



FOOTHILL COLLEGE
Planning and Resource Council (PaRC)
Wednesday, June 01, 2016
AGENDA

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 18, 2016	Tri-Chairs	Approval
3	1:45-1:55	Smoking Policy Survey Results (<i>Information Item</i>)	Cormia	
4	1:55-2:10	OPC (Resource Allocation) Recommendations (<i>2nd Read</i>)	Slater	Approval
5	2:10-2:25	PRC Global Observations & Recommendations (<i>2nd Read</i>)	LaManque	Approval
6	2:25-2:30	PRC – Program Recommendation Correction (<i>Information Item</i>)	LaManque	
7	2:30-2:40	Budget Updates – May Revise	Slater	
8	2:40-2:50	Governance Structure Meeting Updates	Tri-Chairs	
9	2:50-3:00	Accreditation Standards Committee Updates	LaManque	

MEMBERS PRESENT: Donna Wolf, Bernata Slater, Bernie Day, Breeze Wen Liu, Carolyn Holcroft, Maureen McCarthy, Debbie Lee, Karen Smith, Kimberlee Messina, Lan Truong, Paul Starer, Robert Cormia, Teresa Zwack

EX-OFFICIO PRESENT: Andrew LaManque, Justin Schultz, Kurt Hueg, Denise Swett, Elaine Kuo, Lauren Balducci, Karen Erickson

(1) WELCOME & ANNOUNCEMENTS

The APAN Graduation Ceremony will be held on June 24, from 2:00PM-4:00PM, in the Campus Center Dining Hall. Breeze Wen Liu (ASFC President) will be the student speaker at the APAN ceremony. ASFC End-of-Year Celebration will be held on June 08, from 4:30PM-6:00PM, in the Campus Center Dining Hall. The Transfer Celebration will be held on June 15, from 6:30PM-8:00PM, in the Campus Center Dining Hall. The Language Arts Ceremony will be held on June 10, from 1:30M-3:30PM, in the Room 5015; 130 students are nominated for acknowledgements. The PSME Awards Ceremony will also be held on June 10, from 1:30PM-3:30PM, in Room 5001. The Honors Celebration will be held on June 24, from 1:00PM-2:00PM, in the Administration Building Courtyard.

Counseling is working on putting up an online counseling web feature. This would allow for quick questions with a 1-2 day response time for online students. Bernata Slater reminded everyone that a new district telephone system is going to be installed (refer to a May 07 ‘action-required’ email). New functions and features of the telephone system include being able to keep voicemails longer and overall better integration with our current systems. The Sunnyvale Center is moving along – the building is almost ready for ETS – the opening is still scheduled for September 2016; and invitation will be on its way soon. The existing programs at Middlefield will move over – there will also be a shared space (1 classroom) with Mission College along with the possibility of some classes from Fremont School District in Sunnyvale.

(2) APPROVAL OF MINUTES – MAY 18, 2016

Minutes from the May 18 PaRC meeting were approved by consensus; no revisions requested.

(3) SMOKING POLICY SURVEY RESULTS

Robert Cormia presented an overview and summary of results of the 2016 Smoking Policy Survey conducted in May 2016. He highlighted that there has been support for smoking cessation at Foothill College for over ten (10) years. The survey was driven by issues at De Anza College, specifically concerning behaviors occurring in or around the smoking areas and parking lots (e.g. pot smoking, fighting, disruptive behaviors, reports of knives, trash/littering). Approximately 50% of Foothill employees and 20% of Foothill students completed the survey. Across both colleges, 67-75% of employees have never smoked, 18% have formerly smoked, and 15% currently smoke.

Overall, the survey tells the colleges a few things:

- The colleges need better and stricter smoking enforcement.
- Most students recognize that smoking is a problem, but they feel students have the right to smoke.
- Smokers often feel isolated and targeted.
- Smokers need to smoke for a variety of reasons.
- There are concerns over enrollment if the colleges were to become smoke-free campuses.
- Many people think there are bigger problems that need to be addressed.

The full presentation can be found here: <http://www.foothill.edu/president/parc/minutes/parc2015-16/06.01.16/SmokingPolicySurvey2016.pptx>

(4) OPC [RESOURCE ALLOCATION] RECOMMENDATIONS (2nd Read)

As requested in the May 18 PaRC meeting, Bernata Slater prepared a summary of funding requests alongside the individual prioritization recommendations from OPC to PaRC. This highlighted both the amounts requested (across categories) and the various ratings made by OPC.

Request Type	All Requests (\$)	VP High Rank (\$)	# Requests VP High	OPC Rank High	OPC Rank Med	OPC Rank Low	OPC Rank N/A
B-Budget	\$ 1,595,593	\$ 1,227,543	31	4	11	6	10
ReAssign Time	\$ 666,450	\$ 172,000	4	1	3	0	0
Equipment	\$ 1,686,600	\$ 882,800	47	5	13	12	17
Facilities	\$ 230,000	\$ 100,000	1	0	1	0	0
One-Time Funds	\$ 1,978,520	\$ 30,000	3	0	0	2	1
	\$ 6,157,163	\$ 2,412,343	86	10	28	20	28

The resource allocation recommendations from OPC to PaRC – for eventual recommendation to the College President – were accepted by consensus.

The detailed rankings can be found here: http://www.foothill.edu/president/parc/minutes/parc2015-16/06.01.16/OPCforPARC_2016.xlsx

(5) PRC GLOBAL OBSERVATIONS (2nd Read)

Andrew LaManque highlighted that there were three recommendations from 2015 that have yet to be completed and/or fully addressed. These topics could be added to the charge of the Integrated Planning & Budget (IP&B) Committee for Summer 2016.

1. Review the Administrative Unit Outcome (AUO) process in terms of what areas should be included or covered in program review (either individually or combined with other units).
2. Review the linkages and continuity between the annual and comprehensive program reviews.
3. Review the length (and/or extend) the Comprehensive Program Review cycle for the College.

Members of PaRC requested greater clarity of the connection between the Program Review and prioritization of resource requests by the Operations Planning Committee (OPC). Changes to the template to make it clear where the request is coming from (department vs. division program review document) might be a helpful change. It was also suggested that the OPC request sheet submitted with the Vice Presidents could include a ‘where?’ section to indicate the originator of the resource request. Greater guidance for the individuals submitting the program review would also be helpful – why is there a need for a specific resource – is it tied to a specific learning outcome?

Another possible item for IP&B to tackle is Item # 11 [*Based on the information contained in the Program Reviews regarding program course success rates compared to the institutional standard, PRC recommends the college consider whether departmental level standards would be helpful benchmarks for measuring goals.*] Do we have each department set their own standards (while also comparing to the institutional standards) – this is already in place with the licensure and job placement rates for certain programs. It was agreed that this issue should be discussed in Academic Senate first (the document will be amended to reflect this).

Tutoring (Item # 2) was another issue brought up in the many of the program reviews. A disconnect exists between tutoring requests and the actual tutoring that reaches the disproportionately impacted students.

It was also noted that Item # 4 is just an observation; there is no associated recommendation (the document will be amended to reflect this).

http://www.foothill.edu/president/parc/minutes/parc2015-16/05.18.16/PRC_GeneralObservations_2016.pdf

The PRC Global Observations (with 2 amendments, noted above) were approved by consensus.

(6) PRC PROGRAM RECOMMENDATION CORRECTION

In Fall 2015, the Program Review Committee (PRC) went through the various departments and tried to determine who should be completing a program review – at that point in time, Kinesiology and Athletic Injury Care were combined into one (1) program review. Unfortunately, this change was not communicated down to the departmental level. Two separate annual program reviews were submitted – as such, PRC gave each department a RED as a comprehensive review was not completed. After meeting with representatives from the Kinesiology & Athletics division, a new plan for completing program review was discussed. The RED rating for the two departments will be removed as neither was due for a comprehensive review based on the cycle (see below).

Kinesiology (AD-T; new in 2014) – Comprehensive Review due in 2016-17
Athletic Injury Care (AS) – Comprehensive Review due in 2016-17
Dean – Kinesiology & Athletics (AU) – Comprehensive Review due in 2016-17
Personal Trainer (New Certificate) – Comprehensive Review due in 2017-18
Physical Education (AA) – Comprehensive Review completed in 2015-16
Adaptive Fitness Therapy – Program Not Active
Athletics (Student Services) – Comprehensive Review completed in 2015-16

(7) BUDGET UPDATE – MAY REVISE

A full list of the budget changes based on the May Revise can be found here:

http://www.foothill.edu/president/parc/minutes/parc2015-16/06.01.16/BudgetUpdate_MayRevise2016.xlsx

The proposed 0.47% COLA was reduced to 0.00%. While the District is committed to the 0.60% COLA increase that was negotiated, it will no longer be receiving the 0.47% increased operating cost funding that was initially proposed. Bernata Slater also shared what was noted by the State Chancellor's Office – we have reached a point where normal economic expansion should be ending; one-time money should be used as resources to set aside for the future – preparation should be made for the possibility of economic downturns. For FHDA, the priority will be to address the structural deficit that exists (e.g. COLA commitment, increases in operating expenses, STRS and PERS contributions going up for the next years, etc.).

(8) GOVERNANCE STRUCTURE MEETING UPDATES

Meetings on off-PaRC days are scheduled to take stock of what committees and governance structure we have right now. Those attending the meeting(s) will be looking at the list of all the committees and what structures each committee might fall into. Timelines, goals, deliverables and membership will also be considered/discussed. The goal is to articulate to our incoming President what we think we are doing and involve her in that discussion.

(9) ACCREDITATION STANDARDS COMMITTEE UPDATES

The accreditation standards teams are meeting – the goal has been to have two (2) meetings for each standard in the Spring 2016 term. The steering committee has also been meeting. All the teams continue to look for volunteers. The goal for the June 2016 committee meetings will be to map out a schedule for Fall 2016 and determine how the work will be broken up.