Minutes: WCC Foundation Board Meeting  
October 25, 2013  
Minutes

Members Present:  Patti Chong, Sam Craddock (substituting for John Kaya), Roy Fujimoto, Malia Lau Kong, Jean Okumura (Chair), and Navtej (Johnny) Singh

1. The meeting was called to order at 2:00 p.m. Jean Okumura, presiding.

2. The minutes from the last meeting (10/4/13) were accepted as circulated.

3. Jean talked to Paul Briggs, Brian Richardson, and Kathleen French regarding the ANTH 151 proposal. Paul talked to Brian and they agreed that they will wait until the full-time ANTH 151 position is filled. Hence, ANTH 151 was converted into ANTH 150 for the Spring 2014 schedule.

4. Ron Loo submitted his revisions for PHIL 110’s renewal yesterday. However, this did not give the Board enough time to review the renewal and Jean asked whether we could schedule another meeting for next week. The Board agreed to meet on Friday, November 1, and if a member is unable to attend, he or she will send a proxy.

5. The Board continued discussing revisions to the draft charter:

   a. **#1: Name:** It was decided that the name of the Board should stay as The Foundations Board, rather than WCC Foundations Board.

   b. **#6: Membership:** The Board decided to eliminate the sentence in #6c that says “For the representative from Student Affairs, the Vice Chancellor for Student Affairs shall be contacted for a representative for next term.” The rationale for doing this is because Student Affairs is a department like any of the academic departments and should not have a different process for selecting a Board representative.

   c. **#7: Leadership:** In #7g.5, eliminate statement saying that “A digital copy of the form is posted on the college website.” It was then discussed that the Board should make digital copies of all approved proposals available to the campus by secure access and that this statement would be added into #7g.5: “A digital copy of all approved proposals are posted on the Foundations Board website with secure access.”

   d. **#8: Compensation:** The Board decided that the Chair should be compensated for the work done as the duties assigned to the Chair are very time-consuming. The statement saying “There is no compensation for serving on the Foundations
Board” is replaced with “The Chairperson for the Foundations Board shall be compensated 2 credits per semester.”

e. **#9: Meetings:** Statements #9a and #9b will be moved to #10. Add this statement to #9: “Meetings shall be called as needed by the Chair of the Foundations Board. The Foundations Board may also communicate informally by other means as desired.”

f. **#10: Decision-Making Procedures:** Eliminate the statement: “The committee shall follow standard decision-making procedures.” Add the statements from #9a (The Foundations Board has six (6) voting members and the chairperson votes only in the event of a tie) and #9b (A quorum consists of five (5) voting members, not including the chairperson).

g. **#11: Subgroups:** Eliminate the sentence: “There are no standing subcommittees of the Foundations Board.” Eliminate the word “ad hoc” from the second statement so that it reads “The Foundations Board can create subcommittees as desired.”

h. **#12: Documentation:** In the section where it says “The Foundations Board will post…” add in “approved proposals with secure access;” and “Foundations Proposal Forms.” Eliminate the “completed action forms” part of that statement. Eliminate the “Other documents can be posted as decided by the group” statement.

i. **#13: Assessment of the Group:** Replace the paragraph with this statement: “The Foundations Board will participate in college-wide assessments of chartered groups and other forms of assessment.”

j. **#14: Dissolution of the Group:** Replace committee with “Foundations Board.”

k. **#15: Modification of a Group’s Charter:** Replace the paragraph with this statement: “The Foundations Board can modify its charter through a memo to the Faculty Senate.”

l. Meeting adjourned at 2:52pm.