**PRESIDENTS’ COUNCIL**

Minutes

 November 19, 2019

# MEMBERS PRESENT:

President Tim Cook Vice President David Plotkin

Vice President Alissa Mahar CHRO Melissa Richardson

FTF President Dustin Bates ACE Co-President Kelly Lawrence

PTF President Leslie Ormandy Admin/Confidential President Matt Goff

ASG President Ashley Magaña College Council Representative Cynthia Risan

Executive Director Marketing Lori Hall Recorder Denice Bailey

Guests: Laurette Scott, Kat Long

**ACADEMIC BUDGET PROGRAM ELIMINATION/REDUCTION CRITERIA AND PROCESS**

David said this process is part of the college’s review of budget items that could impact the financial forecast. He distributed and reviewed the draft criteria and process for program elimination/reduction.

He will be sending out a survey with open-ended questions about the criteria and process. He hopes to have something finalized in time to have an analysis done on programs before the end of January. He wants college feedback on the process and doesn’t want to create anxiety. This probably wouldn’t happen for two or three years, in order to let students finish their program, if we actually find it financially beneficial to reduce or eliminate any programs. There will be opportunities to ask questions and provide feedback on this process, including an opportunity to ask questions at an open forum on Thursday.

Dustin said since this is not a board policy, the process isn’t as clear. He asked if the process will go for a first and second read at both Presidents’ Council and College Council. David said it doesn’t have to follow that specific policy, but he does want to receive feedback and suggestions on the document today. If programs are eliminated, that requires board action. Then we would go through the first read, second read process.

Dustin asked about a reduction/elimination triggering renovation of the facility. Does that include a possible restart of the program? David said no. That bullet refers to specialized programs with particular space needs that are being considered for elimination, and what would be the cost to recover the space for college use.

Leslie asked about projecting enrollment trends into the future. David said it has to do with what kinds of inquiries we get about the program, applications, what kind of interest is management seeing.

Matt said it was a comprehensive list of criteria. David replied he consulted with other institutions to see their processes. The criteria are not in any particular order of significance. Once we have a finalized criteria and process, the criteria will be place into a rubric and rated. He will be looking for feedback on that process as well.

Laurette said she went to the last meeting and believes a financial analysis should be reviewed by the math department. She hopes the college will consult AAUP for policies and best practices on faculty cuts. We don’t need to reinvent the wheel and can utilize the experience of others. It will be interesting to see how we do the analysis on transfer vs. CTE programs. She encouraged David not to rush through this process, if the impact won’t happen for two years. Do it slowly and thoughtfully.

David said yes, when you make any kind of cuts, the sooner you make them the sooner the impacts are seen in future forecasts. When people are comfortable with the criteria, he will share the process to be used by the Business Office for analysis. Tim added this is a difficult, challenging process. We are trying to be very transparent through the process. Right now, it is theoretical, so we need to be very careful not to create a lot of anxiety.

Ashley said accessibility is important to consider for all programs. Kat said we need to use a DEI lens about programs that should not be considered for elimination. Some programs, like Spanish GED, aren’t accessible to all, but are very important to keep and shouldn’t be a part of the financial considerations..

David said development of a DEI lens is still in draft as part of the DEI Committee’s strategic plan. That committee needs to move that work forward. People want to adopt a DEI lens for their work at the college, but we don’t want to get ahead of the committee’s work. There are a lot of different models to consider. We won’t adopt a lens before the committee does.

Tim agreed. There are 3 or 4 lenses going around. He believes the committee will have a lens in winter term. He said the third bullet on the mission addressed DEI. David also referred to the fourth bullet under Systemic Impact in the document asking if a reduction would create barriers for students. We can talk about the DEI impact of reduction/elimination of a program, but we don’t have the official tool of the DEI lens. We will be looking at the community impact and barriers to vulnerable students.

David reminded the group that the decision will not be made by a single person or group. We, as a community, own these decisions. Many eyes will be looking at the criteria and data and we want feedback along every step of the way, as much as possible. At the end of the day, administration will have to make a recommendation to the Board regarding cuts, whether it involves program reduction/elimination or not.

There was discussion of people’s memories of past reduction processes. Leslie said she appreciates having a process. Dustin said we need to reassess things on some kind of timeline and regularly engage in the definition. Tim agreed and compared it to the assessment cycle.

Ashley asked if elimination is approved, when would programs be cut? David said we first have to finalize the process, develop tools for analysis, and then do the analysis. If, by the end of spring term, there was consensus to eliminate a program, then we would look at the number of students in the program and how we can provide the education services to allow the students to finish their program. If there are no students in the program, it can be done quickly. It will likely not affect next year’s budget, but the year after that.

**PROCESS FOR REQUESTING NON-OFFICE SPACE**

Cynthia said as new buildings have come online on campus, problems have come up because people are claiming spaces. We have a process for assigning office space. She shared the example of moving Customized Training and the domino effect from that.

She would like to have a process similar to the non-faculty Position Request process. A committee representing all employee groups would meet once per term. She asked for nominations to be part of the committee and to develop a process/rubric. They are calling it the Space Allocation Team.

Matt asked how this is related to the adjacency work. Cynthia said Bob Cochran and Jason Kovac will be part of the team. They will look into how this work links with the CUDC.

Cynthia asked the group to send her nominations or to provide names so she can reach out to folks. This will come to College Council as an information item.

**SHARED GOVERNANCE**

Tim started off the conversation asking for feedback from the last meeting and where do we go from here. He shared a recent example where shared governance failed.

Dustin said he feels stuck. For shared governance to work, one key component is trust and we need to work on that. We still need to define shared governance and what it means to us as a college.

David agreed and asked if there is a triage step we can do first. We have existing structures, but we don’t know how they work. We don’t know what our processes are. Misunderstandings and miscommunications are happening now. We have to do the big work, but can we do something to help understand our current processes now?

Dustin said sometimes people disengage in the process and then feel like they missed something.

David said people are also frustrated with the time it takes to get through the cycle. Sometimes people go through the process but others don’t feel like it was completed and everyone gets frustrated. This comes from a lack of clarity on where decisions get made, where do people go to learn about the decisions, and how do we move things forward.

Dustin said if we outline the process, there is still the risk of people choosing to not participate or provide input.

Tim suggested doing a process map and the group discussed the idea. Alissa suggested hiring a consultant to facilitate this work. David suggested we use the college’s Project Management or Customized Training faculty. The group agreed a process map would be helpful, but don’t want it to interfere with the regular work of Presidents’ Council. Tim will come up with some ideas on how to get started. Set up for winter term.

# ASSOCIATION REPORTS

ASG – Ashley reported:

* Tomorrow ASG is receiving a large donation of food. She requested help to unload.
* ASG is doing outreach to high schools. The one she went to yesterday wants them to come back.
* The Giving Tree is now up and located in the Community Center. More tags will be on the tree soon. Gifts will be distributed at the holiday party.
* Spirit week is being planned for December 2-6, and will include tie-dye day, twin day, ugly holiday sweater day, festive day, and cougar day.

Classified – Kelly reported:

* Classified are excited to be near the end of bargaining.
* They are collaborating with ASG on concessions at sporting events. The proceeds will go to the Cougar Cave or an existing scholarship fund.

PTF – Leslie reported:

* Bargaining is ongong.
* She is working with David and Jason on some items.
* Martha Bailey is setting up a Foundation account for professional development for PTF.

FTF – Dustin reported:

He has been looking into committee representation – there are 23 committees/workgroups/ subcommittees listed on the college portal. Some have one faculty member and some have more. There is no chance that every faculty member can be on a committee. As positions open up, not everyone knows about them. We are inconsistent in the ways openings are filled: the committee chair can contact the association presidents to communicate with the group, or the chair reaches out to an individual to request participation, or the dean asks for representation. Each method is a useful way but he would like to have it be more consistent and define the process of filling open committee positions. Tim asked if we track faculty involvement on committees. David said the deans are responsible for knowing who is on what committee. Lori will have her team nudge the committee “owners” to update the website.

Admin/Confidential – Matt reported:

No report

College Council – Cynthia Risan reported topics at the last College Council included:

* ISP first reads.
* Update on the academic calendar.
* Access control.
* Update on Guided Pathways.
* An admissions and recruitment update.
* Live chat update.

Adjourn 5:00 pm