

MEETING MINUTES

Date: Oct. 11, 2019

Time: 1:30-3:30 p.m.

Loc: FH President Conference Room 1901, Zoom Meeting ID: 128 486 908

Join from PC, Mac, Linux, iOS or Android: <https://cccconfer.zoom.us/j/128486908>

Prepared by: Asha Jossis (Recorder)

NOTES BY TOPIC

ITEM	TOPIC	DISCUSSION	OUTCOME	NEXT STEPS	*RESP
1	Roll Call & Approval of Minutes	Approval of May 17 th and June 21 st Meeting Minutes	Council approved of May 17 th and June 21 st Meeting Minutes	May 17 th and June 21 st Meeting Minutes are posted on website as approved minutes.	Facilitation Corp
2	New Program Proposals:	Digital Marketing Certificate (DMC) Program New Program Proposals: <ul style="list-style-type: none"> • Business Accounting Advisory Board Meeting Minutes • Certificate of Achievement in Digital Marketing (Credit Program Narrative) • Digital Marketing Occupations Labor Market Information (LMI) • Digital Marketing Certificate Q&A 	Council not really clear of what R&R role is for approving a program. R&R will talk more about the process in future meeting. Advisory Council will address why the programs are going through all the Councils for approval.	Council reviewed and approved of the program. Natasha will be notified R&R needs to define governance process for program approval	Facilitation Corp
3	Study Group: Foothill College Promise	18/19, R&R evaluated the Foothill College Promise Program & recommended some design changes: <ul style="list-style-type: none"> • Unlimited Textbooks • Eligibility for Financial Aid is no longer required • Students do not need to be recent HS Graduates • EOPS Students receive an additional \$700 or a Laptop 	Council will play a significant role in the evaluation of Foothill College Promise Programs in 19/20 with the new design changes.	R&R to advocate for additional resources to the state for college promise. Office of the President asked that Council advise recommendations, such as:	Regaldo

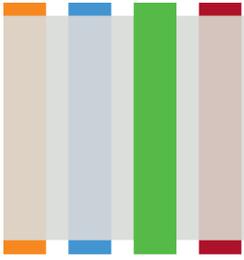
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3	Study Group: Foothill College Promise (cont.)	<p>19/20, Marketing efforts increased and the Phone Banks resulted in an increase in students for Foothill College Promise</p> <ul style="list-style-type: none"> 19/20 First Year students 670 increase from 440 in 18/19 Second Year students 168 – Less than predicted. Due to strict rules set by the state. Such as: <ul style="list-style-type: none"> Students who fall below FT status are out of the program for life. 19/20; 254 student meets criteria for FAFSA/Dream Act, however, they have not completed the applications. Working with De Anza College and ETS to help students navigate the program if they are attending both Foothill and De Anza so they can gain full-time status. ETS is writing a Program to capture these students 		<ul style="list-style-type: none"> State being more flexible with students who drop below Full Time (FT) status or students whom are Part Time (PT) What should be the College policy and position on problems with College Promise so Council & Office of President could advocate to the government. <p>League Annual Legislative Conference in January:</p> <ul style="list-style-type: none"> A place R&R member could attend to advocate for Foothill College Students. R&R have \$10k to attend. 	Facilitation Corp
3	Study Group: Bookstore	<p>The study group met 2 times (Hueg, Regalado, Henderson and bookstore director) in response to the office of the President question regarding the status of the bookstore and its financial deficit in terms of staying solvent.</p> <ul style="list-style-type: none"> Last year, the college carryover covered a \$152,000 for the bookstore operational cost. One of the biggest challenges is Open Educational Resources (OER) along with the options students have to purchase materials. For example, Foothill College provides the ISBN to our students and they shop around for cheaper books. 	<p>Recommendation to hire a consultant for an overivie of the bookstore was approved by R&R Consultant will guide the committee and come up with 3 to 4 items.</p>		Regalado



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3		<ul style="list-style-type: none"> Also a huge factor contributing to the deficit is the lost of contract with Apple because sales were to low which cost the bookstore lost in revenue. In addition, the district had a contract which required all purchase computers to use the district contract which also hurt our revenue. If we can lower the cost of books for our students using OER, even at the expense of having no bookstore at Foothill College we should considient it. <p>We should consider potential partner with community to create a local bookstore.</p> <p>The bookstore in its current model is not useful, however, Students need a place to get textbooks, scantrons, pencil, and blue books. Students believe the bookstore is worth saving. Lots of resources at the Bookstore for the students. The bookstore is good to have especially in emergency.</p> <p>Bookstore is good there to answer questions. Scantron, pencil, textbooks and face to face. New student and first day of class could be stressful to find the bookstore. Important student services because students ask a lot of questions with electronic materials and amazing team at the bookstore.</p> <p>Students states best location for any building for students is the library. Moving the bookstore near A&R is not the best option.</p> <p>The cost to hire a consultant would be \$20K-\$25K.. Recommendation for R&R approve to hire a cousultant to complete a deep financial review, recommend different</p>			

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		bookstore models (contracting out or hybrid) or to simple show us how to run our bookstore differently.			
3	Study Group: Annual Budget Resources Request	<p>R&R Council did not review the Annual Budget Resource Request as it was not sent prior to meeting.</p> <p>R&R Assembled a study group of 8 people (Red Lucas, Asha Jossis, Bret Watson, Kueg Hueg, Melissa Cervantes, Teresa Ong and Elias Regalado and a student, however, the student never attended):</p> <ul style="list-style-type: none"> The group met 10 times starting in May weekly for 3 hours. It would be great if we had a student for 19/20 to be in the study group. The request total in 11.5 millions. Review and approved of 2.3 million. All the request had to be formatted into one document and reviewed by the committee. Many of request were operational and funds controlled by Deans and Directors who have discretion over the funds. In this case, we labeled "Deans Discretion" where they made the ultimate decision regarding that particular request. Staffing request; the study group did not review as they have a separate process. Capitol Project request were also not reviewed because they could be added to the Facilities Master Plan and be paid for by the bond. Capitol request were total in \$4 mil which included a request for a scene shop in the theatre and a outdoor classroom. Items that were approved to be purchase, R&R has to review and approve and the list then will be reviewed and approve by the president. Then the finance people will work with administrators to purchase the items. 		<p>R&R will revisit items on the Annual Budget Resources Request that were not approved in future R&R meetings.</p> <p>In future meeting, establish a formal process which would make managing the request easier for the study group.</p> <p>In future meetings, R&R will define a process or recommend a process for classified staffing request.</p>	Watson

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3	Study Group: Annual Budget Resources Request (cont.)	<p>Study group would like R&R to review recommendations to approve the request. After approval the request, it would be forwarded to the Office of the President for approved. Once reviewed and approved by the office of the President, the finance department would work with administrators in those areas to purchase the items.</p> <p>R&R was concerned about items that were not approved. How would the get review or notified to request those items again.</p> <p>Items like Software was hard for study group to approve. They were more specieficed to the area of operational which was b budget. If the items is needed and no funds in B Budget then college carryover. The committee was not in a position to make a decision on software and Staffing. However, the committee did approve some hourly staffing.</p>			
6	Facilities Master Plan	<p>R&R need to Review list of bond projects and Facilities Master Plan (FMP). Current Bond list was drafted in 2018.</p> <p>Comprehensive FMP went to the BOT 2015-2016:</p> <ul style="list-style-type: none"> The BOT had questions regarding Student Success Services, as the FMP proposed moving Student Succuss Services to the center of the campus after it had been moved from the center of the campus to lower campus. The BOT asked the college to update the list. <p>Mainly the FMP's last page needs to be updated:</p> <ul style="list-style-type: none"> Basically the Boards wants a memo with a list of project explaining the changes. The list of projects 	<p>R&R recommended forming a study group to update the FMP in a memo form and create a bond list from the FMP. Submit both the plan and list to R&R for review and approval to be sent to the Board.</p> <p>R&R need an additional meeting on November 22nd to review the FMP and bond list for review and approval.</p> <p>R&R will guide the study group and recommend the study group focus on Feasibility study cost of \$250k</p>	<p>In future meetings, R&R will set agenda with times so students can attend the meeting for the items that interest them. R&R will put those items first on Agenda.</p>	<p>Watson, Hueg, Nguyen</p>



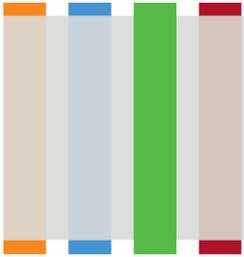
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	Facilities Master Plan (cont.)	<p>must mirror the categories that align with the categories on the polling.</p> <p>PaRC committee approved the current bond list. The list is brief and generally in dollar amount. R&R need to work within the dollar amount on the bond list which is \$303 million.</p> <p>The District has a lot of technology (Data, computer refresh and multimedia) which will need to be split between FH, DA and FHDA.</p> <p>R&R needs the community input for the list. Many changes have occurred since the college submitted the Bond list two years ago. R&R need community input regarding resources and project. A survey needs to be sent out to the Foothill College community to get feedback.</p> <p>A study group need to be formed to review and approve of FMP and Bond list. Feedback from the community will be incorporated into the study group review.</p> <p>R&R has one meeting on November 8th before the the board deadline. This is not sufficient enough time.</p> <p>Recommend a study group for FMP and working on the bond list, bring the back to R&R for review and approval then go to board 12/2. But the information must be ready by 11/20, Board is going to review and recommend. Going out for the board in March 2020.</p> <p>R&R need another meeting to review the list from the R&R study group. First read on November 8th</p>	<p>of student housing and childcare with potential to build.</p> <p>Making use of the existing space that would increase campus community. Make a friendlier space.</p> <p>Short term solutions for students, such as laundromats and overnight parking.</p> <p>R&R will set agenda with times so students can attend the meeting for the items that interest them. R&R will put those items first on Agenda.</p> <p>Facilitator will reach out to the student Billie Webb via email to ask her to join the study group for FMP and Bond list.</p>		



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	Facilities Master Plan (cont.)	<p>A second and final for R&R review and approval was scheduled on November 22 at 9am-11am and the study group will meet in between the two R&R meeting. Office of the President will ask Chancellor of an extension from November 20th submission to November 22nd.</p> <p>The bond list need to be general and broad. The list should include the Feasibility study cost of \$250K of student housing and childcare with potential to build. This will allow the college to hire a consultant to evaluate and assess the land for potential hosuing. The Office of the President request the results from the consultant should be 2-+4 options (exact physical locations, landswap, partnership with land developer). Areas to be consider Tennis area or parking lot 2-3.</p> <p>The Office of the President does not recommend putting Student housing to build on this bond list. As it would be a huge cost and require most of the bond funding.</p> <p>Next year the FMP will be fully updated. A consultant will be hired to update our FMP. In the past we have had evaluation of the land. If we hire a consultant for FMP, then consultant for housing should be combined with with the FMP update instead of hiring two people.</p> <p>We should identify what is possibility for land but need to be general enough so give us flexibility down the road.</p> <p>The Office of the President recommended zero dollars to Sunnyvale Center on the list, but leave the language to expand the site at Sunnyvale if needed down the road.</p>			



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	Facilities Master Plan (cont.)	<p>We need to clarify new buildings versus renovated building on the bond list.</p> <p>The Office of the President recommended for the Bond list renovated and expanded the stem center, more about stem center intergration instead of group.</p> <p>Part of the revovation could be converting garage to food pantry for students. Making the area a community, not just for service but spending time and building community between TLC and Stem center. Students mentioned wanting a career center that could be housed there.</p> <p>Multiculture center and dream center so put it on the list. If and when we get the bond the college can get together and design and think it out.</p> <p>Advisory Council is charge with creating a new division that include the Library, Stem Cebter and TLC and the Library become the epicenter. Putting in language and dollar amount and add to the bond list.</p> <p>The Office of the President recommended that R&R provide guidance to the study group. Such as, FMP plan can have the detail list but the bond list will be more board and general in the list of projects that go to the board.</p> <p>Update the general FMP and give the list to the board for approval. Discuss language for the list, such as student housing or housing in general, making use of the existing space with have that would increase campus community.</p> <p>Make a friendlier space.</p> <p>Short term solutions which are what the students interested, such as Laudromat and overnight parking –</p>			



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	Facilities Master Plan (cont.)	<p>Daycare was also on the list. A Building and staffing is needed. Dwe Anza College is self sustaining and getting half million tax break from state.</p> <p>The Office of the President recommended Daycare should be put on the list and zero it for now. We can do partnership with Non or for profit.</p> <p>Previous chidcrea was closely tired to our courses. R&R need to decide if the daycare is someplace just chirdlcare or intergrate childcare and learning. Run it for profit and first priority is our students.</p> <p>As for housing the Majority of students are in EOPS but potential to be EOPS could that be the priority for utilization for houses. If the bond passes March and and in April, R&R commission a study group to look at the potential options.</p> <p>The Office of the President is working with the community. Using piplomacy that student housing will counts toward affordable housing for Los Altos Hills. Community feedback when discussing locations. We need student input in the R&R Meeting and Study group.</p> <p>R&R needs to set the agenda to address items that interest students first. We also need to reach out to Billie Webb and ask her to be on the study group committee</p> <p>Student Homelessness Summit and AB 302 Bill and Technology Plan oved to November 8th meeting for discussion</p>			

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



 Foothill College

GOVERNANCE | REVENUE & RESOURCES

MEMBERS PRESENT

Voting

Tri-Chairs: Kurt Hueg (Admin), Denise Perez (classified), Sara Cooper (Faculty)

Administrator: Neelam Agarwal

Classified Staff: Josh Pelletier, Julie Ceballos

Faculty: Sara Cooper (FT)

Students: Sandalina Star, Shivam Asija, Billie-Webb

Non-Voting

Ex-Officio: Jordan England

Ex-Officio: Bret Watson

Ex-Officio: Elias Regalado

Recorder: Asha Jossis

Facilitator: Pauline Brown

Guests: Thuy Nguyen

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