MEETING MINUTES

Date: June 5, 2020
Time: 1-3 p.m.
Join from PC, Mac, Linux, iOS or Android: https://cccconfer.zoom.us/j/128486908

NOTES BY TOPIC

ITEM	TOPIC	DISCUSSION	OUTCOME	NEXT STEPS	*RESP
1	Roll Call & Approval of March & April		Both Minutes Approved	Post to Website	
2	New program proposal Five Certificate from Computer Science. Bita Mazloom and Mike Murphy	There are five certificates and based on our observation of what our students have been taking one of the certificates. First to be reviewed as a cloud computing certificate. This is a certificate based on observation that an industry, working with the cloud and developers. In terms of the other four certificates they are Achievements certificates in different programming languages. The three programming languages c++, Java and Python. These three programs are popular and needed for students who are going into jobs in industry for development. For them to be aware of these languages, depending on application of the Projects they are working on in industry. Our goal was to enable students to receive a certificate so that they can show that they have the skill. And not have to wait until they're have completed all the other requirements for an AS. Another certificate is An achievement of advanced software development and that is there because there are additional skills such as Understanding in more detail on how to use languages for development and also the addition of being able to work in a team and understanding how to use	Approve by R&R Committee		

		tools and techniques because typically you work in a team and industry. That requires additional Exercises practices with concepts. We offer that certificate as well. It's different from certificate that our sister De Anza College offer. It Is high demand for these language courses and we thought the certificates will help students to show that they've achieved a skilled without having to wait the AS degree or something beyond. About two years ago, we started partnering with Amazon and a group called the Southern California cloud consortium and we currently have for cloud courses. ABC and D approved and we have taught A, C, and C and D will be taught during the summer and these courses provide a wide range of skill of a skill set for students in brief, virtually all of it. There's stuff of interest of programmers stuff of interest that run data centers stuff of interest to system administrator kinds of people. There's stuff of interest of programmers stuff of interest that run data centers stuff of interest to system administrator kinds of people. The courses have already been approved and we do not need additional resources and we created the certificate of achievement to allow the students to get some recognition from the college that they can use with going out and seeking jobs			
3	Memo: Augmenting 2020-21 College 1320 Funds with College Carryover **It was motioned to move forward with memo after revising the language around serving the community needs**	It was motioned to move forward with memo after revising the language around serving the community needs	Tri chairs will look into the matter to see if the memo was revised and sent to the president		

| 4 | Technology Plan
District's Tech Plan has been delayed, however, the council should continue with forming study group
(Lené) | Dean of Online stated that this is an ongoing need for the campus. The technology plan is something that is renewed and reviewed on a regular basis and the previous technology plan. The previous committee had 15-20 people. We do not need that many but we need to make sure we are representing all of the different constituents that would be affected by the technology plan. The Vice Chancellor of Technology has postponed the District tech plan initiative due to theCovid-19. This relieves the immediate demand of Foothill College having to provide something this year. Our job today is to discuss what we want to have in terms of a technology planning group. Also to define whose responsibility it is to generate a tech plan because there's been some confusion in the Foothill Online learning office and the position to create or lead the Technology Plan. We need a team working on the plan and what are the due dates of the plan. And work with the District colleagues and work with the revised deadline. The council recommended postponing the recruitment of the committee until next academic year. | R&R approved of postpone the recruitment of the study group for the Technology Plan until September 2020. | | |

| 5 | Measure G Bond Committee Members **The Revenue and Resources Council has agreed to form a Measure G Study Group to provide recommendations to the larger group related to bond projects and the facilities master plan. The Study Group will consist of three administrators, three faculty members, three classified staff and three students. The group's charge will include providing priorities and recommendations regarding the list of Measure G Bond projects, providing planning review and discussion of new and existing bond projects regarding scope and budget, and providing a forum for discussion of facilities issues that impact students that can be addressed through bond funds** | VP of Finance: There's a lot of work that will be done with the measure G. We did an update to our facility master plan. That was basically looking at what projects were important. And this was done back in November and December of last year. But we need to do a five year facility master plan. And last time we hired a consultant to help us. One of the things that will be doing this next year is An update to our facility master plan. The other thing is the first issuance for measure G. Going over the projects that we want to prioritize in the first three years. A lot of planning that has to happen. A lot of the project that will be looking at will be doing studies across our campus. Looking at our aged systems, looking at the infrastructure. We had ADA projects. We need to have experts. This Measure G Bond committee will be reviewing projects putting in their two cents into what to prioritize and then obviously, coming back to this R&R committee to help with recommendations. It is important that we get the committee members put together, then we can start meeting and then start planning out when things need to happen. We have three classified and one faculty that volunteered to be on the committee. We are still waiting on faculty to submit additional names for volunteers. The majority of the work for this committee will be in the fall. | Continue to assemble the committee and finalized the committee and schedule a meeting before the year ends. | | |

| 6 | Budget 2020-21 **Context: Tri-chair suggested they come up with recommendation regarding the process** | VP of Finance: The district tentative budget is on the board agenda and it will be presented on Monday. There is a proposal on the floor. This is where the legislature has come up with their plan on the budget. It's very different than the May revise, tentative budget for our district is based on the May revise in the scenario of Revenue reductions happening across the community college system for us. We think it was about 12.5 million in revenue reduction and that would bring us into a basic aid status because the drop would be $11 million for basic aid. One scenario based on the governor's May revise and that's what the tentative is being built on tentative budget for our district. What's different about the floor proposal is it doesn't reflect reductions to the community college system and it retains a cola, provided that there's federal funding. If the federal Heroes Act passes then and that money comes into California, there would not be reductions to the level of what the governor's proposed. Reminder, these are all proposals. There's a cola of 2.31% built in with the floor proposal and a small amount of growth point 5% Not reducing the C program categorical or the strong workforce and having funding for part time faculty And funding for food pantry and for the dreamers. Liaison program. What it does is increase the amount of deferrals meaning, we don't receive the actual cash during the fiscal year more cash is pushed to the next year. In other words, we have to operate more on our own cash flow that we have our fund balances. This puts a burden from a cash standpoint. The other thing is both of these proposals which the senate president the assembly. We will know where things are falling as far as the, the state budget in a week. This is not going to be the final budget, the state still plans to have a revision in August and we will have a revised budget that will go to the board October 5. There's a lot of moving parts right | R&R recommended budget request forwarded to President Thuy for review and approval/Deny. | | |

now. And it's very different than the Proposed reductions that the governor laid out in his may revise. We also have our non-resident students, which is a wild card and. In the tentative budget, the district is building in a 30% reduction for non-resident revenue and we don't know where that's going to fall. The tentative budget reflects an $8.8 million reduction due to the non-resident Dropping 30%. But again, we don't know what percentage that will be so, but that's kind of the update and, you know, We'll have we'll have the tentative budget presentation on Monday by Susan Chu at the board meeting, and then within a week or two, we should start hearing what the proposal or the budget is looking like. The governor will sign that before the end of the fiscal year. We didn't see anything that it addresses the deficit factor, but what it does do is it seemed the deficit factor to me is looking at even that 8% reduction of our base revenue. It seemed like it was kind of a good picture of funding. This budget that is passing that will be passed, it as a tentative budget. It's not the final state budget. When the final budget comes out from this state. There's many questions and not a lot of answers. And even at this point in the budget process. We're going to still have some questions until that final budgets past and then depending upon the economy and things we don't know if they'll be changes during mid-year.

| 6 | Budget Request
Context: April's meeting, the study group was halfway done reviewing request. There was unique request related to positions. | VP of Finance: First acknowledge the study group that was put together for this year. February 27 was our first meeting after the requests were received. We had to go through the list, if you recall February 27 was about two weeks before we got the notice to shelter in place. Thanks to Asha Jossis, Red Lucas, Teresa Ong, Danmin Deng and Elias Regalado who met with multiple Deans and directors and some AVP. The intention when we were when we were doing this process this year was to review the list and items. Where our administrators could go ahead and purchase things within the fiscal year. We wanted to not make it so you know we're waiting for next fiscal year to do all this stuff, which was kind of the past practice of the OTC. The only problem is when we had the shelter in place, we ran into How much longer it takes to order things and the fact that we didn't have shipping and receiving open to receive goods. We do have things something maybe a few things were ordered. There's 417 lines to this worksheet. And the request, We have almost 11 million. It was $10.7 million and requests the approval, working with the various areas. We have about 3 million, a little bit more than $3 million dollars and what the deans, Directors and AVP said yes to and what the committee agreed to. And we identified funding sources for all those items. The funding sources included the budget lottery, measure C, Perkins and CTE funds, strong workforce funds, the C program and we had kind of a group of other funding sources. The self-sustaining fund, Guided Pathways using categorical is like that B fab program, which is the student financial aid assistance area and OEI for some software that helps with our online education area. We were able to say yes to. Some of the things that we did not approve at this point and that will kind of work through other processes, some of which we have in place, some of which we need to put in place, one | | | |

was facility requests, that would be something that our facilities committee can work with the areas and also faculty hiring. In some cases, some of the positions that were identified on the requests are some of the positions That are in the process of being hired for faculty request. The seven positions, for example, there were other positions that we identified That were being requested, but that they need to go through that faculty prioritization process. Advisory and R&R about classified positions and having a process for classified and management position. Some of those requested positions we don't have a process. Those were put on hold and that would be part of the discussion on our budget. In some cases we may be looking at positions that are vacant or even filled, perhaps, and Maybe reducing those positions, but the last reduction we budget reductions we did. We also had some reorganization and adding positions back and that those discussions will need to take place With those with the combined group. There were was an asked for augmenting the budget, increasing the budget and if we are adding to the budget here, we need to take from ongoing B budget from another place. If it's a one time and we're using College carryover. It's another thing to be asking for ongoing funds because if we're adding, we need to reduce and so those were kind of put on hold as well. There's a lot of detail on the worksheet. You can see there's a lot of, yeses coming from the dean, directors and AVP input and the response on the right column. There are also some hold wording that we put in there. We went through this process over a few months, and if this committee feels that it's time we would like to ask that we recommend for this list to be forwarded to President Thuy for review and the decision to approve or not approve.

| 7 | College Promise
Context: Council agreed to repeat same configuration from 19/20 for 20/21 FY. | AVP of Finance: In terms of the California College Promise program. We are still in the same position. An important update to provide is that The Legislative Analyst Office which advises the legislature on evaluations of the governor's budget did recommend eliminating the promise program. The discussions that ensued in the legislature did not accept that recommendation successfully. These are just proposals at this point in time. And we don't really have the definitive budget yet. At this point, California College Promise is Still funded with some minor technical adjustments for enrollment across the state. But the overall two year configuration of the state's College Promise program Continues. And so there is no recommendation to change the prior recommendation that was given to the group. The only other caveat is that might even if the College Promise program ultimately in the state budget is not impacted either in this budget that's can be approved soon or in in making an August revision. The evaluation of the College Promise program looked at in the in evaluating the entire budget and if they do end up being, for example, cuts to the seed program where we could, for example, modifier promise program to make it more equity focus textbook maybe only going to students, for example, that qualify for the formerly bog waiver program kind of reverting back to our prior promise program. If we need to take California College Promise funds appropriately to divert into maybe 10 support of other programs that neat needs support. The legislative main reason for recommending eliminating the program that most of the recipients of tuition waivers and support, we're not necessarily students that had greatest meet. So that was their argument that that they made for eliminating the college program and provide | | | |

		support to those students that with the greatest need another means. The changes that Foothill College made definitely improved student participation. We doubled our counts of students in our first year and partially in our first year is because there was lack of awareness of what the program. It had a very late start, we had 440 students in the first year we doubled our participation, the promise program. In the second year and in the current year. And so we're around 900 participating students right now. This was part of our reasoning for one of the reasons for recommending maintaining the current configuration because it was successful. There was a proposal that was going to be put forward for an alternative approach for the college promise to support EOPS and to have an incentive for EOPS participation. This still needs to be finalized.			

| 8 | Bookstore Deficit
Context: Council move forward with the study group gathering information on the hybrid option. | AVP of Finance: We entered into an agreement with the campus bookstore with consulting firm CBC that was ratified by the board in February and the agreement for CBC to provide analysis of the full working bookstore, including review of continued self-operation. Review contract management and a review of hybrid models. Primarily a virtual online course materials store bookstore, combined with a much smaller physical footprint at the campus. the premise behind the review and analysis that was going to be provided to the college but as part of that agreement also incorporate for a separate physical visits to the campus to evaluate the bookstore, especially during rush periods. As we are in Shelter in Place that would not happen in the fall. The current situation places extra burdens on the bookstore in terms of shipping receiving a physical textbooks. It was presented at the last meeting that we would ask, the Council if there were an agreement to expedite to review the hybrid option to alleviate some of this pressure on the bookstore. AVP of Finance, VP of Finance and Director of Bookstore met with the Director of Purchasing To engage her office the possible need for an RFP request for proposal regarding textbook distribution proposal. We discussed termination of that CBC agreement from February, as they are not able to perform most of the services. It would be a matter of engaging in conversation with CBC in terms of settling with them as it appears. At this point in time, at least, we do not need that in depth analysis of those various models were kind of left with only one viable model right now, which is the hybrid option. In addition to that, Director of the bookstore reached out to Barnes and Noble College, which is operates on hundreds of campuses throughout the country using different operating models, including the hybrid model and will engage with other online bookstore operators. We are at the point of | R&R approved to the option work towards implementing a hybrid option partnering with a company through the RFP process with purchasing department | | |

		the urgency of trying to get all of this done for fall, which we're going to be virtual. The actual implementation of a hybrid model for the fall minimally for the fall and then potentially beyond that and we will report back on our progress and getting that done when we reconvene this fall. We will continuing to work with this model and how we progress and potentially continuing under that model. Or how that might that model might be impacted by a return for returning campus and changes in these underlying situation that is causing us to expedite this exploration. We are at that point now that we needed an affirmation by the Council to proceed in this regard. Getting the books to the store since shelter in place has been difficult. A lot of the publishers are in the mid-west. It will difficult to get books to students. We are asking faculty to select e-text but many of the publisher do not have e-text so we need to have the books shipped to Foothill College to the student. Many of the books are coming directly from the warehouse because they cannot accommodate single orders. We are talking 4-5 says shipping to our students. We do not have a lot of options.			

| 9 | Student Homelessness | Facilitator: We made use of our office 365 here and we took the short term in the long term list that VP of Finance had put together and we just put in this Excel sheet. Listing the existing services and resources for our students are homeless student, we went ahead and put what was what was already in place. We have added some information on the website. To promote the housing resources that were developed for the partnership that April Henderson is responsible for with both the Catholic Charities and the Bill Wilson Center. We are linking that information, wherever we can. Where there's like sort of just basic needs. | Continue to update the website with current information for housing for our students | | |

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

MEMBERS PRESENT (strike out names not present)

<u>Voting</u>
Tri-Chairs: Kurt Hueg (Admin), Denise Perez (Classified),
Eric Reed (Faculty) Administrators:
Classified Staff: Julie Ceballos, Josh
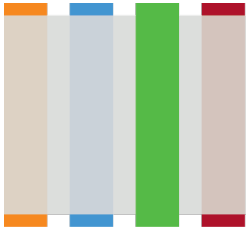Pelletier Faculty: Kathy Perino (FT),
Sara Coopers (FT)
Students:

<u>Non-Voting</u>
Ex-Officio: Thuy Nguyen, Elias Regalado, Bret Watson, Melissa Cervantes, Simon Pennington, Kristy Lisle, Teresa Ong
Recorder: Asha Jossis
Facilitator: Pauline Brown
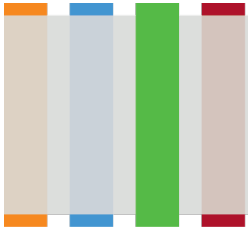
FOOTHILL COLLEGE
GOVERNANCE | REVENUE & RESOURCES

Guests

Gay Krause, Adiel Velasquez, Alejandro Favela, Craig Gawlick, Jayonay's iPhone(?), Kathryn Maurer, Katie Ha, Laurie Scolari, Leonardo Blas,
Sarah Williams, Mary Sunseri

Foothill College Mission Statement

Believing a well-educated population is essential to sustaining and enhancing a democratic society, Foothill College offers programs and services that empower students to achieve their goals as members of the workforce, as future students, and as global citizens. We work to obtain equity in achievement of student outcomes for all California student populations, and are guided by our core values of honesty, integrity, trust, openness, transparency, forgiveness, and sustainability. Foothill College offers associate degrees and certificates in multiple disciplines, and a baccalaureate degree in dental hygiene.

2019-2020 Strategic Objectives (E2SG) Equity, Enrollment, Service Leadership, and Governance