



**FOOTHILL COLLEGE**  
**Planning and Resource Council (PaRC)**  
**Wednesday, May 20, 2015**  
**DRAFT 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	1:30-1:40	Welcome & Celebration of Roueche Award Winners	Miner	
2	1:40-1:45	Approval of Minutes: May 6, 2015	Miner	Action
3	1:45-1:55	Emergency Hire Request – Psychological Services for Approval	Swett	Action
4	1:55-2:10	Goals Framework – 1 <sup>st</sup> Read	Holcroft	
5	2:10-2:25	OPC/Resource Allocation Recommendations – 1st Read	OPC	
6	2:25-2:40	Faculty & Staff Prioritization Survey Report Out	Leiserson	
7	2:40-2:50	Faculty Hiring Update	Miner	
8	2:50-2:58	Educational Master Plan (EMP) Update (Standing Item)	LaManque/ Messina	
9	2:58-3:00	Perkins Allocations for 2015-16 Update	Workforce Workgroup	Information Only

**Notes:**

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

**ATTACHMENTS:**

Item 2: Draft Minutes of May 6, 2015 Meeting  
Item 3: Emergency Hire Request – Psychological Services  
Item 4: Goals Framework  
Item 5: OPC/Resource Allocation Recommendations  
Item 7: Faculty Hiring Update

**PaRC Members Present:**

Anthony Cervantes, Behrouz Amirbadvy, Bernata Slater, Bernie Day, Carolyn Holcroft, Charlie McKellar, Clare Tang, David Evans, Evelyn Chun, Josh Rosales, Judy Miner, Karen Smith, Kurt Hueg, Paul Starer, Robert Cormia, Sarah Munoz

**PaRC Ex-Officio Members Present:**

Andrea Hanstein, Casie Wheat, Denise Swett, Kimberlee Messina, Laureen Balducci, Nanette Solvason

**Guests:**

Nazy Galoyan, Thom Shepard, Bill Ziegenhorn

**Meeting began at 1:34PM.****1. Welcome & Celebration of Roueche Award Winners**

Judy Miner convened the May 20 PaRC meeting. Miner announced that the Faculty & Staff Prioritization Survey Report Out would be presented at the June 3 PaRC meeting because Institutional Researcher Elaine Kuo was unable to present. Miner congratulated Roueche Excellence Award recipients Dental Hygiene Instructor Cara Miyasaki, Articulation Officer and Counselor Bernie Day, and Dean of Enrollment Services Nazy Galoyan. Interim Office Services Supervisor Asha Jossis was unable to attend. Jossis will be celebrated at a later PaRC meeting.

**2. Approval of Minutes: May 6, 2015**

May 6, 2015 PaRC Minutes approved by consensus.

**3. Emergency Hire Request – Psychological Services for Approval**

Vice President of Student Services Denise Swett presented the emergency hire request in Psychological Services. Swett announced that Director of Psychological Services Melanie Hale would retire in June 2015. Swett noted that this position oversaw a very valuable service to our students. Currently, Psychological Services had a student waitlist for services. If approved, the college would hope to fill the position by Fall 2015.

Operations & Planning Committee (OPC) Faculty Chair Debbie Lee asked how this emergency hire would affect the PaRC prioritization rankings, which PaRC just completed. Vice President of Instruction & Institutional Research Kimberlee Messina reviewed the prioritization process and noted that the general prioritization evaluated those positions that were vacant; however, when faculty retired unannounced, the FTEs made available by the vacancy could be filled with a new hire, or the FTEs could be added to the prioritization list. Messina noted that in the situation of a planned retirement, the position would go through the evaluation process; however, when there was no planning time, due to an unexpected vacancy, the division would request an emergency hire.

Miner commended that in this particular situation, Hale's retirement date was key; in that, if Hale had announced her retirement in Fall 2014, the position included in the prioritization process. Miner noted that she hoped that the process of bringing emergency hires to PaRC would allow the campus to evaluate the urgency of each hiring request. Emergency Hire Request – Psychological Services approved by consensus.

**4. Goals Framework – 1<sup>st</sup> Read**

Academic Senate President Carolyn Holcroft presented the Goals Framework. Holcroft reviewed the California Community Colleges Chancellor's Office Institutional Effectiveness Partnership Initiative (IEPI). The legislative initiative required that community colleges identify overarching goals for the purposes of advancing the colleges' institutional effectiveness in three areas: technical assistance (upon request), professional development opportunities, and indicator framework or goals framework. With specific focus on the goals framework, Holcroft noted that there were four indicators to review: student performance and outcomes, accreditation status (Foothill was already accredited); programmatic compliance with State and Federal guidelines; and fiscal viability, which would be set by the District. Holcroft reported that the goals framework was due to the State by the end of June.

Lee commented that faculty did not have much say in the fiscal goal arena. Messina stated that chief business officers were key in this reporting process. Holcroft commented that faculty could participate in the oversight of the fiscal commitments during the accreditation process. OPC Administrative Chair Bernata Slater stated that the main concern would be those colleges that did not meet the minimum fund balance. The State recommended that the college set their own goals; align fiscal goals with State recommendations; and also have emergency reserves. Holcroft noted that the Foothill-De Anza's Board of Trustees had been complimented on their history of responsible fiscal management practices.

Holcroft then reviewed the college indicator rates and noted that most colleges would set a course completion rate goal. Holcroft reviewed the required goals, which included: student performance and outcomes, and successful course completion from the Datamart. Holcroft asked PaRC for feedback on what the short-term course completion rate goal should be. Also, Holcroft asked what the medium or long-term goals might be, in terms of student completion at the online and department level.

OPC member Bill Zeigenhorn commented that the completion rate requirement from the State was disappointing; and that student success rates were not a reflection of progress. Messina commented that the many initiatives from the State, including Student Equity, Student Success and Support (3SP), etc. Messina then asked if there would be an overarching goal that could be drawn from the already established program goals. Miner stated that the Educational Master Plan (EMP) should be the document that established the larger goals for the college.

Holcroft asked for feedback on the completion rate that the campus should aspire to obtain. Miner commented that the 2011-2012 course completion rate of 75.1%, which was the lowest rate in the last ten years, was a result of the budget cuts witnessed during that academic year; and that the college should not aspire to drop below 75%. Dean of Biological & Health Sciences Nanette Solvason commented that data analysis should be utilized to set completion goals. Transfer Workgroup Administrative Chair Kurt Hueg stated that the high completion rates that the college witnessed in the past could be contributed to community enrollment; however, due to the new repeatability laws, the college had lost those students.

Hueg then noted that critical thinking courses, such as those offered by the Business & Social Sciences, would struggle to maintain an 80% success rate. Lee, speaking on behalf of the Math Department, stated that the success rate was just about 50%. Paul Starer then asked why the Student Equity Plan goals could not be used for this process. Messina stated that the report required the college to choose a specific number and not a range or percentage. Solvason commented that the process of choosing a number was not meaningful. Miner commented that as challenging as this exercise was, the community would hold Foothill responsible for the specific number that was chosen once the report was made public. Workforce Workgroup Faculty Chair Robert Cormia commented that this process was equivalent to a business missing their annual income by fifteen cents.

Commenting on the implications of reporting a certain number for the success rate, Holcroft stated, 1,500 more students would have to pass a course over the next year if the college were to report a 78% student success rate. Karen Smith noted that all community colleges were required to report this information. Smith also stated that the college would not be penalized for reporting a lower number. Holcroft asked how many grades are given each year. Messina commented that Associate Vice President of Instruction Andrew LaManque, who was not present, could provide this information. Ziegenhorn commented that 76.9% might be obtainable. Holcroft commented that groups should report back to their constituencies to gather more feedback.

## **5. OPC/Resource Allocation Recommendations – 1st Read**

Slater presented the Resource Allocation Recommendations to PaRC. OPC reviewed and assigned funding in the areas of reassign time, B-Budget, Equipment, Facilities, and one-time requests. Slater commented that OPC would provide a spreadsheet template next year to the vice presidents and deans to ensure that all required information would be completed. Slater noted that there were a few requests that OPC had questions about. Slater thanked those who served on OPC this year.

#### **6. Faculty & Staff Prioritization Survey Report Out**

This item will be presented at the June 3 PaRC meeting.

#### **7. Faculty Hiring Update**

Miner presented the faculty hiring update. Miner reviewed the PaRC Faculty & Staff Prioritization Survey results from May 21, 2014 when reporting on this year's new hires. Miner noted that there were two Business faculty hired; the additional faculty was hired using the FTEs from Ken Horowitz's retirement. Messina commented that the additional Business faculty hire was an example of a non-emergency hire. Lee then asked if the prioritizations could be re-ranked, since Business was ranked as a high priority this year. Lee noted that this hiring update information came after PaRC had completed the 2015-16 Faculty & Staff Prioritization Survey. Miner asked if PaRC wanted to re-rank the positions. Slater commented that rankings were a recommendation to the President. Miner continued to report that Computer Science was ranked high last year as well, so during the hiring process two faculty were hired. Slater stated that an offer had been made and accepted by an English faculty finalist candidate. Miner then stated that in the Disability Resource Center (DRC), there was a high ranked DRC/Veteran Counselor position; however, there were four general counselors hired with 3SP funding.

Miner then reviewed the emergency hires. Miner commented that Ion Georgiou previously held the PSME Mathematics Faculty position. Miner commented that the Librarian interviews would be held in late June. Also, Miner reminded PaRC that the DRC instructor would be funded by categorical dollars. Messina commented that the Men's Basketball Instructor had not been included in the emergency hire list. Miner stated that the memo would be revised to include the Men's Basketball Instructor emergency hire.

Slater delivered an update on the position negotiations with the District and stated that the college might only have to repay the District for three positions. Slater clarified that there would be position eliminations going to the board. However, these positions were not filled by staff currently; and instead, the positions were being traded for other positions. Miner stated that Foothill was over the cap for faculty obligation; however, more discussion would happen over the summer and an update would be delivered in early fall.

#### **8. Educational Master Plan (EMP) Update (Standing Item)**

Messina reported out on the May 13 EMP Workshop and EMP process. At the workshop, steering committee members reviewed ideas and the needs of the campus, which then evolved into rough preliminary goals. Messina noted that many students participated in the process. Holcroft presented the EMP draft goals, which included goals in the categories of: equity, student success, employee supports, innovation, collaboration/partnerships, governance, leadership and funding.

Holcroft commented that the initial wording for the goals was not perfect; however, they were products of rich conversations. Holcroft expressed hope that the richness of the workshop conversations would be included in the EMP document. Smith stated that diversity and sustainability were not included in the draft goals. Smith then continued to state that through the governance process, the themes of diversity and sustainability could be revived. Messina stated that these goals were preliminary and that feedback was needed from the campus.

Holcroft reported that there would be an online feedback form to collect campus input, as well as a Town Hall held on June 4 from 12-1PM in the Toyon Room. Next steps for the EMP included the production of three to five goals, the collection of additional feedback, and the actual production of the document that would happen over the summer. Ziegenhorn commented that terrific work was done on May 13, but questioned how the draft goals could be consolidated into three to five goals. Miner challenged PaRC to craft language that would demonstrate the commitment to each goal area. Metrics could then be provided to plan additional steps to achieve the established goals. Cormia noted that the steering committee could develop goal headings with reference to themes, and then PaRC's Workgroups could own individual tasks.

Ziegenhorn asked how feedback would be collected so that the majority of the campus felt that their contributions were acknowledged. Miner asked how each constituency group planned to disseminate the draft EMP goals. Holcroft and Smith stated that the goals would be shared with the Academic and Classified Senate. Miner commented that the EMP would be part of Opening Day discussions as well. Ziegenhorn stated that additional feedback collected on Opening Day would be helpful. Holcroft stated that the biggest impact would happen over the summer, so it was important to collect the majority of EMP feedback this Spring Quarter. Gawlick announced that the next EMP steering committee meeting would be held on June 10.

### **9. Perkins Allocations for 2015-16 Update**

Charlie McKellar announced that there was an additional allocation of Perkins funding in the amount of \$12,500. The additional funds would be given to programs in need.