

**GOVERNANCE COUNCIL MINUTES**

**October 20, 2023**

Members Present: Todd Hampton, Xiaohong Li, Candace Duron, Kanoe Bandy, Juana Rangel-Escobedo, Mike Mayfield, Renae Ginther, Salvador Jimenez Murguia for Tina Mendoza, Debbie Rios, Damon Bell, Bill Devine, Brandy Young,

Members Absent: Heather del Rosario, Leslie Minor, Brock McMurray, Adam Bledsoe, Jay Cuevas

Guests: Sarah Criss, Aaron Markovits

Facilitator: Todd Hampton for Leslie Minor

Timekeeper: Mike Mayfield

Recorder: Sarah Criss

**Call to Order:**

The Taft College Governance Council meeting was called to order at 10:10 a.m.

**1. Approval of Minutes**

The minutes from the September 15, 2023 were approved by consensus.

**2. Committee Reports**

1. **Strategic Enrollment Management Committee (SEMCOM)**

Damon Bell and the committee members are preparing for training to develop a Strategic Enrollment Plan using the Vision Resource Center for training materials. Dr. Bell said three sample plans were shared as models and committee members will discuss which model is preferred for our District. The selected model will help the development of subcommittees and respective tasks for each subcommittee.

1. **Budget Committee (Todd Hampton)**

Todd Hampton reviewed the state of the budget, the budget development calendar, and the FOAPAL organizational structure with the committee. He shared with them that the annual 311 report has been filed on time and on the status of the current audit process. Governance Council inquired if the state claw back of funding is impacting the budget greatly. Dr. Hampton reviewed the impact of the claw back and confirmed that the state may retrieve money from the previous fiscal year when needed.

1. **Strategic Planning Committee (Xiaohong Li)**

Xiaohong Li stated that the SPC reviewed the self-evaluation and set current year’s goals. Dr. Li and the SPC group reviewed progress on the selection of the Educational Master Plan consultant. Institutional Research staff updated the Comprehensive Program Review process. This year more departments have begun the Comprehensive versus Annual Program Review. After reviewing data with IR staff and using the new tool feedback has been positive on the change to a multiyear Program Review.

1. **Campus Safety and Security Committee (Heather del Rosario)**

Dr. Hampton provided an update on committee work. The committee is completing the self-evaluation and will send it to the next Council meeting. The committee’s work to identify solutions to parking lot safety concerns will go into action soon with the addition of speedbumps and stop signs.

1. **Information Technology (Xiaohong Li)**

Dr. Li reported that an artificial intelligence (AI) policy was discussed and will be drafted to present to the Council at a future meeting. She also shared that the committee was updated on the need to change campus wi-fi from open to password protected. She reviewed the four new ways that wi-fi will be accessible on campus.

1. **Diversity, Equity, Inclusion, Accessibility and Anti-Racism DEIAA (Damon Bell)**

Damon Bell said that the committee will be learning to use Microsoft Teams to help address organization of tasks to meet goals. Committee work is focused on preparing a DEIAA certificate course, which will begin at the committee level and then be offered to faculty and the campus. Those training options are still being discussed. The committee charter will be ready at the next Council meeting, but the charter has been tabled for further review. Committee discussions were also held on Male and Empowerment Summit in conjunction with the CAPP grant, a potential study abroad trip to Oaxaca, and attendance at the Encore national conference on Race and Ethnicity awareness.

1. **Academic Senate (Candace Duron)**

Candace Duron said that the Area A regional meeting will be held next week. Resolutions will be reviewed and possibly approved to share at the Fall Plenary. Ms. Duron shared that fall regional meetings will be reinstated.

**3. 2023-24 Budget Development Calendar**

Dr. Hampton provided a copy of the recommended budget calendar. There were no significant changes to the calendar. The next task in the budget development process will be the release of the Governor’s Budget in January.

**4. Governance Council Charter**

The draft of the Governance Council Charter was shared at the last meeting and feedback was requested. Ms. Duron stated that no feedback was received. Consensus was reached to approved the draft of the Governance Council charter.

**5. Committee Charter**

**a. Budget Committee (Todd Hampton)**

Dr. Hampton said that the charter draft included a request to add a Student Services representative to the committee membership. The remainder of the charter was the same as the previous version. Consensus was reached on the draft of the Budget Committee charter.

**b. Strategic Planning Committee (Xiaohong Li)**

Dr. Li reviewed the draft of the charter and said that the only change was to remove the Dean of Student Success from the membership. Consensus was reached on the draft of the SPC charter.

**6. Committee Self-Evaluation**

**a. Budget Committee (Todd Hampton)**

Dr. Hampton reviewed the self-evaluation of the Budget Committee. The committee will review and update goals #4 and #5. Discussion was held to possibly add Child Development Center funding knowledge as a goal. Currently Manny Campos, Fiscal Analyst, is attending training in this area to better understand it. Another possible goal will be to update the committee on the Student Centered Funding Formula as it stands today.

**7. Program Review Contact List – Faculty/Division Chair**

Dr. Li explained that the contact list is set by Governance Council. The draft of the list contains many carry over contacts but it is reviewed each year and submitted to Governance Council. It was suggested by Ruby Payne, the Faculty Association President, that the Program Review list uses the appropriate faculty division chair when the program’s contact is not a fulltime faculty member. Kanoe Bandy suggested that it should be shared with the bargaining team to discuss compensation for adjunct employees when it is appropriate for them to write the Program Review. Brandy Young inquired if it is necessary to list specific names to the Program Review contact list as it is no longer needed to login into software as a part of the process. Dr. Li emphasized the importance of having a list of contacts for the IR office to ensure that the program review is completed smoothly. An action item will be on the next agenda to decide whether to use the division chair on the program review contact list when there is no fulltime faculty for that program or to keep the current contact list as it is.

**8. Other**

Dr. Li shared an update on cyber security concerns and an update of a file server that will change the name of drives that a user will see. This change will happen in December and an email will be sent to the campus to make users aware of the change.

Sarah Criss reminded Council members that there would be a town hall meeting held on Zoom for the President job announcement. She encouraged anyone interested to attend.

Dr. Hampton provided an update on the potential addition of a nursing program. A draft funding estimate to add the program has been reviewed and funding sources have been identified. The District will be applying for grant funding and working with the Chancellor’s office to continue to search for other funding sources. The process will include curriculum development, work with the nursing board to meet regulations, and facility/equipment planning. Mike Mayfield asked if there would be steps taken to build the program into the budget to sustain it past grant funding and Dr. Hampton said that it is being discussed/planned.

**Next Meeting:** November 17th at 10:10 a.m.

**Facilitator:** Heather del Rosario

**Timekeeper:** Bill Devine

**Meeting Adjourned:** 11:16 a.m.

**Respectfully submitted by**: Sarah Criss

**Reminder—Please forward future recommended agenda items to Brock McMurray and Candace Duron**