

FOOTHILL COLLEGE
Operations Planning
Committee

<https://foothill.edu/gov/opc/>



**FOOTHILL
COLLEGE**

Agenda

Date: Monday, March 19, 2018

Time: 1:00-2:00 p.m.

President's Conference Room (FH 1901)

Time	Topic	Discussion Leader	Expected Outcome
1:00-1:05p	A. Review and approve previous meeting's minutes. https://foothill.edu/gov/opc/pdf/OPC_Minutes_03-05-18.pdf	Watson	Approval
1:05-1:30p	B. Review resource request process with VP Instruction, Kristy Lisle.	Watson, Lisle	Information
1:30-1:55p	C. Review highlights of Q2 Budget Report. http://business.fhda.edu/_downloads/2nd%20Qtr%2017-18%20.pdf	Watson	Information
1:55-2:00p	D. Set next meeting date. Please bring your calendars.	Watson	Confirm date

Committee email address list:

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Student Representative:

Chinwe Idika

A. Review and approve previous meeting's minutes.

Approved.

B. Review resource request process with VP Instruction, Kristy Lisle.

Kristy Lisle discusses her concerns regarding consolidated list of resource requests given to her from Deans and Instruction areas. Lisle wants the program review process to be more meaningful and give better information regarding resource requests. The PR process should provide a strategic function and be forward looking so that areas can better utilize resources and better understand how the requests fulfill the needs of the departments. More information will help guide departments to reach best practices and also help those decision-making committees to understand and approve the requests. Lisle wants to make PR and resource requests better fit the strategic mission and goals of the college. Ram Subramaniam comments that the resource request template is lacking the information and format to provide the information that Lisle is looking for. Lisle wants the deans to go back and give more clarification on their requests.

Bret Watson comments that the OPC process involves prioritization of funding for moneys that often have end dates so requests for these funds. There are several layers of review that happen from deans to VPs to OPC to PaRC to President's Cabinet. Lisle wants to make the process more helpful to the college so that decisions can be made more strategically.

Amy Edwards suggests adding hard deadlines for Deans to submit resource requests. Lisle states that Deans' priorities have been to study and understand the analytic data around their divisions and the demands on their time have been prohibitive to allow them to spend time on the resource requests. The goals of improved enrollment, productivity, retention and completion are driving the decisions on what areas to continue investing or not. Lisle wants to look at whether the prioritizations are an exercise just to meet a deadline or if there's strategic value to it.

Watson asks for comments from tri-chairs, Denise Perez mentions that OPC has changed slightly over the years but the resource requests are still typically over-inclusive because they have included everything that the areas need. Perez continues to say that over the past few years the list has been narrowed to exclude requests that can be covered from other funding sources (Perkins, Lottery, etc). Lisle suggests that the requests be discussed with the Deans as a whole to get their inputs on prioritizations and further information as necessary. Debbie Lee points out that the OPC process for this year has not been changed because the committee knows that governance redesign is going on so that there will likely be more structural and significant changes to come.

Amy Edwards says that she also sits on the governance redesign committee and part of their goal is to go to the different committees and ask what information is pertinent and what they need to make decisions. Lisle agrees and says that the different sources of money are not looked at in an overall strategic way so requests are silo-ed.

Committee agrees to wait for Instruction office and Deans to meet in order to discuss their requests and provide a more comprehensive ranking.

C. Highlights Q2 budget presentation

Watson presents Q2 budget from district website (see attachment, narrative from pages 1-3). Committee discusses emphasis on productivity, governor's budgets, and ongoing fund balances.

D. Set next meeting date

Next meeting set for April 16 due to spring break and 1st week of quarter. Possible to add more meetings in April as needed.