



**FOOTHILL COLLEGE**  
**Planning and Resource Council (PaRC)**  
**Wednesday, February 4, 2015**  
**Minutes**

**PURPOSE:** Participatory Governance Leaders Meeting  
**LOCATION:** Administration Building / Room 1901 / President's Conference Room  
**TIME:** 1:30 – 3:00 PM / First and Third Wednesdays

ITEMS	TIME	TOPICS	LEADERS	EXPECTED OUTCOME
1	1:30-1:35	Welcome	Messina	
2	1:35-2:05	Chancellor Search – Discussion with Recruitment Firm	Brandy	
3	2:05-2:10	Approval of Minutes: January 21, 2015	Messina	Action
4	2:10-2:15	Program Creation Proposal: Certificate of Achievement in Game Audio – 2 <sup>nd</sup> Read for Approval	Mummert	Action
5	2:15-2:20	Emergency Hire Request: 3SP Counselors – 2 <sup>nd</sup> Read for Approval	Balducci	Action
6	2:20-2:25	Advisory Council Creation Proposal: 3SP Advisory Council – 2 <sup>nd</sup> Read for Approval	Holcroft / Swett	Action
7	2:25-2:35	Campus Climate Survey Report Out	Kuo	
8	2:35-2:45	Community College Survey of Student Engagement (CCSSE) Report Out	Kuo	
9	2:45-2:50	Educational & Strategic Master Plan (ESMP) – <i>Standing Item</i>	Kuo	
10	2:50-3:00	Questions/Comments	Messina	

**Notes:**

ESMP (ongoing through 2014-15)  
Assess ILO “Communication” (ongoing through 2014-15)

**ATTACHMENTS:**

Item 3: Draft Minutes of January 21, 2015 Meeting  
Item 4: Certificate of Achievement in Game Audio  
Item 5: Emergency Hire Request: 3SP Counselors  
Item 6: 3SP Advisory Council

**Upcoming Events:**

Authors Series: *New York Times* Bestselling Author Lalita Tademy – February 25 / 10:15-11:15AM / Hearthside Lounge

**PaRC Members Present:**

Anthony Cervantes, Behrouz Amirbadvy, Bernata Slater, Bernie Day, Carolyn Holcroft, Craig Gawlick, Debbie Lee, Hilda Fernandez, John Dubois, Josh Rosales, Paul Starer, Sarah Munoz, Teresa Ong, Victor Tam

**Ex-Officio PaRC Members Present:**

Andrea Hanstein, Andrew LaManque, Casie Wheat, Denise Swett, Elaine Kuo, Kimberlee Messina, Meredith Heiser

**Meeting began at 1:35PM.****1. Welcome**

Acting President and Vice President of Instruction & Institutional Research Kimberlee Messina welcomed PaRC.

**2. Chancellor Search – Discussion with Recruitment Firm**

Chair of the Chancellor Search Committee Mike Brandy, who held positions at both De Anza and the District, opened the chancellor search discussion. Brandy provided an overview of the search process and noted that the process would be confidential. The process would officially begin next week, and the committee hoped to hire a new chancellor by the beginning of the next academic year. Academic Senate President Carolyn Holcroft, Vice President of Finance and Administrative Services Bernata Slater, and Institutional Researcher Elaine Kuo had been selected to serve on the committee. The Foothill student representative had not yet been identified.

Search Consultant Pam Fischer, a former community college alumni and chancellor, stated that her role in the process was to help in the recruitment of candidates. Fischer noted that a webpage dedicated to the chancellor search would be up by next week. The search committee would continue to update the college throughout the process via the webpage. In addition, Fischer welcomed individuals to email names of potential candidates to [pamfisher@bresnan.net](mailto:pamfisher@bresnan.net). Fischer commented that emails would remain confidential. Fischer then asked PaRC two questions: 1) what were the major challenges facing this district within the next five years; and 2) what characteristics or traits should a chancellor have to address these challenges?

Student Equity Workgroup Faculty Chair Hilda Fernandez stated that the Foothill campus had been successful in the collaboration of basic skills, student equity, and Student Success & Support Program (3SP) goals, timelines and funding. Fernandez stated that the District would need a leader that would be invested in such collaborative efforts. Messina and Director of Marketing & Communications Andrea Hanstein echoed this sentiment, stating that the new leadership should foster collaboration between Foothill and De Anza as well.

ASFC Senator David Evans stated that the new chancellor should have an interest in supporting the Dental Hygiene Program, which was chosen by the State Chancellor's Office to participate in the pilot baccalaureate degree program. Operations & Planning Committee (OPC) Faculty Chair Debbie Lee stated that there were several areas of concern for the District: 1) enrollment was down; 2) there was a need to increase diversity in faculty and administrative hires, as these groups did not reflect the student population; 3) the lack of public transportation to and from the campus; and 4) the cost of living in the Bay Area, which was a potential barrier when recruiting for quality faculty. Lastly, Lee stated that the District needed a chancellor that was invested in student equity, not just equality of access for students, as the two concepts were fundamentally different.

Transfer Workgroup Classified Chair John DuBois stated that a chancellor should acknowledge the District's tradition of shared governance, and also value its culture. OPC member Meredith Heiser said that the search committee should find candidates that had experience establishing and operating satellite locations, such as the Ed Center, which will open in 2016. SEW Administrative Chair Paul Starer stated that the District was in need of a leader that could operate within an evidence based culture and understand the Foothill-De Anza (FHDA) Community College history when problem solving.

Fischer then asked what type of person would be successful in addressing the previously discussed issues?

Heiser responded that a successful incumbent would need to have community college experience. In addition, Foothill College had a substantial online presence, so the new chancellor would have to be knowledgeable of the issues surrounding online education. Fernandez commented that the chancellor should lead with an equity and growth mindset. Lee added that the individual should be open to communication and not oversubscribe to hierarchical leadership. Messina stated that the college presidents were responsible for each campus, and that the chancellor should work with the presidents to achieve the goals of the District. Basic Skills Workgroup Classified Chair Craig Gawlick commented that an incumbent should increase the presence of the District, and not the colleges as two separate entities.

Workforce Workgroup Administrative Chair Teresa Ong added that FHDA needed a chancellor who could “wine and dine” the companies of the Bay Area, which could lead to funding sources. Heiser commented that the chancellor should be a strong leader that would challenge the college presidents to work cooperatively when identifying and solving issues. Messina stated that FHDA needed a person that was active in both local and national communities, and had funding and policy knowledge. Starer added that the chancellor should set the district’s expectations and then provide the resources necessary to fulfill the expectations. The chancellor, Starer continued, should navigate the tensions of the college to best serve the students of FHDA.

Fischer then asked if the students should be seen as the number one priority for the district. ASFC President Josh Rosales noted that at Foothill, students were always a top priority, as demonstrated by the actions of the administration and Academic Senate leadership. Associate Vice President of Instruction LaManque responded that the new chancellor would need to recognize that many students were co-enrolled in both Foothill and De Anza; however, each college operated as an independent entity with unique enrollment priorities, policies and enrollment systems. Fischer asked if the current system resulted in a disservice to the students. LaManque replied that the new leadership could investigate this issue further for possible solutions.

Lee commented that Foothill and De Anza courses did not articulate. Fischer asked if the two college Academic Senates discussed this issue. Messina replied that the senates were at a deadlock on this issue. Messina added that academic freedom allowed faculty to write curriculum as they saw fit. In addition, Messina continued, there were several other policies, such as placement testing, which differed at each college. Starer commented that the unification of district policy on curriculum and testing areas be an initiative issued the State, and the new leadership should not be tasked to enforce such policies on the colleges. Fischer stated that the loss of academic freedom could encroach upon the issue the standardization of education. Fischer then suggested that perhaps FHDA could investigate the balance between standardization alongside academic freedom.

Fischer concluded the conversation by again encouraging the campus to send emails to the search team. Fischer announced that public forums for finalist candidates would happen between June 9 – 11, 2015. Forum audience members would have the opportunity to complete a comment card on each finalist, which would be shared with the Board of Trustees after the forums. Brandy stated that it was important to have the campus voice heard during this process.

### **3. Approval of Minutes: January 21, 2015**

January 21, 2015 Minutes approved by consensus.

### **4. Program Creation Proposal: Certificate of Achievement in Game Audio – 2<sup>nd</sup> Read for Approval**

Messina presented the Program Creation Proposal: Certificate of Achievement in Game Audio as a second read for approval on behalf of Vice President of Workforce & Institutional Advancement John Mummert, who was not able to attend this meeting. Messina commented that PaRC should continue to invite the faculty authors of each program creation proposal to present their proposals. Program Creation Proposal: Certificate of Achievement in Game Audio approved by consensus.

#### **5. Emergency Hire Request: 3SP Counselors – 2<sup>nd</sup> Read for Approval**

Vice President of Student Services Denise Swett presented the Emergency Hire Request: 3SP Counselors as a second read for approval. Rosales asked how much 3SP funding would be left after the four full-time, tenure-track counselors were hired. Messina commented that the total amount of funding for next year would be based on the funds spent this year. Basic Skills Workgroup Administrative Chair Victor Tam asked if the four counselors would be generalists. Swett confirmed that the counselors would be hired as generalists; however, the new hires could work with other divisions to meet student needs. Swett noted that the counselors would be housed under the Counseling Division, so to provide consistent training and ensure centralized communication. Emergency Hire Request: 3SP Counselors approved by consensus.

#### **6. Advisory Council Creation Proposal: 3SP Advisory Council – 2<sup>nd</sup> Read for Approval**

Holcroft presented the Advisory Council Creation Proposal: 3SP Advisory Council as a second read for approval. Lee request more information on the reporting out structure. Holcroft stated that council representatives would report out to their constituency group. In addition, the council would formally report to PaRC. Rosales asked how the meeting schedule would be decided. Swett commented that council meetings would be scheduled around other major committee meetings. Messina requested that PaRC Secretary Casie Wheat develop a spreadsheet listing all campus committee meetings. Advisory Council Creation Proposal: 3SP Advisory Council approved by consensus.

#### **7. Campus Climate Survey Report Out**

Kuo presented the Campus Climate Survey findings. This online survey was administered last spring by the District to FHDA faculty, staff, and students. The survey was open for two weeks in June 2014. The survey's purpose was to understand the context of the FHDA environment; the results presented to PaRC were specifically detailing the Foothill College environment. Kuo reported that 2% of the student population and 9% of employees participated. Kuo commented that having almost 10% employee participation was a good result, especially because participation incentives were not offered.

The survey investigated the following broad categories: 1) interaction with faculty; 2) experiences with employees and students; 3) student learning; 4) perceptions of campus; and 5) professional development. Kuo reviewed the survey results. Heiser asked if open-ended questions could be added to the next survey, as quantitative data was not helpful. LaManque replied that qualitative questions could be added, however, there would be issues with data collection and analysis for such questions. Messina stated that quantitative data could be helpful to provide an overview of successful and/or problem areas. Kuo commented that qualitative data from other surveys could be triangulated with quantitative data to further investigate specific areas. Evans asked if particular incidents, for example student complaints, could be identified. Heiser responded that student complaints could be reported in student review surveys of faculty. Kuo reminded PaRC that the survey was a district initiative and the results would be submitted with the District's Equal Opportunity Report.

Kuo reported that in the area of perceptions of campus, 40% of respondents stated they strongly agreed or somewhat agreed that the campus was free from social or employee class tensions. Heiser commented that employees were not free from social or employee class tensions;

however it was important to know how the campus addressed the issue. LaManque stated that further probing of each group could provide more information. Kuo added that environment and history might have had an affect on how respondents viewed this question.

Fernandez asked how results could be accurate if only 9% of employees and 2% of students participated. Kuo stated that the employee response rate was good, but student participation was low. Kuo then commented that of the 2% of student responses, no extreme responses were reported. Lee asked what the data would be used for. Kuo replied that Foothill could use include this data in the Educational & Strategic Master Plan (ESMP) document. In addition, the data could be used to probe subsequent research studies. Heiser asked how many part-time faculty participated in the survey. Kuo said that part-time response was low. Kuo then stated that the exact figure would be reported at the next PaRC meeting because the figure was not currently on hand. Ong stated that part-time faculty did participate in the survey feedback request that was issued by De Anza Institutional Researcher Mallory Newell.

Kuo reported that 45% of respondents stated they strongly agreed or somewhat agreed that appropriate efforts were made to recruit underrepresented employees. Kuo noted that this might be an area that FHDA would want to investigate further.

Kuo concluded the presentation by stating that survey data could be found on the FHDA Institutional Research website.

#### **8. Community College Survey of Student Engagement (CCSSE) Report Out**

Due to time constraints, this item will be presented at the February 11, 2015 ESMP meeting.

#### **9. Educational & Strategic Master Plan (ESMP) – *Standing Item***

Kuo reminded PaRC that the ESMP would be submitted to the December 2015 Board of Trustees meeting for approval. The purpose of the ESMP was to set the college's agenda, in terms of setting goals and targets. The agenda should be established by June 2015. Data would be used to determine potential areas of development.

Kuo announced that the first and only ESMP meeting of the Winter Quarter would be held on February 11, 2015. PaRC members would provide guidance to make the process a grassroots effort moving forward. Kuo stated that PaRC voting members should attend this meeting; if unavailable, a designee should be identified and attend in the voting member's place. Lastly, ESMP meetings were open to the entire college campus for the purpose of collecting perspectives for planning and budgeting processes.

#### **10. Questions/Comments**

Lee requested more information on the ETS security meetings that were sent via Outlook. Holcroft stated that there were multiple town hall meetings scheduled to discuss an array of security topics.

Fernandez announced that the Student Voices Symposium would be held on March 11. Sessions would be presented at 10:00AM and 11:00AM in the Hearthside Lounge. Marketing would advertise more event details soon.

Swett announced that the first of the Student Services Information Sharing Workshops would be on February 10. These meetings could be used for professional development hours. Gawlick asked if the Office of Instruction could present at a future workshop. Messina suggested that the presentation could be presented by the PSME Success Center.