Committee Reports | Week of 5.11.20

**Community and Communication**

Reported by Tri-Chair Laura Gamez

Met April 24th, 2020

* Informal discussion on how campus community has been feeling about communication, feedback included but limited to the following
	+ President's Communique: super helpful with feeling connected to campus
	+ Part-time Faculty feedback: Foothill doing a great job with communication, but sometimes find it difficult to keep up
	+ Increased Isolation, a need for more informal communication "hallway type of conversations"
	+ Need for more recordings of meetings, and a central place of locating these recordings e.g. Academic Senate, Advisory Council, ect.
* The council recommended the college to have some kind of virtual commencement ceremony with the possibility of rescheduling for a physical one next academic year
* President Nguyen asked C&C council to redraft their memo by addressing the need for an outside contractor and an adjusted timeline.
* Members of the council will be leading community building actives on May 4, during and after the normally scheduled President's Communique.

**Revenue and Resources**

Reported by Tri-Chair Eric Reed

Met 5.8.20

We started with a presentation from Bret Watson about the potential budget impacts of the pandemic and economic downturn.  His analysis was, in turn, informed by a presentation by Susan Cheu at Chancellor’s Advisory Committee.  The true impact will not be known for some time (August or later).  A “deficit factor” of at least 1% is likely but the district is bracing for the possibility of a 20% reduction in Prop 98 funding.  There is no guarantee that we will continue in the current “hold harmless” mode.  We may see cuts in both general and categorical funding, and categorical funding could be cut by 50% or more, based on past experience.  A large amount of categorical funding comes through SEA funds (formerly 3SP, Basic Skills, Equity) and supports many positions on campus.  Foothill relies heavily on international student tuition, and the pandemic may result in a 50% loss of international student FTES.  Federal CARES funding of $1.2 million is available to support Foothill expenses related to the pandemic, but has already been over-allocated.

It is possible that our revenue could fall to the level that basic aid kicks in.  This would provide some kind of floor to the loss in revenue, but would not buffer the loss of categorical funding or international tuition.  Also, basic aid funding is dependent on property tax revenue, which will likely shrink somewhat.

We approved the online and blended instruction certificate from the LINC program.  No additional resources are requested as part of this program.

We discussed the bookstore deficit.  In prior meetings, we had approved hiring a consultant to investigate and present other models of providing bookstore services on campus.  The need to consider other options is heightened with the pandemic, as the bookstore has pretty much lost all revenue from non-textbook items.  At this point the “hybrid” bookstore model, with part of the order and fulfillment operation handled by an outside vendor like Barnes and Noble, seems like the only viable option.  Elias will work to renegotiate our contract with the consultant, and we will seek information about vendors who can support this hybrid model.

CARES direct assistance to students has begun.  The college received 1261 requests for emergency funding and has disbursed a total of $22,000 to 89 students.  CARES funding is not available to all students.  In particular, undocumented students cannot receive money.  Foothill has some funding to fill this gap.  Faculty have noticed that students aren’t aware of this program until individually contacted by faculty.  Marketing will craft a message that faculty can cut and paste into a personalized message.

The college was facing a $2 million reduction in part-time faculty funding for 2020-21.  President’s cabinet has already approved shifting $1M - $1.5M from other sources to help make up for this.  R&R will send a memo requesting that we find further funding to return to stable funding for 2020-21.  We are seeing an increase in demand for sections due to shelter-in-place, and we do not think this is the time to reduce our schedule.

Committee members expressed concern that R&R and Advisory Council were not involved in the decision to place positions on hold.  We are not presuming that we would have come to a different conclusion, but it is important that shared governance is respected.  R&R and Advisory Council, as well as the other councils, need to be involved during the decision-making process, not informed after a decision is made.  We need more information about the criteria used to place the LRC and AVPI positions on hold.  We need to know who will do the work if these positions are not filled.  If we continue with an interim AVPI, how does that save the college money?  Paul Starer will be leading a discussion with the direct stakeholders in LRC, and Kristy said she is leading the plan for the AVPI position (permanent, interim, or reallocating the work).  We need to figure out what part of this work belongs in R&R and what part in Advisory Council, but we reiterated that the conversation must happen in a governance group.

R&R has been tasked with the “return to campus” plan, but it was initially unclear what was expected.  We discussed that this work itself will be largely operational, but the timing of return to campus as well as the plans to ensure a safe and clean campus for employees and students should involve all constituent groups.  At this point there are already faculty involved in the scheduling aspect.  We will formalize this as a study group which should include representatives from all divisions.  We must not forget that students are most impacted by these decisions.

We were not able to discuss bond prioritization.  Given the urgency of getting this discussion going, we will schedule a meeting next week to form a study group.

**Equity and Education**

Reported by Tri-Chair Carolyn Holcroft

E&E met on Friday, May 1. The two major discussion items were:

* dual enrollment (continuation of discussion from previous meeting). We seem to be moving toward the consensus that although dual enrollment can be used as an "equity strategy" depending on how it's implemented, we aren't implementing it that way; and, we'd like to use time at our next meeting discussing possible recommendations we might make to the college to shift our dual enrollment practices so they could be effective for equity.
* student equity concerns related to the sudden move to a virtual campus. Although we began discussion at the last meeting, we noted we neglected to surface and discuss the role of race in the issues that are arising. We are mindful that the adaptations we are currently making may lead to exacerbated equity gaps.

Our next meeting is Friday, June 5 from 1:30PM to 3:30PM in the "virtual" President's Conference Room. We would love to have members of the campus community join us!

**College Advisory Council**

Reported by Tri-Chair Isaac Escoto

Met on 4.24.20

Student trustee Tiffany Nguyen thanked everyone for all the hard work it took to go virtual. The Board approved student worker minimum wage to $15.35, from $12. Student PSA competition ended yesterday.

President Nguyen’s report: ASFC and President’s Cabinet have been meeting, to problem solve and hear student concerns. ASFC is working on its first virtual heritage month. Encouraged the college to lean on governance for budgeting discussions (R&R), commencement (C&C). E&E to look at equity and online education. We are in a new norm. Asking that we plant the seed regarding what our campus might look like when we can begin to come back F2F. How do we/should we change? Discussion is related to Ed Master Plan 20/30 discussions.

Check in: Many faculty are teaching courses they never intended to teach virtually. A lot of work to move courses online/distance. Thankful for student’s patience with us. The Academic Senate recommended the college have all ‘F’ grades reflected as ‘NP’ on student transcripts, due to COVID-19 challenges. Senate to discuss changing ‘Ws’ to ‘EWs.’ ‘NP’ doesn’t affect GPA, and ‘EW’ doesn’t count as a course attempt

Budget: Don’t have set numbers from the state, but we should begin to start planning for potential budget reductions at the state level, which could result in local cuts being needed. Need to start with various scenarios, and decide how to get our expenses in line with projected revenue cuts. Will need to discuss what to do with current positions. President Nguyen asked what planning process we would like to see to prepare for possible cuts. Break down various scenarios/planning. Mention that Chancellor Miner placed four Foothill positions on hold (two classified positions, and dean of DRC, AVPI. Clarification that this is Chancellor’s directed.

Questions regarding how Chancellor Miner chose positions to hold. Questions regarding how the duties that were being planned to be addressed by the LRC Dean, will be handled now that the position is being held. Concern of how feedback can be given if decisions were already made regarding these holds.

Questions about the held positions, how/why this was decided, how to plan for budget unknowns. The tri-chairs agreed to add another Advisory Council meeting on May 1st, to allow for more discussion/time to ask questions.

Met on 5.1.20

Many different faculty spoke about frustration re: position holds, without discussions with stakeholders. Comment that shifts (including financial moves) have been happening in preparation for the LRC Dean. Feeling that this was a disregard for all of that work.

Mention of inconsistency regarding messaging at the last Advisory Council meeting last week re: Chancellor directing Foothill to hold the four mentioned positions above, and also hearing that the local colleges would have made decisions to hold any positions.

Question: what do we want budget planning processes to look like? Multiple folks spoke up and mentioned that we should use our preexisting governance structure to involve stakeholder feedback in budget planning. Concern that folks are hearing for the first time, at a meeting, that a leadership position they were planning to rely on, is now held.

Mention that faculty would like to be thought partners in preparing for the future, even if there are unknowns. Mention that the Academic Senate has felt college decisions have continued to be made without appropriate stakeholder input, which lead to senate constituents requesting a formal letter re: campus decision making.

Next Advisory Council meeting is on 5.22.20

**Committee On Online Learning**

Reported by Co-Chair Ben Stefonik

We received an update from Allison Meezan and Lené about the revisions to Canvas Certification that are underway.  A workgroup will convene this quarter to brainstorm ideas for potential future iterations of Canvas Certification and ideas about how we could extend a bridge of on-going support to faculty who complete canvas certification.  The workgroup will meet sometime next week, TBD.  **If you would like to contribute to this workgroup, please email me to express your interest and I will send you the doodle poll.**

The J1 workgroup will meet the week of May 18-22, TBD.  **If you would like to contribute to this workgroup, please email me and I will send you the doodle poll for possible meeting times.**The work for this workgroup will likely continue through the 20-21 academic year.

**COOL Faculty Chair 20-21**

I will be stepping down as chair after this year due to a family matter.  If you are interested in being the faculty chair of COOL next year, please email me to express your interest.  Time will be allotted at the next meeting to hear from everyone who has an interest in being faculty chair for 20-21.  We will vote on the faculty chair position at the final meeting of the year, 6/11, 11-12pm.

Our next meeting is 5/28, 11-12pm.

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**Chancellor’s Advisory Council**

Reported by Isaac Escoto

Met on 5.8.20

AP 3518 Child Abuse Reporting was approved. Will be updated on district website.

Call for District Opening Day 2020 virtual workshops. If interested in presenting a workshop, please email Paula Norsell with details/further information.

Enrollment Update: Foothill is up in head count this spring, compared to last spring. We may have an increase in enrollment Fall 2020. How well we can accommodate potential increases in enrollment, will be a function of funding. The college will need to grapple with how to support our community, workforce, economic turnaround needs, while being fiscally prudent.

Vice Chancellor of Business Services, Susan Cheu, presented a State and FHDA Budget Outlook. The presentation can be found here <http://www.fhda.edu/_about-us/_participatorygovernance/_05.08.2020_State_and_FHDA_Budget_Outlook-V2.pdf>

In summary: potential for serious cuts to state/CCC funding

Summary of likely risks, per the presentation:

Reduction in Prop 98 funding (up to $31 million). Potential deficit factor $1.56 million or more). Non resident revenue (up to $13 million at 50%), hold harmless ($13 million), Local revenue ($1 Million). Potential cut to categorical funds.

Local expenses: Covid 19 expenses, recent 6% COLA, Pension obligation, expected rise in health care costs.

For more detailed information, though still lots of unknown, please see the above [link](http://www.fhda.edu/_about-us/_participatorygovernance/_05.08.2020_State_and_FHDA_Budget_Outlook-V2.pdf).

District Budget Advisory Committee reviewed CARES act; intended for conversion to remote instruction. Opportunity for FEMA reimbursement, however COVID-19 expenses could go on for years. Unsure of exact details regarding FEMA reimbursement.

Human Resources Advisory Committee: annual EEO report is in progress.

Educational Technology Advisory Committee: Three-year revision to district tech planned got derailed. Campuses decided this is not the time to send out a needs assessment survey, however what we have learned/will learn over the coming months, can inform a future needs assessment survey.

ACEFA (academic calendar exploration and feasibility analysis task force) was planning a student survey for this spring, however, work has stopped for the time being.

**Academic and Professional Matters**

Reported by Isaac Escoto

Met 4.29.20

Clarification that the Chancellor’s Cabinet reviewed all positions that were in Taleo. Question: do we need to proceed with these positions at this time? Looking at positions that wouldn’t have a job to do at the moment, due to COVID-19/shelter in place; athletic trainers, flea market coordinator, wouldn’t be able to do their job due to no students on campus/no public gatherings. Clarification that Chancellor Miner didn’t make decision for the campuses regarding any hiring holds.

Looking ahead at likely state budget reductions: CEO webinar mention that the system could receive as much as a 10% cut. If we look back at the recession in 2010, we lost about 12% over two years, with 8% workload reduction and other cuts. There were general and categorical fund cuts. Losses in non-resident tuition could be substantial.

Mention that we need to keep an eye on how ACCJC defines hybrid instruction, as we look to schedule for coming terms.

**Board of Trustees Meeting**

Reported by Isaac Escoto

 The Board thanked students, classified staff, faculty, and administration for their efforts during COVID-19. Special thanks for students that are working on the front lines.

President Nguyen thanked classified staff and faculty for their continued efforts in delivering distance services and instruction. Report that the Service Leadership Symposium will happen virtually. Mention that the Foothill Commission and Foothill College will put on a town hall to engage the community about any concerns they may have. The event will be May 21st, from 4:30-5:30. Mention that our commencement this year will be virtual.

Vice Chancellor of Business Services, Susan Cheu, gave kudos to the campuses for reacting quickly and pivoting quickly due to COVID-19. Mention of CARES act. Money intended to assist with cost to switch to virtual instruction.

This was the last Board meeting for Trustees Tiffany Nguyen (FH), and Genevieve Kolar (DA)

Approval of consent calendar.

Student governments from FH and DA presented and had their budgets approved.

May 17th to 23rd to mark Classified Staff Appreciate Week

The Board approved resolutions in support of [DACA recipients](https://go.boarddocs.com/ca/fhda/Board.nsf/files/BNZ2MH02D99F/%24file/Res%202020-12%20Support%20of%20DACA%20recipients.pdf), and to [denounce xenophobia and anti Asian sentiment due to COVID-19](https://go.boarddocs.com/ca/fhda/Board.nsf/files/BP3PBJ63D424/%24file/Res%202020-13%20Resolution%20Denouncing%20Xenophobia%20and%20Anti-Asian%20Sentiment%20Due%20to%20Fears%20of%20the%20COVID-19%20Pandemic.pdf).

Approved BP 3518 Child Abuse Reporting

Next Board meeting will be June 2nd, 2020.