



FOOTHILL COLLEGE
Planning and Resource Council (PaRC)
Wednesday, November 16, 2016
MEETING MINUTES

PURPOSE: Participatory Governance Leaders Meeting
LOCATION: Administration Building / Room 1901 / President's Conference Room
TIME: 1:30 – 2:30 PM / First and Third Wednesdays

ITEM	TIME	TOPICS	LEADERS	EXPECTED OUTCOME
1	1:30-1:40	General Announcements & Reminders	PaRC Tri-Chairs	Information
2	1:40-1:50	Approve Meeting Minutes – November 02, 2016	PaRC Tri-Chairs	Approval
3	1:50-2:00	Accreditation Leadership Summit – Update	LaManque	Information
4	2:00-2:10	Student Success Collaborative – Charge – <i>2nd Read</i>	Kuo/Harris	Approval
5	2:10-2:20	Operations Planning Committee (OPC) – Prioritization Rubric – <i>2nd Read</i>	OPC Tri-Chairs	Approval
6	2:20-2:30	2016-2019 Foothill College Technology Master Plan	Baker/LaManque	Information

MEMBERS PRESENT: Micaela Agyare, Sonia Beckstrom, Veronica Bliss, Rachelle Campbell, Courtney Cooper, Cleve Freeman, Dawn Girardelli, Carolyn Holcroft, Adrienne Hypolite, Debbie Lee, Erin Ortiz, Ramiel Petros, Lori Silverman, Paul Starer, Lan Truong, Donna Wolf, Teresa Zwack

EX-OFFICIO PRESENT: Lauren Balducci, Judy Baker, Karen Erickson, Elaine Kuo, Justin Schultz, Nanette Solvason

(1) GENERAL ANNOUNCEMENTS & REMINDERS

An open forum was held in the Cesar Chavez Campus Plaza on November 14. ASFC wanted to thank all the faculty, staff and administrators who attended and showed their support, despite the last minute planning and execution of the event. A Thanksgiving Dinner will be held on November 17 from 4:00pm to 5:00pm – all students and employees are invited (please RSVP if you plan on attending). A movie night will directly following the Thanksgiving Dinner from 5:00pm to 7:00pm. Courtney Cooper attended the Student Senate of California Community Colleges (SSCCC) Fall 2016 General Assembly, presiding over the conference as President. She highlighted that over 550 students (from 90 schools) were in attendance. Elaine Kuo noted that EEO training sessions are being scheduled – links to register for the various sessions will be sent out shortly.

(2) APPROVE MEETING MINUTES – NOVEMBER 02, 2016

Pending revision of 6A and 6B headers (from ‘cration’ to ‘creation’), the meeting minutes from November 02, 2016 were approved by consensus.

(3) ACCREDITATION LEADERSHIP SUMMIT – UPDATE

Justin Schultz will be sending out a logistical email (timing, detailed agenda, lodging reminder, etc.) on Thursday, November 17 to all attendees. The Accreditation Leadership Summit is scheduled for November 18-19 at the Asilomar Conference Grounds in Pacific Grove, CA. Approximately 60 individuals are scheduled to attend the summit and contribute to the continuing discussion around accreditation and the College's self-study.

(4) STUDENT SUCCESS COLLABORATIVE – CHARGE (2nd Read)

Courtney Cooper requested clarification as to whether the STARFISH program was part of the comprehensive early alert program noted as one of the three college-wide initiatives. It was noted that the Student Success Collaborative is more of a planning entity focused on alignment of initiatives and resources. STARFISH is not implemented by the Collaborative – that would be up to the various members of the Student Success & Retention Team.

Clarification as to which students are being targeted by the efforts of the Student Success Collaborative was requested, and whether the discussions around comprehensive early alert, mentoring and professional development should be limited to just these groups of students. It was noted that perhaps the Collaborative should think about student success more broadly. Due to the call for integration (from the State Chancellor's Office), the Collaborative is looking to wrap all three plans (BSI, Equity, SSSP) around 1-2 activities that thread each of them – basic skills students will probably be a starting point for such efforts.

Another question for discussion was whether or not the Collaborative should continue to meet/exist after this year. Carolyn Holcroft noted that the idea to collaborate came before the State's call for integrating the plans. The Collaborative serves as the vehicle for such efforts around this mandate. Debbie Lee added that she is fine with the concept of the Collaborative, but exact written language in the charge does not match. It was suggested that “*there will be a plan due in 2017-18 and the template ...*” be revised to “*there will be one comprehensive plan due in 2017-18 and the template ...*”.

Chair structure, reporting structure, and frequency of meetings were also brought up. It was determined that these questions should be brought back to the Collaborative for further discussion, but are too detailed to be included in the ‘charge’ of the committee. Initially, the response to each of these questions is as follows:

Chair Structure: *Director of Equity Programs will chair the Collaborative.*

Reporting Structure: *Subcommittee of PaRC; proposals will be sent directly to PaRC for consideration.*

Meeting Frequency: *Monthly*

Pending the minor revision noted above, the charge of the Student Success Collaborative was approved by consensus.

(5) OPERATIONS PLANNING COMMITTEE (OPC) – PRIORITIZATION RUBRIC (2nd Read)

Elaine Kuo noted that there exists of ‘grouping’ of resource requests that come up every year that are simply the cost of doing business. At this time, there is not a separate column or way to easily isolate those requests using the OPC Prioritization Rubric. Debbie Lee noted that this was recently discussed at an OPC meeting – in response to that concern, the Vice President of Finance would look at the items and remove them from consideration as part of a streamlining effort. The goal is to have OPC only rank resource requests that do not already have a home in terms of funding.

The OPC Prioritization Rubric was approved by consensus.

(6) 2016-2019 FOOTHILL TECHNOLOGY MASTER PLAN

The 2016-2019 Foothill Technology Master Plan is 1.5 years in the making, factoring in online survey data and in-person input gathered approximately one year ago. As there is no Vice President or Dean of Technology or Office of Technology at the campus, there is a need for a comprehensive plan, as technology involves every department's / division's budget and we must be responsible stewards of the taxpayer money with regards to technology use.

The Technology Master Plan involves a 1-year plan and a 3-year plan. It is a dynamic plan that will be revisited each year. There will also be report outs each year to see how many technology projects were submitted and completed.

Judy Baker is aware that there are many technology issues around campus – she emphasized the importance of submitting tickets to ETS (as this documents the issues). Ramiel Petros asked how the plan will help the College is most of the issues surrounding technology involve funding, but the Technology Master Plan is not tied to any funding source. A reminder was made that this plan is about documentation and sparking discussions around technology initiatives.

PaRC approved the recommendation to send the Technology Master Plan to President's Cabinet for further review and discussion.