



MEETING MINUTES

Date: Oct. 19, 2018

Time: 1-3 p.m.

Loc: FH Council Chambers Room 2018

NOTES BY TOPIC

ITEM	TOPIC	DISCUSSION	OUTCOME	NEXT STEPS	*RESP
1	Introductions & Roll Call New Governance Structure Recap Governance Summit Review Governance Website	<p>Onboarding of students into the R&R committee.</p> <p>Committee members should have received an Outlook Calendar invite requesting to hold the R&R meeting dates for the year.</p> <p>Website contact information</p>	<p>Facilitator assigned each Tri-chair with a student for onboarding.</p> <p>Interested to know what other governance committee members are using the Outlook Calendar?</p> <p>Website contact information was moved to the parking lot</p>	<p>Tri-chair will reach out to each student to get to know them and provide more context to the items up for discussion in R&R this year. [Emails sent by each tri-chair to student members]</p> <p>Reach out to other governance committee regarding Outlook. [Confirmed that each committee is still establishing their member lists]</p> <p>Website contact information will be discuss with the Facilitation Corps [Meeting with Facilitation Corps has not occurred yet]</p>	<p>Tri-Chairs Kurt H. Denise P. Eric R.</p> <p>Facilitator</p> <p>Facilitator</p>

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2	Establish Norms	Reviewed attachment " Using Meeting Norms to Increase Efficiency and Inclusivity " to establish norms. Each committee member pair shared and as a group were able to choose norms they believed to contribute to productive meetings and non-productive meetings.	<p>Committee members have agreed on certain meeting norms for the upcoming R&R meetings.</p> <p>Facilitator suggested a twelve voting membership on forum. Committee members wanted know how other governance committee are handling votes.</p>	<p>A draft of the established meetings norms will be shared in next meeting for committee approval. [Norms document attached to minutes and shared with members]</p> <p>Reach out to the facilitation corps regarding the voting. [Meeting with Facilitation Corps has not occurred yet]</p>	<p>Facilitator</p> <p>Facilitator</p>
3	Committee Charge	<p>Tri-chair met on Sep. 25 and proposed four areas of focus for R&R committee charge. R&R Tri-chair mtg min sep 25</p> <p><u>Proposed Discussion:</u> (1) Support resource allocation and prioritization;</p> <p>Committee was concerned with R&R roles in this process?</p> <p>Committee members felt that R&R is involved more in the prioritization of resources at a shared governance level than operational.</p> <p>(2) Creates and guides goals and develop policies related to the EMP goal (resources);</p> <p>(3) Finds opportunities to increase revenue; and</p> <p>(4) Promotes advocacy</p>	<p>Committee suggested some changes in the wording of the charge and proposed discussion.</p> <p><u>Proposed Discussion:</u> (1) Support resource allocation and prioritization;</p> <p>Change support to "Creating process and implementation" or "Establishing process and implementation" for resource allocation</p> <p>(2) Creates and guides goals and develop policies related to the EMP goal (resources);</p> <p>"Committee recommends"</p> <p>Committee member suggested that we put Master Plan as a header line and place all recommendations under it.</p>	<p>Committee agreed on reworking the wording on the four focus areas. [Discussion and approval of charge will be postponed until Dec. 7 mtg]</p>	<p>Facilitator</p> <p>Tri-Chairs</p>

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		<p>Committee members reviewed both the proposed areas of focus and the current charge)</p> <p><u>Current Charge:</u> The charge of the Revenue & Resources Committee is to monitor goals related to the Educational Master Plan, as well as supporting plans, including the strategic allocation of resources to achieve plan goals, for the topic area listed.</p>	<p>(3) Finds opportunities to increase revenue; and</p> <p>Change finds to “Investigate” or “Recommends”</p> <p>(4) Promotes advocacy</p>		
4	<p>Committee Agenda for 2018-19 Questions for R&R AY19 R&R Tri-chair mtg min sep 25</p> <p><u>Prioritized Topics:</u> Funding Formula Facilities Planning</p>	<p>Tri-chairs reviewed the context for prioritized topics with committee members. However, the committee members felt it appropriate to review President’s recommendation list to see how the prioritized topics came about.</p>	<p>Tri-chairs and facilitator reviewed the President’s recommendation with committee and certain items were considered to be time sensitive.</p> <p>President’s Questions to Revenue & Resources:</p>	<p>Committee considered the prioritized topics and requested a cross-walk that displays the placement of the President’s recommendations into the three prioritized topics. [Crosswalk provided with Oct. 19 mtg minutes]</p> <p>Reach out to David U., Bret W., Teresa O. and Elias R. to present on the new Student Centered Funding Formula; categorical funding including 3SP/Equity/Basic Skills, Strong Workforce, Perkins, and Adult Education Programs, F1 student revenue, Facilities Rental process (opportunity of revenues). [Confirmed presentations of SCFF, 3SP/Equity/BS, Strong Workforce, Perkins; AEP, F1, College</p>	<p>Facilitator</p> <p>Facilitator</p>



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				Promise, Facilities Rental process scheduled for Dec. 7 mtg]	
5	Integrated Planning & Budget: Resource Form	IP&B asked the committee to review the proposed template for annual budget request form.	Committee noted that the form will be completed by all instructional and student services programs as part of the revised resource request process.	Second read and feedback to IP&B.	Facilitator

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

MEMBERS PRESENT

Voting

Tri-Chairs: Kurt Hueg (Admin), Denise Perez (Classified), Eric Reed (Faculty)

Administrator: Lori Silverman

Classified Staff: Josh Pelletier, Julie Ceballos

Faculty: Sara Cooper (FT), ~~Natalie Latteri (PT)~~, Bruce McLeod (FT), ~~Kathy Perino (FT)~~

Students: ~~Nathan Lutz, Kalina Kuneva, Serona Phanitdasack~~

Non-Voting

Ex-Officio: Brenda Davis Visas, Jordan England, ~~Nazy Galoyan~~, Elias Regalado, Bret Watson

Recorder: Pauline Brown

Facilitator: Elaine Kuo