# MEETING MINUTES

Date: May 29, 2020

Time: 1-3 p.m.

Loc: Zoom meeting

## NOTES BY TOPIC

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| **ITEM** | **TOPIC** | **DISCUSSION** | **OUTCOME** | **NEXT STEPS** | **\*RESP** |
| 1 | Approval of Minutes |  | No quorum to approve minutes | Agenda Item for June to send out meeting minutes | Craig Gawlick |
| 2 | Public Comment |  | None |  |  |
| 3 | Joint Advisory Committee (RR and AC) Membership  | Meeting every Friday to discuss budget & timelines. Forming study group.Almost 120 people in the meeting today. Big discussion today to see if they want to hire AVPI.it’s important that C&C has input into that meeting and deciding who that group is. There are a lot of people in the meeting but it’s important.Guiding principles are being discussed. Andre brought it up that if E&E is not represented, it’s a problem. For C&C, it’s important as to how that information is communicated. to have input from C&C.The other part of the communication piece is the invitation and how easy/regular it is to access the information to understand what is going on. Are the documents available to anybody? As a committee, we need to make sure everyone knows how to find that information.Communication is key here. People are really reading the Parliamant now. They’ve have requests to communicate more. Starting to include links to agendas and such. If each of the councils can provide updates as robust as possible. Those requests are coming now more than ever.The other part of the communication piece is the invitation and how easy/regular it is to access the information to understand what is going on. Are the documents available to anybody? As a committee, we need to make sure everyone knows how to find that information. |  |  |  |
| 4 | Governance Assessment Update  | * Had a request to provide more details of what the outside assessment would actually do.In letter, suggested that we start the actual assessment in the Fall. We’ll be able to use any data for mid-term assessment. Agreement to delay until Fall to prepare for the type of evaluation that we want.
 | Would begin the process in Summer so it’s ready to go out in the Fall.Goal is what’s working, what’s not working. How do we improve governance? Purpose is about helping us improve as a college and as governance. It is to gather data and be reflective as to how we improve. Study group would like to know whether it will be approved by Thuy sooner rather than later. | If we push it out, it could be another year before the evaluation is done. It’s important to have this new governance system evaluated so we can go forward. |  |
| 5 | Summer and Fall Communication  | * There is a lot of lack of clarity as to what will happen going forward. How should we be wrapping up this year? If we need to change how we communicate during the summer, especially in terms of budget.
* How should we serve our community and which community is that? That’s a huge question. Students in high school, unemployed, Los Altos area?
* November 1st, 2020 is the date for decisions to be taken. That is when things are turned over to the district. Communication will be especially important over the summer, especially as some of our colleagues will be gone during the summer.
 | Before we had three years; now we only have a few months. AC and R&R will continue to meet over the summer. That’s why it’s especially important for C&C to be heard in these Friday meetings. | No action items |  |
| 6 | Marketing Update  | * Pulling back on marketing for summer. They are going ahead with the Fall to promote Promise and reaching out to students. New texting software called Trumpia to text our students. Used it last week to reach out to students about Chromebooks.
 | three information sessions. Have been working with Counseling and Admissions & Records. Have virtual campus tour. Have partnered with 17 schools. Actively promoting Fall. Please send regular updates tro Vanessa. There are getting much more feedback. June 11, AC and R&R are sponsoring a Town Hall at 1:00-2:30. They’ll have that information going out soon. |  |  |
| 7 | Governance Onboarding Process Discussion  |  Had talked about making a shell of a course for onboarding. He would be happy to pass out general framework of his questions. He wanted to get responses from existing governance members - what they knew, what they didn’t know; what they wish they had known. Mostly, it’s a fact-finding.Privacy will depend on how you set up the survey. To send it out in Canvas, would have to have everyone enrolled that you wanted to contact. Would like clarification if this is just for governance or is this for faculty?Original focus is just to look at governance and those issues. Then if we want to expand it, we can do that.There are still a few vacancies to be filled. It’s probably a gap to get information out there that these vacancies exist. It would be helpful to have a permanent option to use Zoom. | Need to identify who will be on council as soon as possible so they can be invited to summit.One of challenges is to know who is interested and to then appoint them. It’s up to each of the senates. Thuy sees appointment of administrators as two-year terms.v | Would support June meeting. He would think people would be very motivated to serve in the coming year. June meeting and there could be training opportunities over the summer.Bruce: Has notes from various members. He’d be happy to pass those along. Something in June would be great. He just sent email to senates to ask what their appointment process is.Something late in June would be helpful. |  |
| 8 | President’s Report | They have committed to supplying stipends to p/t faculty for summer participation. There needs to be evaluation assessment because of resource allotment.Service Leadership Symposium - Was hoping for institutional learning incomes but that hasn’t happened. Ben has had to step down but she is going to be recruiting. Because C&C doesn’t have deadline and timing, one of the timelines for C&C could be symposium.  |  |  |  |
| 9 | Next Meeting | June 19th will be next meeting - will finalize Meet & Greet agenda for June 24th Will invite other councils to attend.June 24, 4:00-5:00 - Meet & Greet. |  |  |  |

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

## MEMBERS PRESENT

### Voting

Tri-Chairs: Laura Gamez, Martha Rubin, Lene Whitley-Putz,

Administrator: Bret Watson, Debbie Lee, Doreen Finkelstein, Elias Regalado, Leticia Maldonado, Lisa Ly, Liz Hunter, Michelle Schulcraft, Rick Edwards, Vanessa Smith

Classified Staff: Jackie Lauese, Mike Mohebbi, Karen Smith

Faculty: Name (FT), Name (PT)Bruce McLeod (FT), Sean Negus (PT)

Students:

Non-Voting

Ex-Officio:Simon Pennington, Thuy Nguyen

Guests: Julie Caballos, Janie Garcia

Recorder: Melia Arken

Facilitator: Craig Gawlick