



**FOOTHILL COLLEGE**  
**Planning and Resource Council (PaRC)**  
**Wednesday, May 18, 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	1:30-1:40	Welcome + Announcements	Tri-Chairs	
2	1:40-1:45	Approval of Minutes: May 04, 2016	Messina	Approval
3	-	<del>New Apprenticeship Program Applications (2<sup>nd</sup> Read)</del> <b>WITHDRAWN</b>	LaManque / Ellis	<del>Approval</del>
4	1:45-2:00	Program Proposal – AD-T in Public Health (2 <sup>nd</sup> Read)	Treanor	Approval
5	2:00-2:30	OPC (Resource Allocation) Recommendations (1 <sup>st</sup> Read)	Slater	
6	2:30-3:00	PRC Global Observations & Recommendations (1 <sup>st</sup> Read)	LaManque	

**FUTURE MEETINGS:** June 1, June 15

**MEMBERS PRESENT:** Donna Wolf, Bernata Slater, Bernie Day, Breeze Liu, Carolyn Holcroft, Debbie Lee, Denise Perez, Hilda Fernandez, Karen Smith, Kimberlee Messina, Lan Truong, Paul Starer, Robert Cormia, Teresa Zwack, Dawn Girardelli, Victor Tam, Courtney Cooper

**EX-OFFICIO PRESENT:** Andrea Hanstein, Andrew LaManque, Justin Schultz, Elaine Kuo, Karen Erickson

**GUESTS:** Shirley Treanor

**(1) WELCOME & ANNOUNCEMENTS**

- Karen Smith – Classified Staff appreciation lunch is scheduled for F 05.20; pizza, beverages and dessert will be served.
- Andrew LaManque – Accreditation Self-Study teams have begun meeting; the accreditation survey (staff & students) will be going out shortly.
- Hilda Fernandez – The Faculty Teaching & Learning Academy is scheduled for Summer 2016; thank you to Marketing for their help with flyers.
- Carolyn Holcroft – Courageous Conversations (Part I) is taking place TH 05.26 and F 05.27; there is still room to sign up and participate.
- A student, Bonav Duprat, requested a chance to present on a proposed permit system for skateboarding on campus; he was notified that he will have a chance to discuss this with PaRC during the Welcome & Announcements section at the next PaRC meeting, W 06.01.16.
- Victor Tam, Dean of PSME, is resigning effective July 05, 2016 to accept a position of Dean of STEM at Santa Rosa Junior College.

- Bernie Day shared that a number of transfer students with 4.0 GPAs are being denied admission to almost all the UCs ... but they are still highly sought after by other universities.
- It was noted that, moving forward, any reports or documents that require the signature of the Academic Senate President must first be brought to the Academic Senate for approval. It was emphasized that timing should be considered when working on such reports (e.g. Basic Skills, Student Equity, SSSP) as advanced notice is required to become an agenda item. Kimberlee emphasized that the same approach should be taken with the Office of the President; enough time must be given to allow for review and approval.

## **(2) APPROVAL OF MINUTES – MAY 04, 2016**

No corrections were made to the minutes from the May 04 meeting. Minutes were approved by consensus.

## **~~(3) APPRENTICESHIP PROGRAM APPLICATIONS~~ *(Withdrawn)***

The 2<sup>nd</sup> Read of the proposed Apprenticeship program applications have been withdrawn for consideration at a later date. More discussion is scheduled with the State Chancellor's Office regarding the method in which the degrees are packaged and the hours/units of the various courses.

## **(4) PROGRAM PROPOSAL – ADT in PUBLIC HEALTH *(2<sup>nd</sup> Read)***

The program proposal for the AD-T in Public Health was approved by consensus; no suggested revisions.

## **(5) OPC RESOURCE ALLOCATION RECOMMENDATIONS *(1<sup>st</sup> Read)***

Bernata Slater presented a summary of the OPC resource allocation recommendations, as documented in a spreadsheet detailing the resource requests, Dean's prioritizations as well as the area VP prioritizations. She noted that OPC reviews the requests that are rated as HIGH by the Area Vice President; of the 190 total requests, close to 50% were rated HIGH by the Vice Presidents. When reviewing the HIGH-rated requests, OPC considers program review, previous allocations as well as previous requests as part of their rating rubric. OPC then adds the committee recommendations for the President to evaluate and consider. A LOW rating from OPC does not necessarily mean that the funding requests will not be granted – that decision is ultimately up to the President.

Bernata noted that one area that was highly discussed was the \$500,000 request to Increase Campus Safety. OPC felt supportive of the request but that they did not have the expertise to make the determination if this was an appropriate amount for the request. It was suggested that the College look into additional consultations and conduct further studies. Paul Starer added that a coordinated campus effort around this topic is absolutely necessary, as doing upgrades in small chunks or building-by-building is not efficient or effective (and likely more costly). The College and the District are currently working together to strategize on this topic.

Advice for others as they take information back to their constituency groups was requested, specifically on how members of PaRC should go through the various recommendations. It was emphasized that OPC used a rubric in their evaluations – the same approach can be taken. It was also suggested that OPC prepare a summary sheet for PaRC (and the College), perhaps indicating the number of HIGH, MED, and LOW rated requests, along with the total monetary value assigned to the requests rated by the committee. Bernata noted that such a summary could be generated for PaRC to review.

## **(6) PRC GLOBAL OBSERVATIONS & RECOMMENDATIONS *(1<sup>st</sup> Read)***

Andrew LaManque presented on the college-wide observations and recommendations made by the Program Review Committee (PRC).

The observations and recommendations are divided into three categories:

1. Recommendations from 2015 - Not Yet Completed
2. College-Wide Recommendations
3. Program Review Observations

These recommendations are from PRC to PaRC; PaRC then recommends to the President. These observations/recommendations can be removed or revised. Certain items require discussion over the summer; PRC can add those items to the charge for the Integrated Planning & Budget (IP&B) team.

The college-wide observations and recommendations can be found here:

[http://www.foothill.edu/president/parc/minutes/parc2015-16/05.18.16/PRC\\_GeneralObservations\\_2016.pdf](http://www.foothill.edu/president/parc/minutes/parc2015-16/05.18.16/PRC_GeneralObservations_2016.pdf)