



F100THILL COLLEGE

**Planning and Resource Council (PaRC)
Draft Minutes of April 17, 2013**

ITEMS	TIME	TOPICS	LEADERS	EXPECTED OUTCOME
1	1:30-1:35	Welcome (and Introductions)	Judy Miner	
2	1:35-1:40	Managed Printing	Bernata	Action
3	1:40-1:55	Budget Update	Bernata	Discussion
4	1:55-2:05	Faculty & Staff Request Presentation	VP's	Discussion
5	2:05-2:15	Student Success Scoreboard Report	Elaine Kuo	Discussion
6	2:15-2:30	Mission Statement	Kurt Hueg	Discussion
7	2:30-2:45	Student Equity Metrics	Elaine Kuo	Discussion
8	2:45-2:50	Faculty and Staff Prioritization Survey Open	Kimberlee/Elaine	Action
9	2:50-3:00	Questions/Concerns/Announcements	Judy Miner	Discussion

Meeting began at 1:32 PM.

PRESENT:

Judy Miner, Elaine Kuo, Kurt Hueg, John Mummert, Kimberlee Messina, Craig Gawlick, Charlie McKellar, Nanette Solvason, Mark Anderson, Peter Murray, Sarah Munoz, April Henderson, Roberto Sias, Meredith Heiser, Joseline Diaz, Sarah Schueler, Manam Mustafa, Bernata Slater, Pam Wilkes, Paul Starer, Erin Ortiz, Robert Cormia (for Dolores Davison)

ABSENT: Dolores Davison, Bernie Day, Maureen Chenowith, Karen Smith

ITEM 1: Welcome-Judy opened the meeting and welcomed the group.

ITEM 2: Managed Printing (Bernata)

Consultants will come in (no charge to district) to audit the cost of our current printing, which will result in a proposal that will include up to five vendors to possibly manage printers/scanners on campus. Bernata asked to be sure to let the community know so they are not surprised by auditors showing up in their areas.

ITEM 3: Budget Update (Bernata)

The following were emergency hires at Foothill: Counselor in Psych Services-out of Health Services Funds and PSME hired two Math Instructors-one math instructor took over FTE from Vet Tech program.

EPA (Education Protection Act, AKA Prop 30 Funds): None of these funds can be used for administrative expenses. The following is a proposal of how funds will be used at Foothill: Librarians-4, Counselors-7.93, Instructional positions-69. Bernata also talked about OPC recommendation for distribution of discretionary funds (B budget) for fiscal year 13-14. OPC proposes to fully distribute the \$2 million. Funds left over can continue to carry over at year-end. The proposal also includes distributing the funds by division versus individual departments. The group approved these proposals by consensus.

ITEM 4: Faculty and Staff Request Presentation (VP's)

The group reviewed the faculty and staff ranking sheet for Fall 14 hires developed by the vice-presidents. The ranking sheet was shared with the group prior to the meeting. Noted during the discussion: the Counseling positions are conditional due to lay offs at DeAnza-we need to see how that plays out before we can hire these positions. Also, there is great uncertainty about how many of the ranked positions we are going to be able to fill due to budgetary constraints. A staff ranking sheet was also presented, but it was made clear by Judy that it is unlikely that we will be able to fill any of those positions to due to the availability of necessary funds.

Voting members of PaRC will be sent a link to a survey asking them to prioritize their top 15 positions from the ranking sheet developed by the VP's. Results of that survey will be announced at the next PaRC meeting. Because of the funding situation, we will only be voting on faculty positions, and not staff positions.

ITEM 5: Student Success Scorecard Report (Elaine) formerly ARCC

Elaine presented on the Student Success Scorecard. Revisions to the ARCC, now known as the Student Success Scorecard were necessary due to recommendations for the Student Success Taskforce. The slides for this presentation are available on the PaRC website.

ITEM 6: Mission Statement (Kurt)

Kurt distributed three draft mission statements and opened the floor for discussion. The following concerns were raised: we have not identified who our students are and the mission statement is now very broadly written, making it difficult to tie decisions like funding and mission-critical initiatives to the statement. Kurt noted the feedback and will send updated statements out to the group for feedback before the next meeting. From that feedback, he will present a newly updated statement at the next PaRC meeting.

ITEM 7: Student Equity Metrics Report (Elaine)

Elaine presented on the Student Equity Metrics Report. The report is available on the PaRC website. After reporting various data, Elaine noted that we must consider how this information informs goals related to student equity and that ethnicity is just one piece of equity-we need to explore other characteristics as well. Judy suggested it may be time to do a campus climate survey, as it has been at least six years since we have completed one.

ITEM 8: Faculty and Staff Prioritization Survey Open (Kimberlee & Elaine)

Elaine's office is taking over administration of this survey that was formally handled through Darya's office. Elaine asked for feedback about survey format. Peter indicated he does not want to rank the full group. The group decided on ranking the top 15. Elaine will email the voting members of the group the survey later in the week.

ITEM 9: Questions/Concerns/Announcements (Judy)

It was announced that Isaac Escoto was elected VP of Academic Senate.

Sarah Schueler noted that the French Counselor General was on campus for a successful event earlier this quarter.

Erin Ortiz announced that the Classified Flex Day is May 24th. This is a day long retreat at De Anza, for which all classified staff have been approved to attend.

Meeting adjourned at 3:00 PM.