



**FOOTHILL COLLEGE**  
**Participatory Governance Meeting # 2**  
**Wednesday, May 25, 2016**  
**MEETING MINUTES**

**PURPOSE:** Participatory Governance Discussion  
**LOCATION:** Administration Building / Room 1901 / President's Conference Room  
**TIME:** 1:30 PM – 2:15 PM

ITEM	TOPICS	LEADERS
1	Structures for Participation	Messina / Holcroft / Smith
2	Parking Lot (Future Discussion)	Messina / Holcroft / Smith
3	Moving Forward	Messina / Holcroft / Smith

**PRESENT:** Kimberlee Messina, Carolyn Holcroft, Karen Smith, Justin Schultz, Nanette Solvason, Laureen Balducci, Kurt Hueg, Denise Swett, Debbie Lee, Teresa Ong, Robert Cormia, Angel Tzeng, Isaac Escoto, Al Guzman, Denise Perez, Elaine Kuo

**(1) STRUCTURES FOR PARTICIPATION**

It was agreed upon that the defining characteristics of the various structures for participation at Foothill College must be taken into account as part of this initial discussion. This will help determine how the various groups (committees, taskforces, etc.) should be categorized.

- (A) Is the committee permanent or temporary?
- (B) What is the charge of the committee?
- (C) What are the deliverables of the committee?
- (D) What is the membership of the committee (e.g. college-wide representation vs. a smaller focused group)?
- (E) What is the process for appointment of committee members?
- (F) What is the leadership structure of the committee (e.g. traditional Tri-Chair model)?
- (G) What is the level of decision-making or scope of responsibility of the committee?

Moving forward, the five (5) structures for participation listed in the Governance Handbook should have common criteria in the description, should the five structures be kept as they current exist. It was also emphasized that the lines of communication between committees should also be made clear. Such revisions should be taken into account as a new Governance Handbook is drafted. The current five structures for participation include:

- (A) Participatory Governance Group
- (B) Operational Group
- (C) Subcommittee
- (D) Ad Hoc Committee
- (E) Taskforce

A list of all committees (as listed in the existing Governance Handbook) along with their categorizations based on the five structures for participation, listed above, can be found here: [http://www.foothill.edu/president/parc/minutes/parc2015-16/03.02.16/FH\\_Committees.docx](http://www.foothill.edu/president/parc/minutes/parc2015-16/03.02.16/FH_Committees.docx)

A list of the roles/charges of each of the committees (as listed in the existing Governance Handbook) can be found here: [http://www.foothill.edu/president/parc/minutes/parc2015-16/03.16.16/FH\\_Committee\\_Roles.pdf](http://www.foothill.edu/president/parc/minutes/parc2015-16/03.16.16/FH_Committee_Roles.pdf)

The following revisions were suggested during the preliminary discussion surrounding the various committees, their categorizations and roles/charges:

- (A) There should be four (4) overarching Participatory Governance Groups
  - (1) Planning & Resource Council [PaRC], (2) Academic Senate, (3) Classified Senate, (4) Associated Students of Foothill College [ASFC]
- (B) Subcommittees of each of the main Participatory Governance Groups should be listed directly underneath.
- (C) Operational Groups should be considered as their own stand-alone categorization.
- (D) The Core Mission Workgroups (Basic Skills, Equity, Transfer, Workforce) and Operations Planning Committee (OPC) should be considered Subcommittees of PaRC
- (E) Scheduling Committee – Possibly an Ad Hoc Committee or Taskforce?
- (F) Accreditation Steering Committee – Possibly an Ad Hoc Committee or Taskforce?
- (G) SSSP Advisory Council – Possibly a Subcommittee?
- (H) Staff Development Committee – Subsumed under the Professional Development Committee (PDC)
- (I) Technology Committee – Does not exist
- (J) Technology Taskforce – Permanent; standing committee. Not really a taskforce?
- (K) SLO Committee – Subcommittee of Academic Senate
- (L) Student Success Collaborative – Possibly an Ad Hoc Committee or Taskforce?
- (M) Assessment Taskforce – Is it a Taskforce or an Ad Hoc Committee?

## **(2) PARKING LOT (FUTURE DISCUSSION)**

The following items were placed in the parking lot, for future discussion:

- (A) Clear definitions for and distinctions between representatives (with reporting duties) and regular members in the committees.
- (B) Further discussion and transparency surrounding the appointment of representation on the various committees.
- (C) What is the appropriate response to inactivity and/or lack of participation while serving on a committee?
- (D) What does it mean when a committee provides a ‘recommendation’ to the college?

## **(3) MOVING FORWARD**

In preparation for the next discussion (W 06.08.16), participants are asked to consider the defining characteristics (as described above, Section 1) for the various groups and committees they currently serve on and/or are familiar with; consideration of lines of communication should also taken. This will help inform the discussion at the next meeting.