

Community and Communication Committee

MEETING DRAFT NOTES

Date: February 9, 2019

Time: 12:30-2:30 p.m.

Loc: Altos Room, 2019

AGENDA ITEMS

ITEM	TOPIC	NOTES
1.	Roll Call	<p>Craig called meeting to order 12:30PM</p> <p><u>Members Present:</u></p> <p>Facilitator Craig Gawlick</p> <p>Tri-chairs Staff: Martha Rubin Faculty: Jordan Fong</p> <p>Administrators Valerie Fong</p> <p>Faculty Katherine Schaefer</p> <p>Staff Fountainetta Coleman Doreen Finklestein</p> <p>Students Matthew Bodo</p> <p>Ex-Officio Gay Krause Kurt Hueg</p>
2.	Approval of Minutes	Quorum not met, minutes to be voted on at next meeting
3.	Public Comment	<p>Our meetings are open and are governed by the Brown Act. Members of the public may comment during this section, however this is not a place for discussion. Members of the committee would not be able to comment/respond, as discussion is reserved for agenda items.</p> <p>No comments made by public</p>

<p>4.</p>	<p>Review of memo and request for recommendation in President Nguyen's Feb 1 memo</p>	<p>Kurt Hueg, member of Revenue and Resource Committee, was on hand to give some background and context.</p> <p>Primary task for C&C is to look at department chair funding, and governance. R&R discussed this week regarding memo's request to work with C&C. Decided to wait until the Admin council vote today. Significant concern about how this fits with agenda for the year. Had decided not to tackle the plans (e.g., facilities master plan) given that it is in place and two years old. Plan was to look at those next year. R&R big tasks: new budget template. Deadline of first week spring quarter for faculty to complete/submit. Need a joint meeting of R&R and C&C, especially if option 1 approved today. Possibly memo back to council about how much of this is feasible.</p> <p>Thuy has recommend that C&C look at how the division offices might be used if Option 1 is passed. Good to work with R&R to think about this in relation to the broad view of facilities.</p> <p>Questions came up about communication - facilitators will meet with Simon Pennington.</p> <p>There was to be a vote at 2:00 Friday, how does that allow our committee a chance to discuss, analyze and respond to the charge? The academic senate reviewed the memo on the Monday before this meeting. The memo was sent to group Wednesday.</p> <p>A response was drafted during this meeting and will be sent to President Nguyen by Craig Gawlick, on behalf of the committee.</p> <p>Questions from discussion: How do we communicate efficiently and effectively? What is the procedure to report to constituents? What is the procedure to communicate across committees? How to communicate throughout the college? Is there a communication line? We want to be the communications connector committee- set policy, get clarity from all groups.</p>
<p>5.</p>	<p>Review Action items and progress from January 25 meeting</p>	<p>Martha Rubin reached out to Kurt and R&R regarding facilities audit. R&R agenda is full, so no progress made. Need to align the work/priorities of the group. Martha will talk to Kevin and Jordan to set up meeting with other tri-chairs. Suggestion - discuss the charges of the committees in relation to the other initiatives, deadlines, campus work. Align priorities.</p>

6.	Service Leadership Definition	Determine opportune time to hold brown bag lunch. What is the distinction between making a recommendation and actions (e.g., hosting events). Could we work with the service leadership symposium. Matt will contact Ben Stefonik, invite Ben to next meeting.
	Meeting Adjourned	