators to develop (preferably by June 2019, but no later than Dec 2019) a proposal to address division needs and build community while breaking down silos, including, but not limited to an Instruction Hub with Spoke model.*
- *recommending a proposal for use of potentially vacant division offices (preferably by June 2019, but no later than Dec 2019); and if proposal requires major renovations, to revise college facilities master plan for funding.*

The R&R and C&C leadership recommends the formation of a study group that would:

- Examine how/whether the Instructional Hub and Spoke model may be conceptualized; and
- Consider use of the divisional offices should they be vacated.

The R&R and C&C leadership recommends that the study group members be identified based on positional responsibilities and (potential) reorganization impact. The group should solicit “expert” perspectives and larger campus feedback as a part of the process (e.g. holding a design charrette), culminating in recommendations that would be forwarded to the Office of the President, College Advisory Council, and Equity & Education Committee. These recommendations would seek to maximize facilities use and enhance community.

Prepared by: Elaine Kuo, Facilitator

Approved by: Kurt Hueg, Denise Perez, Eric Reed (R&R Tri-Chairs); Jordan Fong, Gay Krause, Martha Rubin (C&C Tri-Chairs)

Proposed Study Group

The R&R and C&C leadership recommends the following (9) positions to serve on the study group:

- Students (2)
- Faculty (3)
- C&C representative (1)
- R&R representative (1)
- Furniture, Fixtures, & Equipment Coordinator
- Division Administrative Assistant
- Instructional Division Dean
- Vice President, Finance & Administrative Services
- Executive Director, International Student Programs

It is further proposed that the study group be chaired by the Instructional Division Dean. Should the proposed budget reduction as recommended by Advisory Council (option 1) be approved by the Board of Trustees at their March 11, 2019 meeting, study group members would be confirmed and the first meeting will be scheduled the week of March 18, 2019.

Rationale

While the Board of Trustees has not yet approved the College's recommendation to eliminate division administrative assistants (budget reduction option 1), the R&R and C&C leadership would like to move forward on the joint study group charge, given the preferred deadline of June 2019 and a hard deadline no later than December 2019. As the study group aims to seek out "experts" and facilitate campus feedback (through a design charrette, town halls, and presentations), any available time should be maximized in order to produce recommendations in a timely manner. Study group membership is identified based on positional responsibilities and (potential) unit reorganization impact; these positions would best contribute to this process based on their individual expertise and familiarity with facilities and (division office) space use.

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