Leadership Council on Governance Redesign Notes, May 1, 2018

Present: Amy Edwards; Paul Starer; Anthony Cervantes; ~~Craig Gawlick~~; ~~Laureen Balducci~~; Erin Ortiz; Denise Perez; Isaac Escoto; Katherine Schaefers; Brendan Mar; ~~Danya Adib~~; ~~Eoin O'Farrell~~; ~~Chinwe Idika~~; ~~Marcel Vermeer~~
Thuy Nguyen; Andrew LaManque

Review of Draft Governance Handbook
The group reviewed the timeline for discussion this spring. After the next Leadership Council meeting the senates can begin discussing the Governance Handbook draft with their constituents, including giving consideration for committee appointments.
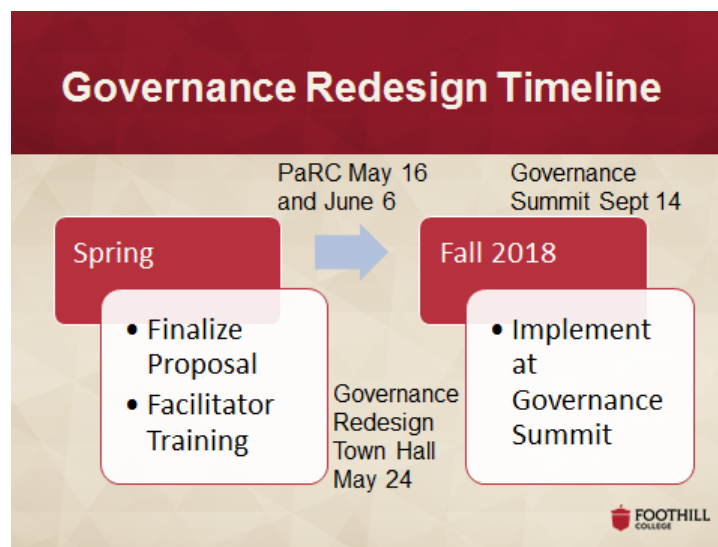
The Governance Handbook has two components – one that is more operational that can be updated annually, such as committee calendars, and the other which constitutes the policy and procedures on governance. The current draft includes a mix of items that are included to support the discussion this spring (such as the Frequently Asked Questions) these items have been moved to the Annual Supplemental Documents section at the end.

The fall governance retreat will include training / onboarding for new members. If possible there will be a meeting of the tri-chairs at the end of June or in summer to begin to plan for the retreat and the new governance structure.

Recommendations
Each of the 4 committees will be able to independently make recommendations to the President. Thuy plans to suggest areas – policies and procedures - that may be helpful to for her to have a recommendation on. For example, ways of reducing textbook costs or the allocation of room space.
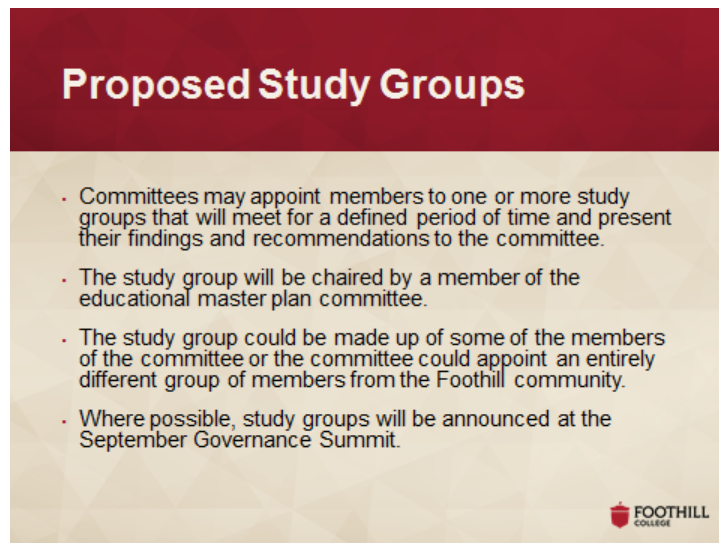
Proxy and Online Participation
The group discussed the idea that normally the committees would make recommendations by consensus. However, for voting it is 1 vote per member (rather than 1 vote for a constituent group). Per the Brown Act, voting members participating online will need to publically identify their location. There was general support for the idea of online attendance for committee members. We discussed the pros and cons of proxy representation including the idea of unforeseen versus planned absences (such as PDL), notification in advance, and perhaps doing a pilot next year. It was agreed to revisit at the meeting next week.

Quorum
There was a discussion of the idea that we may need to define the requirements for a quorum, although this is not been an issue for PaRC.

Study Groups
The group reviewed the operation of study groups. The study groups support the work of the committees and are appointed by the committees. The committees might even request an outside consultant to support the work.

Proposed Study Groups

- Committees may appoint members to one or more study groups that will meet for a defined period of time and present their findings and recommendations to the committee.
- The study group will be chaired by a member of the educational master plan committee.
- The study group could be made up of some of the members of the committee or the committee could appoint an entirely different group of members from the Foothill community.
- Where possible, study groups will be announced at the September Governance Summit.

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Communication

The group talked about the idea that the recorder would be responsible for drafting a summary of the notes after each meeting and sharing with the tri-chairs for their OK. The tri-chairs would then send the information to be included in the Fusion. It was suggested that the Fusion be easily accessible on the website since this would foster uniform communication on governance. It was also suggested that there be a place on the website for community members to share comments with the committee.

Committee Names

The group brainstormed names for each of the committees – see pictures below. It was agreed that this would be re-visited at the next meeting.

Program Review

The group discussed the proposal to suspend program review next year while the committees developed a new process that met the need for information for each committee. The Handbook draft includes a proposal that the Equity/Education Committee review information from units being recommended for follow-up in 2018-19. It was proposed that perhaps every unit answer a few short self-guided questions next year e.g. what does your unit want the college to know about your programs, what data is important for your program, etc. There would be no distinction between types of units (instruction/student services/administrative). Each committee could look at the documents which would also help them design the new program review process. Paul agreed to bring back a proposal for discussion at the next meeting.

Key Items for Next Meeting
➢ Proxy attendance
➢ Committee representation – 4 faculty members (assuming 1 part-time), 2 managers
➢ Program review process for next year
➢ Committee names

Possible Committee Names
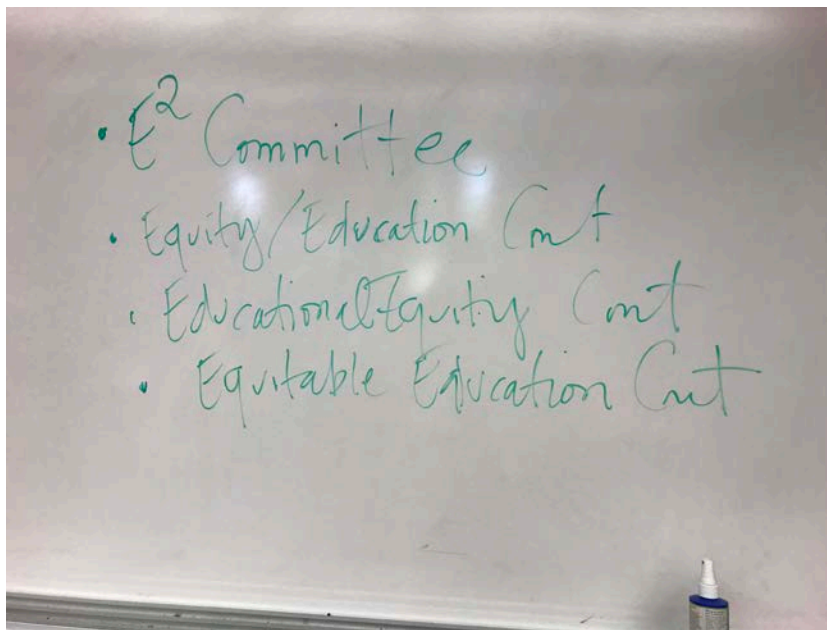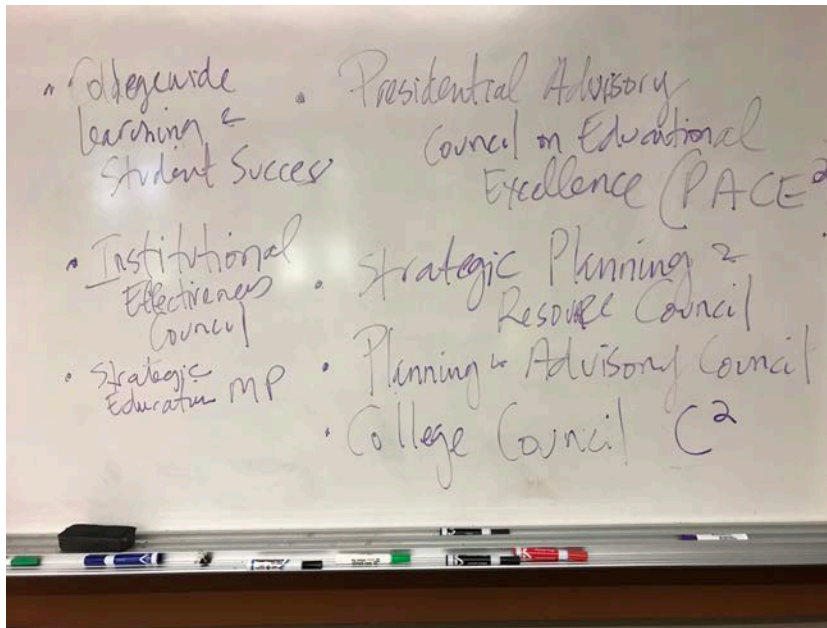
- C^2 = Community &
  Communication
- College Culture
- C^4 (Community, Communication,
  college culture
- Community Leadership
  & Communication
  Cmt

R^2 = Revenue &
        resources
        Cmt

Independent Educational Master Plan Committees