



# MEETING MINUTES

Date: March 8, 2019

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

Loc: International Conference Room, 1943

## Attendees:

Katherine Schaefers

Martha Rubin

Valerie Fong

Jordan Fong

Gay Krause

Doreen Finkelstein

Simon Pennington

Matthew Bodo

Teresa Ong

Vanessa Smith

## NOTES BY TOPIC

- 1. Minutes from February 8 meeting approved by consensus**
- 2. Debrief of 2/26 meeting with Revenue and Resource Committee; March 1 memo**

Recap: Option 1 was selected to move forward. RR and CNC met and sent memo to Thuy regarding study group.

Thuy: One memo is about reaction and second memo around study group (joint memo). She wrote back to Elaine that she had another concept in her mind but she deferred to group. She had three points to add: At least 1 p/t faculty, 2. Make sure that members are from foothill not District. 3. She has idea of design thinking contractor but have to work out details. There's another consultant being hired to provide logistical support for that.

Gay Krause: What different concept did you have in mind? Group was struggling with not really knowing what you had in mind?



Thuy: Originally had in mind group with 5 people from comm., 5 from RR. One is designing around creating community. People come to table not wedded to their idea of what constituency group they are representing but coming as a college as a whole. "Go forth, be brave and I will be providing support once they come on board." Goal of week of March 18th. This can feel very operational and need to take it to next level for governance. How can we design college that provides interdisciplinary cohesion. Focus on big picture.

Craig: Having reps not just on community would be helpful to get experts in the room.

Thuy: Trend around how to be innovative and empathy. That should be interdisciplinary. Design thinking will help everyone with that.

Thuy: Memo strictly from C&C, February 11th. Pleasantly surprised to see quick response regarding memo to Council, especially looking at department Chairs to replace some gaps. Everything makes sense and please move forward. C&C is in charge of service learning. Info about faculty recommendation. ACE asked that Thuy not share early retirement and reduction plan until March. Because there was so much shift, she wanted to be as transparent as she could be. 93% of cut is personnel in nature. She respected ACE's request. At the same time, she felt they could benefit from faculty input into HUB. She wanted to include classified supervisors but still maintain confidentiality. They could have benefitted from faculty input. Department Chairs could serve as middle point for things that need to go to Governance. This was the reasoning behind all of this and what their role would be. She wants to see if the committee still feels like it would not be achieved through faculty Dept. Chair. Is it still a No?

Valerie: She's not sure that mu; connection between operations and governance. Comm. was trying to unpack problems with idea of solving this idea. One was transparency around reorg. And other was concerns about lack of connection between the faculty, dean and department, especially with p/t faculty. Asked themselves if department chairs would solve problem or could those problems be solved by the context of the study around the HUB. Piece she was missing was specific model with situation about making decisions that balanced transparency with privacy. Do we foresee more of those types of situations in the future?

Martha: In time of budget cuts, is that a good source of funds to pay department chairs? That was one of the concerns.

Valerie: Another question, chair facilitating governance committee meetings. Would another role be better able to facilitate this?

Thuy: Money: one time money HRT for three years. Piloting of part-timers, doesn't affect budget. Governance facilitation: With Isaac's department, she wanted to make sure faculty engaged. It's not for dept. Chairs to take over all 8 seats. Dept. chairs as bridge: Looking back, could we have improved if there was a system in place? Where are we going to do our five



hirings? Already dept. Chairs are tasked with certain items. There are always going to be situations like that and what if there is another reduction? She came up with idea to create diversity of viewpoints to have that bridge.

Valerie: Because proposal is focused on participation in meetings, could they be embedded into the job descriptions and speak more to responsibilities of bridging? Is it because they get reassigned time?

Thuy: Yes, because they came to her with job descriptions but she is very much leaning toward the committee's recommendation. Does the committee need more time?

Craig: Timing - is there evidence that this needs extra attention at this moment Is this something committees would look at together? Why did this recommendation come to this committee.

Thuy: This committee is for looking at proposals before they even come to governance and get feedback. Get diverse views before it goes to governance although if people feel like it's a "done deal" when it's at governance. Ask yourself if you want to take time until end of year to take another look at this request.

Jordan: Process what they've heard and assess if that makes a different in the recommendation.

Craig: Thuy would like this group to keep thinking. Any suggestions?

Katherine: want to hear more about meeting with RR. Has minutes but really want more information.

Martha: Seems like had to quickly make decision and get a response and now it seems as though there's a lot more time.

Craig: Met on 8th and sent on 11th. There wasn't specific memo back. Didn't remember that it was under master educational plan.

Simon: One of main points of next's week summit is on this point. We've been immersed in new process for 5 months and we see where it's been successful and where we need to improve. Next week is an opportunity to look at this process and sharpen it.

Martha: One thing to look at - how do we communicate and how memos are supposed to work.

Simon: Sharing agenda on Monday.



Nicole: Aren't there rules about how many times thing need to be seen and did that get violated? She thought it was part of what had to happen.

Katherine: That was part of what they talked about is that they didn't that kind of structure and that was one of things that need to created.

Simon: New governance structure is so different and there are things that were never imagined. Hit ground sprinting, not running. Need to discuss pain points.

Craig: Took for granted what PARC represented and connecting everything.

Simon: Agenda for 15th will be shared on Monday.

Martha: Talked to RR about how reaching out to Elias to see if he had list of facilities and what would be happening to them. Kurt said that they were charged with so many things that they couldn't address that. They later decided if they could have meeting of Tri-Chairs to create study group to first one of three things that they wanted to focus on.

Craig: Option 1 in memo was focus.

Gay: Understanding that it was part of not just those two groups but larger area, not just shared governance.

Craig: Memo didn't recommend membership. Proposed study group was what was recommended by joint R&R and C&C

Katherine: Problem with having it under Academic Senate and senate feels that shouldn't it be under governance? How do they give feedback if they can't reach their constituency? Talk between groups. Important part was way to find structure to gather feedback and to have resources to have p/t faculty.

Gay: Shouldn't we add p/t faculty?

Simon: still have 3 faculty but have in "()" include at least 1 p/t.

Craig to Katherine: Do you have suggestion?

Katherine: Struggling to how to create body to how to reach out to constituency. Meeting some resistance from Senate. She has gaps in her knowledge base to make suggestions.



Jordan: What They wants in terms of forming place to have pt faculty convene. If it's part of academic senate, there are already people doing that.

Katherine: wants group of pt faculty that will give her recommendations. Katherine wants to form some kind of group to create feedback. How do they incorporate pt faculty feedback ad should it be a workgroup (subgroup) of this committee?

Craig: AI - make sure that Elaine includes p/t faculty as part of that study group. Are there pt faculty on all the governance groups?

Katherine: There is.

Jordan: Some of members felt like what was being formed by this pt committee was same as members of pt already on senate. Senate heard that they wanted to include more pt faculty in academic senate sub-group to figure out how to share information. They felt it was redundancy.

Katherine: This might be better to make it a sub-group of Communication Committee.

Craig: Is it good starting point to reaching out to pt members of other groups?

Gay: **Making recommendation - to be discussed at next meeting. Results from next week's meeting of mid-year governance update**

Katherine: No blanket way to have full reach to their pt constituency. This has to do with trust, culture shift toward pt faculty. Not having voice in things like budget cuts and such

Gay: How many pt faculty do we have?

Kath: There isn't data for that and if there are only a few pt who are voice on committee, they cannot represent full constituency.

Simon: Depending on division, it's about 2-1 pt to ft.

Craig: Martha and Gay met with Ben Stefonik. Created notes

### **3. Service Leadership/Discussion:**

Martha: Talked about leadership and it being community. It can be internal of foothill or external of outside community.

Jordan: Gave example of service learning and in his class doing project on social justice. Either locally or globally. Create social justice phrase and create elaborate design around that.



MR: Over at DeAnza there is someone who actually does that and maybe reach to them.

Craig: Is it part of community ed.

Gay: Maybe part of Sam Bliss and what he's doing.

Craig: They do have money and stuff so that's great idea to reach out to them.

MR: How to help promote research and service leadership symposium. Hopefully will be able to promote this and have people go. He has 17 applications but is hoping to have good recommendation.

Matthew: Seen it in honors classes when people come in to explain about applications.

Gay: Seemed surprised that it had anything to do with this committee. He's not reaching out for needing specific help. He's being compensated and that's his job. Otherwise, he just wants people to spread the word.

Craig: They talked a lot about differences between learning and leading.

Simon: Everyone has own sense of what service leadership is. If this committee could create definition for college, it would be a good goal.

Jordan: Defining service learning can create springboard for colleagues. It would be good to define it for ourselves and for Foothill.

Jon Michael: Coming from Portland, giving students real-life learning opportunities. This is great for portfolio development. From background of Outreach, this creates so many opportunities for "Mom and Pop" type shops.

Gay: It's not just local community and could be internal as well as external.

Craig: Is there a definition that already exists? Already on Foothill College Service Leadership

Teresa Ong: Money to go to conferences such as for COMPASS, today and tomorrow. Are there members going to the conference? Next one is in Rhode Island end of March.

Gay: They had done survey back in November but it was based on eight people.

Jordan: What difference between service leadership and service learning.



Gay: Service learning is what happens in your classroom. Broader picture is service leadership.

Katherine: There is another definition under Service Leadership Initiative. Would need to define "unique vision"

Craig: Is it mission statement or bullet points that Thuy is looking for?

Simon: Thuy's vision is to become second nature so it's embedded in everything we do and to have it intrinsic.

Katherine: Should we make motto first?

Jon Michael: A lot of learning opportunities are available online and customize and craft it. Part of the discovery piece.

Teresa Ong: This is very much Thuy-driven mission. If she's not here in five years. Is this initiative for time she's here or part of mission that we carry forward?

How embedded does it become in the culture? That's what Thuy wants.

Craig: De Anza became social justice driven campus. If there's definition is it defining what's happening now or looking forward down the line.

Simon: Recommendation to look at it as long-term goal, commitment and in frame of 2030 plan. If we're going to embrace this, it has to be embedded deep. If this is just initiative, the resources won't be put behind it. When you're hiring faculty, is this person interested in bring service leadership to what they're doing?

Katherine: Thuy asked where we saw ourselves in five or 10 years down the line. Have to go there to

Craig: Is there some kind of a action we want before then?

Need to realize there are people who who are in disciplines like math and put it out in a way that applies to everyone.

Simon: Students at Guided Pathways - asked about service leadership. Said they loved it but the demands on the students were too arduous. All of the badges for doing these things, this needs to be laid into the planning.

Gay: or the faculty



Teresa Ong: 1. Body should decide is this mission statement/core value. 2. Definition of what service leadership is and gets passed around to governance. 3. If it's going to be rolled out in next 14-15 years, recommend where this concept ought to sit. Is it just pedagogical way of teaching?

Craig: Instead of clearly defining or include where it is going to live?

Teresa Ong: How does service leadership live in our community? Is it something that only faculty do and they all need to embrace it? What is it and gets passed around to governance. Craft draft. After that, disbursement of that information.

As a first step of moving forward, we need to decide what it looks like in terms of our campus. Do we present as initiative or embedded? Does this get communicated from this committee or come up with definition, create format

Teresa Ong: Decide whether it's initiative or embed in culture. It's up to this body to see where it flows.

Katherine: Did Thuy come up with or has it come up globally, nationally? If it's national conversation, we should jump on board to be part of future.

Jordan: Learned about service learning through nationwide, Public Allies, in 2009 . Community-based career path. Created by Michelle Obama (?).

Simon: It is national. Foothill is known for Excellence and this opportunity to institutionalize this and provide support for it. Athletes going to homeless shelter, bringing hot food.

Craig: What are next steps? Deciding by next meeting if this is ground floor discussion.

Jordan: Send out survey if initiative or embedding/mission statement? Jon Michael said to define what that means and put together memo for Thuy.

Simon: Make sure to include students such as Matthew.

Craig: Pick date for another meeting in between. **Send out doodle.**

Next Meeting: April 26th