



FOOTHILL COLLEGE
Planning and Resource Council (PaRC)
Wednesday, February 03, 2016
MEETING 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 + Announcements | Messina | |
| 2 | 1:32-1:35 | Approval of Minutes: January 20, 2016 | Messina | Action |
| 3 | 1:35-1:50 | Core Mission Workgroup – Funding & Budget Process Updates (<i>Report Out</i>) | Workgroup Tri-Chairs | |
| 4 | 1:50-2:05 | ASFC Winter 2016 Updates (<i>Report Out</i>) | ASFC Representatives | |
| 5 | 2:05-2:10 | Shared Governance Membership & Structure (<i>Discussion</i>) | Messina | |
| 6 | 2:10-2:35 | History Department Out-of-Cycle Request (<i>Presentation, 1st Read</i>) | History Faculty | |
| 7 | 2:35-2:45 | Educational Master Plan (EMP) – Executive Summary (<i>2nd Read</i>) | Kuo | Action |
| 8 | 2:45-2:55 | Educational Master Plan (EMP) – Draft (<i>1st Read</i>) | Kuo | |
| 9 | 2:55-3:00 | Equity Update Presentation (<i>Report Out</i>) <i>Postponed Until Next Meeting</i> | LaManque | |

FUTURE MEETINGS: Feb 17, Mar 2, Mar 16, Apr 6, Apr 20, May 4, May 18, June 1, June 15

UPCOMING EVENTS: Holiday – Campus Closed (Feb 12 – Feb 15)
Courageous Conversations – Part 1 (May 26-27)

PaRC MEMBERS PRESENT:

Donna Wolf, Bernata Slater, Bernie Day, Breeze Wen Liu, Carolyn Holcroft, Debbie Lee, Hilda Fernandez, John DuBois, Karen Smith, Kimberlee Messina, Lan Truong, Paul Starer, Robert Cormia, Roberto Sias, Teresa Zwack, Dawn Girardelli, Victor Tam, Courtney Cooper,

EX-OFFICIO MEMBERS PRESENT:

Andrea Hanstein, Andrew LaManque, Justin Schultz, Denise Swett, Elaine Kuo, Kurt Hueg

GUESTS:

Pauline Brown, Steve Batham, Bill Ziegenhorn

(1) WELCOME + ANNOUNCEMENTS

Bernata Slater announced that, in conjunction with the active shooter training sessions, classrooms and other spaces are being equipped with magnet locks. The Division Deans have been trained in order to train the faculty on the use of the locks – extra magnets have also been given to each division office. As some doors cannot use the basic magnet locks, alternative locking mechanism are being installed – other doors are already being replaced to accommodate the magnet locks. In collaboration with the District and ETS, the College is exploring other lock solutions (and these funding requests are being put in program review) – Bernata also noted that a 1-button lock down system would cost approximately \$1 million to install.

Due to the retirement of John Mummert (effective June 2016) and the resignation of Jon Rubin (as of Dec 2015), there are two vacancies in Workforce. As management is needed in that area, a search will go out for an Associate Vice President of Finance & Workforce. This position will oversee categorical programs, grants, other workforce funding and apprenticeship). There may be a Director of Workforce position later on, but the Associate Vice President position is a more immediate need.

A campus-wide lockdown drill be take place Tuesday, February 09 at 10:00AM. Text, phone and email notifications will be sent out. Employees are asked to pay attention to the timing of the notifications, as the fine-tuning of the software is still taking place – feedback is appreciated.

Karen Smith noted that 416 books were collected and donated to the foster youth of Santa Clara County. She added that 15,000 students came in to the Library during the first two weeks of school and almost 1,800 reserves circulated. The Grand Opening Celebration for the Library will be March 17th.

(2) APPROVAL OF MINUTES – JANUARY 20, 2016

The minutes from the January 20, 2016 PaRC meeting were approved by consensus, pending a minor revision to (5) OPC Resource Rubric 2015-16. The revised 2nd and 3rd sentences are as follows: *Andrew LaManque commented that perhaps mentioning the Student Equity Plan in the ratings for the Data Trends (Access and/or Equity) section might be a good option. It was noted that the high-rating addresses access and equity, while the medium-rating address access but not necessarily equity (as written).*

(3) CORE MISSION WORKGROUPS – FUNDING & BUDGET PROCESS UPDATES *(Report Out)*

BASIC SKILLS

- Still spending down the 2014-15 funds (\$58,000 spent, approx. \$45,000 remaining); must be spent by June 2016.
- There are planned initiatives for the \$103,000 allocations in the 2015-16 fund (but prior fund must be spent first – due to expenditure deadline).
- Major initiatives include the one-on-one tutoring for the students repeating MATH 105, expansion of Math Summer Bridge, expansion of English Summer Bridge, and embedded tutoring in various basic skills courses
- A proposal workshop day is scheduled for Wed, February 10 – the workgroup will work with anyone interested in drafting actual proposals – members will be present to walk people through the basic skills request proposal form.

TRANSFER

- A Transfer Center Director and dedicated counselor are in place.
- The Transfer Workgroup plans to work with the Student Equity Workgroup to get funding for some of the initiatives that are planned.

STUDENT EQUITY

- The College received the 2015-16 allocations while still trying to spend the remaining 2014-15 funds (to be spent by December 31, 2015)
- Major initiatives include direct assistance to students (calculators, book vouchers), salary/benefits for positions (Director of Equity Programs, Administrative Assistant, release time for Faculty Coordinator) and ongoing grants for approved projects and professional development.
- Proposals are reviewed as a workgroup if over \$2,000; smaller requests are reviewed and approved by the Tri-Chairs

- Approval discussions revolved around the relationship to the Student Equity Plan (and the five focus areas), along with a discussion of whether the proposal would actually lead to increases in outcomes of student success (or if a mechanism is in place to present on knowledge gained from professional development activities).

SSSP

- Major online initiatives included orientation (Go2Orientation, Guidebook, Student Lingo), assessment (TES, Accuplacer, EdReady), educational planning (Eureka, SARS grid, DegreeWorks, EduNav), and follow-up services (Starfish, Ask Foothill, Smartthinking)
- Funded positions included Evaluation Specialist, Program Coordinator, Transfer Center Director/Counselor and Early Alert Counselor

WORKFORCE

- Workforce just ranked requests for Perkins funds – more detailed updates and allocation information will be available in the coming weeks.
- Some aspects of the requests address equity-related issues (minorities, low income).

(4) ASFC WINTER 2016 UPDATES *(Report Out)*

Breeze Liu, ASFC President, and Courtney Cooper, ASFC Vice President, updated PaRC on various student initiatives, including:

- Attendance at California Community College Student Affairs Association (CCCCSAA) Conference
- Attendance at Student Senate for California Community Colleges (SSCCC) Fall General Assembly
- OrgSync – Digital Sustainability Initiative
- Strengthening Relationships between De Anza and Foothill (e.g. movie night)
- Organizational Board of Directors (OBD) & Club Day
- Budget Committee & Financial Aid Collaboration
- Senate Board & Political Awareness Day

The full presentation (including highlights of each conference / student initiative) can be found on the PaRC website:

http://www.foothill.edu/president/parc/minutes/parc2015-16/02.03.16/ASFC_Winter_Updates_2016.pptx

(5) SHARED GOVERNANCE MEMBERSHIP & STRUCTURE *(Discussion)*

A detailed discussion of the College's current shared governance committee membership and structure will be scheduled at the next PaRC meeting (Wed, February 17, 2016). A list of all committee definitions will be prepared for the continued discussion, which will focus on the following key issues:

- Are the current committees/taskforces efficient? Do they serve their purpose (are they fulfilling their assigned roles)?
- What defines a committee vs. a workgroup vs. a taskforce vs. a council?
- How long does a taskforce meet before it becomes a committee?
- Are there goals established around internal communication and extra communication (to campus constituents)?
- Does the Governance Handbook need to be revised to reflect any changes agreed upon by PaRC (what we say and what we do should match...)

(6) HISTORY DEPARTMENT OUT-OF-CYCLE REQUEST *(Presentation, 1st Read)*

Bill Ziegenhorn and Steve Batham represented the History Department and provided context to their department's out-of-cycle request for a full-time faculty, in response to the retirement of Konnilyn Feig (which was announced after the date for prioritizations by PaRC). The faculty members noted two issues:

- The department cannot maintain the level of sections that they have offered in the past (only a few adjuncts teach Western Civilization)
- Moving forward, there are demands to develop new elective courses in United States History and World History; the current faculty do not have experience developing World History coursework.

The detailed Statement of Need as well as the comments from the Division Dean and Vice President of Instruction can be found on the PaRC website:
<http://www.foothill.edu/president/parc/minutes/parc2015-16/02.03.16/HistOOCKH1-4-16.docx>
http://www.foothill.edu/president/parc/minutes/parc2015-16/02.03.16/BSS_Data_History_Request_Sorted.pdf

PaRC will discuss the request at the next scheduled meeting (Wed, February 17) and draft a final recommendation for the College President.

(7) EDUCATIONAL MASTER PLAN (EMP) – EXECUTIVE SUMMARY *(2nd Read)*

The Educational Master Plan (EMP) Executive Summary was approved by consensus – no suggestions/revisions were noted.

(8) EDUCATIONAL MASTER PLAN (EMP) – DRAFT *(1st Read)*

The Educational Master Plan (EMP) Draft is scheduled to go to the Board of Trustees at their February 08 meeting. If approved, this will be the driving document for the College, including program review, student equity efforts, and various other initiatives. Elaine Kuo welcomes feedback regarding typos or wordsmithing (please contact her directly); she will then work with the Marketing Department on final formatting. Elaine added that if any of the workgroups would like her to discuss the EMP in their meeting, to please let her know – she will review the document and facilitate a Q&A session.

(9) EQUITY UPDATE PRESENTATION *(Report Out)*

A presentation on Foothill College's Student Equity Plan and the College's equity efforts is scheduled for the February 08 Board of Trustees study session. Andrew LaManque, Carolyn Holcroft, Paul Starer and Hilda Fernandez will be presented. This update will be postponed until the next scheduled PaRC meeting (Wed, February 17, 2016).