# MEETING MINUTES

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Date: April 24, 2020

Time: 11:00 AM - 1:00 PM

Loc: Zoom

## NOTES BY TOPIC

| **ITEM** | **TOPIC** | **DISCUSSION** | **OUTCOME** | **NEXT STEPS** | **\*RESP** |
| --- | --- | --- | --- | --- | --- |
| 1 | Introduction/Agenda Approval of Minutes | Isaac moves to approve, Amy seconds  | minutes approved unanimously |  |  |
| 2 | Student’s Report | Tiffany: * Thank you for all the hard work adjusting to online Foothill! Hope Spring quarter has been good for everyone!
* Raised­­­ Foothill students’ minimum wage from $12 to $15.35.
* Currently working on the election for the next student government. Next week will be the campaign week.

Leo: * Happy Birthday, Tiffany!
* PSA (Public Service Announcement) competition was due on Apr 23rd.
* Running for ASFC government was due on Wednesday, Apr 22nd. Still have one vacant position that nobody ran for, which is VP of ICC. Some students have resigned since they have to focus on academics and their lives have been changed so much.
* During the Covid-19 crisis, will carefully evaluate our priorities.
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| 3 | President’s Report | * Thank Leo, Tiffany and Duye for leading our students considering the challenges they have to deal with!
* ASFC and President’s cabinet have been meeting for 3 times now and hope to work longer so that we can hear students’ problems and solve problems.
* The fact we are not getting a lot of complaints from students is a good sign. That means we have good student leadership. Many areas such as Academic Senate have been addressing and solving students’ problems.
* I see students’ compliments. Thank all faculty, staff and administrative team!
* ASFC is doing a great job in Virtual heritage month. We have full calendar of activities! this month is amazing.
* PSA Contest. We have gathered a good number of videos. Will listen in the weekend. We should be able to announce on Monday the winners.
* It’s important that we are mindful the work that we are doing. It’s also good that people are aware of the news worldwide. The reason we are bringing the people to president’s briefing so that we can connect with the world through the guests.
* One of our conversations today will be around budget. Economic issues are very real. Look forward to our conversation later around what’s going on at Foothill in terms of layoffs, hiring, budget cuts, etc.
* Will have a Community Town Hall with Simon for outside the community. Gain budget support for our college.
* In fall, we are anticipating 20% contraction of classes because of budget. Foothill is going to provide additional one million dollars to offer more classes.
* Decisions take more time to come to during the emergency scenario. For example, the process of CARES Act grant or decision of this year’s commencement. But the thought is to lean on the governance for decisions.
* C&C will listen to Commencement decision this afternoon.
* R&R will address the emergency funds.
* E&E is having equity conversation around online learning. Appreciate Chancellor to offer an implicit bias training today and last Friday.
* Advisory Council please let me what kind of topics or areas I should come to you.
* There is no doubt that we are in the new norm. We are not going back to what we did before. Our AC and college have talked about Education Master Plan 2030. When we do come back to the campus, we need to form a study group/committee to talk about how we should change and how we should seize that opportunity in this crisis to make the change that is good for our students and college.
 |  | Education Master Plan 2030 on May or June agenda; form a study group when we come back to the campus  |  |
| 4 | Check in on the recent changes necessitated by the COVID-19 emergency. Feedback and comments on campus constituencies and their needs. Student Services – Laurie Scolari Instruction – Kristy Lisle | Isaac: * Quick check in from faculty perspectives. Many courses were not originally planned for virtual delivery. Thank students for being patient with us! We are having more discussion on summer and fall schedules.
* Based on the last week’s Academic Senate meeting, we recommended that “F” grades to be reflected as “No Pass” in Winter 2020. We know transition to virtual instruction was a big headache. It will benefit students since “No Pass” won’t affect GPA. If students would prefer F grade, they could submit for a grade change. But would recommend check with a counselor first.
* At this Monday’s Senate meeting, we also discussed to change “W” grade to “EW” (Excused Withdrawal). We are still talking about the winter quarter. We are still figuring out how we can lessen any negative impacts on students.
* Continue thinking how to best instruct in the virtual space.

Anthony: We continuously have the A&R team improve communication with students. Make sure all the information on the website. Make sure students are set up and we are following all the guidance from the state. A&R is also planning for Summer and Fall. Isaac: If we have some courses that weren’t able to finish. We could use “In progress” grade, meaning students are unable to finish. The work is in progress. Students can come back to complete the course. Can all the students in a class be given IP? – Sure.Teresa: how does that work with financial aid?Kevin: It will have positive or no impact. If there is any negative impact on students, Financial aid can help them.Mike: Classified Staff tries to keep everything as seamless as possible as we transition to virtual. A lot of their needs are similar with student needs, such as Technology & mental health needs. Thuy will be asking C&C about mental health for employees.Kristy: * For Spring quarter, online education group has been working nonstop to support all faculty.
* Credit and Noncredit, Community Ed courses have been running successfully.
* The Professional Development week really did change and a lot of faculty become more proficient.
* Summer schedule should go live on Monday. We are trying to convert all our summer courses. Listing them not face-to-face courses. We are trying to code them correctly to meet our requirements under Title 5 with Elias’s help.
* Fall scheduling from Faculty perspective has started already. Our schedule is due on May 21st to Denise and Shawna.
* Shout-out to Anthony in A&R for grades and help in instruction. Also, to Fatima in counseling in terms of how students will be advised.
* Concern about 1320 and how much money we have for next year. More to come from R&R in terms of final budget number.

Laurie: * We have 50 applicants for the tech ambassador positions. We have a new chat function in the virtual campus website. Try to respond with 24 hours for student services related questions. We are creating tutorial videos for students in Zoom. Welcome week we have over 100 student participants. The number of Dual enrollment students is very high. A&R workload is pretty high. Working on Cares Act fund allocations. Think of how the foundation can support students.
* We are brainstorming different Commencement ceremonies.
* In Counseling, we are considering expansion of the Starfish platform. But still in discussion.
* Grocery cart will be sent out next week.
* The staff are trying to building up a sense of community.

Debbie: How many Chromebooks do we have remaining for students to borrow?Kevin: Melissa indicated we still had a good number of Chromebooks available. She has the actual number.Isaac: As we switch from emergency mode, now in less of a panic mode; we should be mindful of partnering with appropriate stakeholders when decision making.Ram: STEM faculty are saying that the students in their classes are struggling with the format. Some are sort of acting up in the classroom. These are the things that go unreported. They want to know how to handle with this? How to help? I have referred them to the virtual student hub. But it seems there is a group that is not in a position to utilize those resources.Thuy: Meant for effective policy procedures in terms of “no pass” grade, refunding, and not charging for certain fees. Students’ mental health issues are really high. Do not want to suggest things are easy for students.Leo: I wouldn’t say students are trying to misbehave. They are trying to cope with many things. Students are turning things late. Staying at home doesn’t mean students are not available mentally to complete stuff. Getting exercise would help. Laurie and Fatima: Please let us know how we can help with any specific students. Our psych services team and our counselors are ready to support.Preston: State budget would be impacted in the next few years. Should think ahead and get ready.Anthony: A&R will set up and would allow students to choose pass or no pass for the entire quarter of Spring and Summer, including the excused withdraw. State gives us a guidance on how to support students. Kristy: CSU is not for sure to accept every single class as pass or no pass. I am worried that pushing that too quick. Isaac: Might be helpful if we can partner with ASFC on how to send messages to our students. Be carefully in terms of how they receive or interpret information shared.Teresa: We have heard a bit from students who are relatively successful and here at Foothill, but we are not hearing from those who do not come and cannot come. I spoke with a non-profit that helps opportunity youth and justice involved youth, and was told that CC should get off their “high horse” as a welcoming and accessible place.Laurie: Good point Teresa - we need a plan to address issues for our most vulnerable students - who may be hidden in the shadows and forgotten.Eric: I would like to significantly relax deadlines for assignments, but I am worried about not providing a pace for students to finish by the end of the quarter. Will we have flexibility in assigning incomplete grades without documentation for students who do not finish on time, and assume that the student is affected by the current difficulties?Isaac: We have up to a year for students to complete (when given an “incomplete” grade . As long as we document what we are going to do and why, and how we’re communicating these changes to students, the Chancellor’s Office is supportive in terms us doing what we need to do to support students. Anthony: An incomplete cannot be issued prior to the end of the 9th week. Kevin: An incomplete can negatively impact a student's financial aid, case-by-case, of course.  |  |  |  |
| 5 | Looking Ahead - Uncertainty regarding a return to campus- Budget Considerations (Bret and Elias)- Scheduling (Summer and Fall – Kristy) | Isaac: We heard folks are concerned why we plan so far ahead. Why not wait? It’s important to plan ahead. We need to be ready for and plan for difference scenarios in the Fall.Bret: * District budget information: <http://business.fhda.edu/budget/annual-budget-and-quarterly-report.html>
* For this year, we are down a little bit of FTEs, but we are under hold-harmless. Only international numbers are down (Impacting about $800k less).
* $23.7 million stability fund at the beginning of the year. At the end of the fiscal year, it will be close to $12 million due to compensation adjustments and other negotiated items. We have a saving account. Preston brought up state rainy day fund, which was $21 billion. Projected $5 billion will be used in the summer. The rest will be used in the next year or two years. Also, considering the budget shortfalls, it’s important to plan for the future. Foothill and De Anza will be working with the district.
* Chancellor Judy Miner pointed out early on her chancellor’s briefing about cuts to the positions. That’s something we have to work on. We went through that exercise just recently. Unfortunately, because of the condition, we will be working through the next scenario. Anyway, there isn’t a set number coming yet from the state. Typically, in May we receive the information based on the tax revenue, but income tax has been delayed until July. The state budget has been postponed until august, if not later.
* We have to come up with various scenarios to project our revenue.
* P-2 Enrollment is due on May 4.
* Our enrollment isn’t looking too bad right now. We only see a little bit of decline this spring compared to last spring. De Anza is actually up a little bit.

Isaac: In reference to budget planning, and I heard mention of planning for potential position cuts. Does this affect the current search committee work?Bret: That’s the discussion we need to have for this meeting. Elias: * From a broad community college system perspective, we have significant advocacy efforts. It’s clear to state, community college is vital during this emergency since we train front-line responders, nurses, police officers, firefighters and respiratory therapists.
* It’s going to be important to continue funding community colleges to the highest level.
* From state budget perspective, we cost state less money per FTE. In the downturn, people return to college. Those are good arguments to get state support.

Amy: Regarding position cuts and holds. Are current hiring committees going to be allowed to continue? What process are we being asked to com up with since it seems that many decisions have already been made?Katie Ha: Will the position cuts include positions that have already gone through governance, i.e. LRC Dean and new faculty hires?Bret: With the budget situation, we are going to plan for reductions in the future. We need to discuss how we are going to proceed for administrative, staff, faculty positions. Isaac: Consider how to address the planning for reductions. More information and involving stakeholders early is important. Even if we don’t have exact budget numbers for next year, hypothetical modeling (worst case, best case, middle) is important to help contingency planning.Thuy: * Financial scenario has been enhanced: not getting parcel tax, pandemic situation, International enrollment is down and the hold-harmless will go away.
* The challenge right now is how serious it is and how college should react to it. We won’t know fully until the August Revise. Usually it’s normally called the May Revise, since tax deadline has been extended to July.
* I am interested in hearing from you what planning processes we could do.
* Chancellor is not interested in doing a hiring freeze. It seems not necessary at this point.
* Two classified positions in the KA area, Dean of LRC, and AVPI, won’t be recommended by the Chancellor for the board approval.
* AVP of Marketing was getting ready, but it’s now getting slow down and potentially to be placed on hold.
* I want to get a sense from you. Shall we consider a little bit of hiring chill? What process would you like us to put in place to consider the remaining positions?

Mention that positions at De Anza and Central Services are also placed on hold.Katie: Who will oversee operations of LRC? It’s currently split. LAS? STEM? In student survey this week, students mention how important tutoring is to them.Thuy: The district is not saying budget cut right now. We won’t know the budget info until the fall quarter. It might be too early to have this conversation, but it’s about the process we are going to consider like Isaac mentioned. Clarifying question re: where the decision was made to freeze the two Foothill classified positions and two administrative positions. Answer- this was Chancellor directed. Debbie: search committee are already in place. We are hiring in faculty to start in fall. These interviews will happen in May. It’s time sensitive.Tri-chair will get together ASAP to try to figure out when to meet next time. Maybe May 1st would have an additional meeting. Kristy: Summer courses are all virtual. In terms of Fall schedule, we have to think about different conditions, such as seat count, air flow, or the size of offices in Student Services. Do we have wipes, masks and gel? We are working hard to be proactive.  |  | Will meet again on May 1st @ 11:00 AM to talk about budget considerations. Stay tuned for the invite.  |  |
| 6 | Textbook Costs | Not discussed in the meeting. |  |  |  |
| 7 | Review meeting normsPublic comments | The meeting went well and the group adapted well to the new virtual format. Like reading the chat. Better than face to face.  |  |  |  |

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

## MEMBERS PRESENT

### Voting

Tri-Chairs: Isaac Escoto, Anthony Cervantes, Mike Mohebbi

Administrator: Kevin Harral

Classified Staff: Itzel Sanchez Zarraga, Danmin Deng

Faculty: Amy Edwards, Preston Ni (FT), Cheyanne Cortez (PT)

Students: Leonardo Blas, Tiffany Nguyen, Duye Liu

### Non-Voting

Ex-Officio: Bret Watson, Elias Regalado, Kristy Lisle, Laurie Scolari, Teresa Ong, Paul Starer

Recorder: Danmin Deng

Facilitator: Simon Pennington

Attendees: Liz Hunter, Alfred Guzman, April Henderson, Craig Gawlick, Debbie Lee, Doreen Finkelstein, Elaine Kuo, Fatima Jinnah, Julie Ceballos, Katie Ha, Kevin Harral, Kurt Hueg, Lené Whitley-Putz, Ram Subramaniam, Eric Reed, Valerie Fong, Vanessa Smith, Amber La Piana