

FOOTHILL COLLEGE
Planning and Resource Council (PaRC)
Wednesday, June 03, 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

ITEM	TIME	TOPICS	LEADERS	EXPECTED OUTCOME
1	1:30-1:32	Welcome	Judy Miner	
2	1:33-1:35	Approval of Minutes: May 20, 2015	Judy Miner	Action
3	1:35-1:45	Emergency Hire Request: Communications Faculty – For Approval	Kimberlee Messina <i>Mark Anderson</i>	Action
4	1:45-1:50	Goals Framework – 2 nd Read for Approval	Isaac Escoto Kimberlee Messina <i>Elaine Kuo</i>	Action
5	1:50-1:55	OPC/Resource Allocation Recommendations – 2 nd Read for Approval	OPC Bernata Slater	Action
6	1:55-2:00	Faculty & Staff Prioritization Survey Report Out	Judy Miner	
7	2:00-2:15	District Mission Statement Update	Judy Miner	
8	2:15-2:30	May Revise & Budget Update	Bernata Slater	
9	2:30-2:35	Core Mission Workgroup Reflections: Basic Skills Workgroup	Basic Skills Workgroup	
10	2:35-2:40	Core Mission Workgroup Reflections: Workforce Workgroup	Workforce Workgroup	
11	2:40-2:45	Core Mission Workgroup Reflections: Transfer Workgroup	Transfer Workgroup	
12	2:45-2:55	Educational Master Plan (EMP) Update (Standing Item)	Judy Miner	
12	2:55-3:00	Questions / Comments / Announcements - 2015-16 Faculty Hiring Update Revise – Posted Online	Judy Miner	

NOTES:
 Assess ILO “Communication” (ongoing through 2014-2015)

ATTACHMENTS:
 Item 1: Draft Minutes of May 20, 2015 PaRC Meeting
 Item 2: Emergency Hire Request: Communications
 Item 3: Goals Framework (IEPI)
 Item 4: OPC/Resource Allocation Recommendations
 Item 5: 2015/16 Faculty Hiring Update
 Item 6: FTEF Request Prioritization – Revised
 Item 7: 2015/16 Budget – May Revision

PaRC MEMBERS PRESENT:
 Anthony Cervantes, Behrouz Amirbadvy, Bernata Slater, Bernie Day, Craig Gawlick, Debbie Lee, Evelyn Chun, John DuBois, Josh Rosales, Judy Miner, Kurt Hueg, Paul Starer, Robert Cormia, Roberto Sias, Sarah Munoz, Teresa Ong, Victor Tam

PaRC EX-OFFICIO MEMBERS PRESENT:
 Andrea Hanstein, Andrew LaManque, Denise Swett, Kimberlee Messina, Nanette Solvason

GUESTS:
 Bill Ziegenhorn, Justin Schultz, Isaac Escoto, Al Guzman

MEETING START: 1:32PM

1. WELCOME

Judy Miner convened the June 03 PaRC meeting. John DuBois sat in for Karen Smith (PaRC Tri-Chair). Isaac Escoto sat in for Caryoln Horcroft (PaRC Tri-Chair). Andrew LaManque introduced Justin Schultz, new Instructional Services Coordinator. Josh Rosales, current ASFC President, introduced newly elected ASFC president. All members of PaRC present for meeting introduced themselves to the guests.

2. APPROVAL OF MINUTES: MAY 20, 2015

Debbie Lee requested that the May 20, 2015 meeting minutes be amended to reflect appropriate success rates for the Math Department. Current meeting minutes state success rate of about 50% - this should be amended to reflect 60% (please see 4. Goals Framework – 1st Read). May 20, 2015 PaRC minutes approved by consensus.

3. EMERGENCY HIRE REQUEST – COMMUNICATIONS FACULTY – FOR APPROVAL

Kimberlee Messina, VP of Instruction & Institutional Research, discussed a emergency hire request for a full time communications faculty from Mark Anderson, Dean of FA, Communications, Kinesiology & Athletics. Due to retirement announcement of a current full time faculty member, an immediate need exists within the communications department in order to meet the student demand.

Debbie Lee, Faculty Tri-Chair (OPC) stated she had no issue with the emergency hire request but requested clarification on what constitutes an emergency hire versus a regular hire based on program review (as the emergency hire does not affect the number of positions for the following year). Judy Miner, President and PaRC Tri-Chair, explained that her criterion for an emergency hire is based on the urgency of serving growing enrollments. Miner reminded members that the group does not see all the requests for hiring that are turned down. Miner stated that these requests do not go to PaRC unless they have been administratively discussed.

Kimberlee Messina suggested that IP&B be asked to clarify the process for emergency requests (either a standardized process or a timeline). A governance survey could be used to assist with the development of such a process. Bill Ziegenhorn supported the suggestion for clarification, as non-emergency hire request must go through the Program Review process (i.e. ranking/prioritization), but last-minute emergency hires (e.g. due to retirement announcements) are disconnected from the Program Review process. Roberto Sias, Classified Tri-Chair (SEW), added that the situation sounds more like an *urgent hire* as opposed to an *emergency hire*, and that there have been 6-8 emergency hires in the past 2 years. Kimberlee Messina added that if a retirement letter is received in December, she would consider it *urgent*, but if a letter is received in June, that is likely to be considered *emergency*. She stated that emergency hires still require approval by consensus and the process fits the governance handbook.

Nannette Solvason, Dean of Biological & Health Sciences, added that the process is a good strategy, as having an available position be able to jump from one division to another helps the college meet student needs. Judy Miner suggested the possibility of a nomenclature change (e.g. *out of cycle request*) and stated she appreciated the suggestion of moving the issue to the IP&B meeting over the summer.

4. GOALS FRAMEWORK – 2nd READ FOR APPROVAL

Isaac Escoto, Academic Senate Vice President, discussed the conversation held in the Academic Senate meeting on Monday, June 01, 2015 regarding the goals framework for the Institutional Effectiveness Partnership Initiative (IEPI). He proposed to the group the question of “What does it mean to set a certain % value” and “What will people think if the goal is reached (or not met)?” He stated that the Academic Senate was comfortable with a goal of approximately 77%, as it is still a push forward but it maintains an attainable goal. Evelyn Chon, Student Trustee, added that it would be a good approach to show an attempt to move back to the higher completion rates attained in previous years (i.e. 77.1% in 2010/11 or 78.3% in 2009/10).

Paul Starer, Administrative Tri-Chair (SEW), asked for clarification on the number of successful course completions needed to reach 77%. Andrew LaManque noted that it would take approximately 1,500 successful course completions (across the year) to meet with goal – he also noted that was discussed in the Academic Senate meeting. Judy Miner suggested a goal of 77.1% to match the levels attained in 2010/11. Behrouz Amirbadvy, ASFC Student Senator, asked if enrollment was going up and stated that based on external factors, there might be little flexibility in adjusting or meeting whatever goal is set. Judy Miner noted that changes in curriculum and other out-of-classroom services should help the campus meet the new goal. Consensus was reached that 77.1% is an attainable course completion rate goal.

5. OPC/RESOURCE ALLOCATION RECOMMENDATIONS – 2nd READ FOR APPROVAL

Bernata Slater, Vice President of Financial & Administrative Services, presented the Resource Allocations Recommendations. Slater reminded the group of the process for resource allocation – if there are no concerns from PaRC, the recommendations then go to the President and OPC for additional input – a YES/NO is then given to each of the funding requests. Slater also noted that if clarification were needed regarding any request, OPC would reach out.

Debbie Lee noted that the PSME Center expansion (under FACILITIES) states *no program review posted* under OPC notes. Kimberlee Messina stated that if OPC doesn't see a program review document, they will follow up with the Office of Instruction to double check if there an error occurred. Slater and Miner assured group that OPC will continue to review over the summer and will request for clarification as needed.

6. STAFF & FACULTY PRIORITIZATION

Judy Miner presented the most up-to-date version of the PaRC FTEF Request 06.01.15 document. Miner readjusted the ranking to reflect the additional hiring having recently taken place. Due to emergency hires and resignations in certain departments, some hiring positions requests were removed from the ranking. Debbie Lee asked if retirements are separate from the ranking faculty hiring prioritization list. Miner stated that each retirement / replacement is reviewed on a case-by-case basis (taking in account enrollment, etc.).

Judy Miner also presented the staff prioritization request document. Miner noted that b working with the Chancellor's cabinet, there might be funding for additional staff for the campus. Craig Gawlick, Middlefield Campus Supervisor, asked if the Middlefield administrative assistant position would be ranked due to the introduction of the new Ed Center. Denise Swett, Vice President of Student Services, noted that numerous considerations would need to be made when the move from Palo Alto to Sunnyvale occurs, as staffing coverage will change. Miner stated that funding will likely need to be set aside for the Middlefield transition, but all staffing needs have to come as a result of the demand generated by the new Ed Center.

7. DISTRICT MISSION STATEMENT UPDATE

Judy Miner discussed the plan for the district to review its mission statement in January of 2016 to see how it reflects the changes made at the college and what is actually being done.

8. BUDGET (2015/2016) – MAY REVISION

Bernata Slater provided document listing funding changes based on May revision from CA Governor Brown and noted the impact (if any) on FHDA. Slater reminded the group that Gov. Brown comes up with the 1st proposal for the 2015/2016 budget in January – he then revises the budget in May based on feedback received from various groups and constituents – he then has to sign the budget into law on June 30.

Roberto Sias asked if the campus is internally on target to eliminate its deficit. Slater noted that things were pretty balanced until the May COLA adjustment – as such, there will be an operating deficit. She noted that the possibility of closing the gap exists using the ongoing funding available to the campus.

9. BASIC SKILLS WORKGROUP – CORE MISSION REFLECTION

Sarah Munoz, Victor Tam, and Craig Gawlick presented on the objectives set by the Basic Skills Workgroup. Sarah reminded the group that they would only be reporting on one objective, as the data for the second objective is still being collected/analyzed. The workgroup members discussed the success of the Summer Bridge Math program, as it is serving more students and has attained 71% increase in performance (pre to post). They also noted that the faculty members are working on developing a Summer Bridge English program, to start this year (June to August).

10. WORKFORCE WORKGROUP – CORE MISSION REFLECTION

Teresa Ong and Robert Cormia reported on the two objectives set by the Workforce Workgroup. They continue to verify and improve upon the use of the Perkins and other workforce grants. They are also working on improving the data collection to track student success and outcomes in all vocational programs, as state funding approval is so data driven (e.g. employment statistics, etc.).

11. TRANSFER WORKGROUP – CORE MISSION REFLECTION

No presentation was made by the Transfer Workgroup.

12. EDUCATION MASTER PLAN (EMP) UPDATE

Judy Miner reminded all PaRC members that the EMP Town Hall is scheduled for Thursday, June 04, 2015 at 12:00PM-1:00PM in the Toyon Room. She encouraged all to attend and provide feedback.

13. QUESTIONS / COMMENTS / ANNOUNCEMENTS

Behrouz Amirbadvy and Evelyn Chun announced that the United Nations Club is in need of a new faculty advisor. They put out a request for volunteers and/or suggestions of any faculty who might be interested.

Roberto Sias reminded all members of the chancellor open forums scheduled for next week (M 06.08 – TH 06.11). He also congratulated Judy Miner for being one of the four finalists.

Judy Miner reminded all members of the EOPS Burger Bash / Weenie Roast scheduled for TH 06.18.15.

MEETING ADJOURNED: 2:59PM