


**FOOTHILL COLLEGE**  
**Planning and Resource Council (PaRC)**  
**Wednesday, January 17, 2018**  
**MEETING MINUTES**

**PURPOSE:** Participatory Governance Leaders Meeting  
**LOCATION:** Administration Building / Room 1901 / President's Conference Room  
**TIME:** 1:30 PM – 3:00 PM

ITEM	TIME	TOPICS	FACILITATOR (S)	ACTION
1.	1:30 - 1:35	Public Comments and General Announcements	PaRC Tri-Chairs, and all participants	
2.	1:35 - 1:45	President's Report (Board, Chancellor's Cabinet, President's Cabinet)	Nguyen	
3.	1:45 - 1:46	Approve December 6, 2017 PaRC minutes	PaRC Tri-Chairs, and all participants	Approval
4.	1:46 - 2:15	Strategic Objectives Review/Check in <ul style="list-style-type: none"> <li>• E<sup>2</sup> (Enrollment &amp; Equity)</li> </ul>	Lisle, Smith, Swett	
5.	2:15 - 2:25	Strategic Objectives Review/Check in <ul style="list-style-type: none"> <li>• S (Service Leadership)</li> </ul> <ol style="list-style-type: none"> <li>1. 60for60 <a href="https://foothill.edu/60yearsofservice/">https://foothill.edu/60yearsofservice/</a></li> <li>2. Research and Service Leadership Symposium <a href="https://foothill.edu/rsl-symposium/">https://foothill.edu/rsl-symposium/</a></li> <li>3. Henning 50<sup>th</sup> Celebration <a href="https://foundation.fhda.edu/upcoming-events/henning50.html">https://foundation.fhda.edu/upcoming-events/henning50.html</a></li> </ol>	Nguyen	
6.	2:25 - 2:50	Strategic Objectives Review/Check in <ul style="list-style-type: none"> <li>• G (Governance Redesign)</li> </ul>	LaManque	
7.	2:50 - 3:00	Workforce update (budget & resource allocation)	Kaupp	

Voting Members Present: Micaela Agyare, Isaac Escoto, Debbie Lee, Thuy Nguyen, Erin Ortiz, Denise Perez, Suzanne Yamada, Lan Truong, Ram Subramaniam, Adrienne Hypolite, Ray Kaupp, Cleve Freeman, Danya Adib, Eoin O'Farrell, Marcel Vermeer, Chinwe Idaka, Donna Wolf

Non-Voting Members Present: Anthony Cervantes, Peter Chow (note taker), April Henderson, Andrew LaManque, Paul Starer, Kevin Harral, Amy Edwards, Vanessa Smith, Nazy Galoyan, Sean Bogle, Eric Reed, Lisa Delapo, Gay Krause, Nicole Kerbey, Lisa Ly, Bernie Day, Lauren Balducci, Denise Swett

### **1) Public Comments and General Announcements**

Erin Ortiz announced all the parking lots were full on the morning of January 17, 2018.

Danya Adib announced the Club Day of winter quarter was on Jan 17 and 18, 2018.

Cleve Freeman announced the UC Davis bus trip will be on Feb 23, 2018. The target population will be underrepresented students. More information can be found on the event flyers or at Transfer Center.

Debbie Lee announced the APAN book club had the first meeting on January 17, 2018. The book club is reading the book *America born Chinese*. There will be two more meetings in the winter quarter. People who are interested can sign up at the Professional Development website.

Ortiz announced happy New Year from classified senate. Ortiz also announced the annual Professional Development Day will be on May 18, 2018.

Nguyen announced on the topic of service leadership; Elihu Harris will be the opening guest of the Black History Month at Foothill Dining Hall on February 7, 2018.

Nguyen also announced Foothill student clubs, APAN, International Program and Office of the President will hold a Lunar New Year Celebration on February 15, 2018, at the Dining Hall.

Nguyen announced there will be a First Gen Talk event on Jan 26, 2018 at the Dining Hall.

Nguyen announced a new voting system as a part of governance redesign, which is giving the PaRC members 3 color cards of Green, Red and Yellow to vote.

Nguyen announced on governance redesign; the main role is governance is being a place for evaluating the college effectiveness. In April 2018, PaRC will review the strategic objectives and the objectives will be presented on the 2019 Opening Day.

## **2) President's Report (Board, Chancellor's Cabinet, President's Cabinet)**

Nguyen reported the Board meeting discussed the bond results. The poll reflected what the local community says about Foothill College. For example, 2% of the community knows about the Middlefield campus and 1% knows about the Sunnyvale Center. Although Foothill no longer uses the Middlefield campus, the community really supports the idea of the bond. The poll shows 77% of the community will approve the bond. The community is willing to approve the bond for 898 million dollars. Nguyen, Brian Murphy and Judy Miner will do community outreach in the near future.

Nguyen reported on the Innovation fund. During budget reduction, there would be a fear of not being innovating on campus. Nguyen and the President's Cabinet decided to set aside \$25,000 of foundation fund to help with innovation on campus. The fund could also help with low productivity classes. Students could partner with faculty to utilize the fund.

Nguyen reported that District is granting 2 faculty searches at Foothill and 4 faculty searches at De Anza. There will be more discussion on January 31, 2018 PaRC meeting. The hiring decision is a Chancellor's Cabinet decision.

## **3) Approve December 6, 2017 PaRC minutes**

Motion to discuss; Math 42 class for the new program creation.

Math 42 is a course that the Math Department never offered before. De Anza offered this course before but it had low enrollment. It is concerning because Foothill is focusing on productivity yet this course is very low on productivity, it is not certain that this course will be offered.

Ray Kaupp from Workforce said Workforce Department will financially support the Math 42 course even the enrollment is low. The Workforce will support new classes that are offered first time for career pathway, in order to help the classes to build the enrollment. Kaupp stated that Workforce funding streams can be used to support low enrollment classes when they are first launched in career programs.

PaRC member questioned about when will it be a top code for the Math 42 course. Kaupp answered it is not about the top code but it is about the program. If the program is closely related to a career program, the Workforce will support the program and make sure the course is not cancelled.

PaRC member pointed out the links in the minutes for point 6 and 7 are the same, need to be revised.

Please see the revised December 6, 2017 minutes.

#### **4) Strategic Objectives Review/Check in • E<sup>2</sup> (Enrollment & Equity)**

Denise Swett and Vanessa Smith presented on retention strategies from Student Services and Marketing Department.  
[https://foothill.edu/gov/parc/2017-18/jan17/FH Retention Strategies.pptx](https://foothill.edu/gov/parc/2017-18/jan17/FH_Retention_Strategies.pptx)

PaRC member asked if there is a list of the services with descriptions. Swett answered there is a list of the services online.

PaRC member asked if there will be a mobile application for MyPortal. Nazy Galayon answered Admissions and Records Department is finalizing the details of the mobile app and it will launch once it is ready. PaRC member also asked if there is any student involvement in the development of the app. Galayon answered students helped with the feedback of the application.

Nguyen commented that for face to face classes, the drop rate between the first day of class and census day is only 2%, and it is because Student Services and Instruction sides put in strong effort to keep the students. It is also because the Club Days were moved to the second week of class, so the students are more engaged to school activities. However, the drop rate for online classes is 9-10%. Nguyen would like to consider online classes as the third campus of Foothill. Nguyen would like Student Services also focus on online students, such as how to provide better services to online students.

Andrew LaManque presented on E<sup>2</sup>. <https://foothill.edu/gov/parc/2017-18/jan17/Strategic Objectives Update for PaRC Winter 2018 v2.pptx>

#### **5) Strategic Objectives Review/Check in • S (Service Leadership)**

1. 60for60 <https://foothill.edu/60yearsofservice/>
2. Research and Service Leadership Symposium <https://foothill.edu/rsl-symposium/>
3. Henning 50<sup>th</sup> Celebration <https://foundation.fhda.edu/upcoming-events/henning50.html>

Nguyen presented on service leadership. Please visit the link to see the list of service leadership projects on campus.

Ben Stefonik presented on Research and Service Leadership Symposium event. Please visit the link for more details about the Symposium event.

Nguyen presented on the Henning 50<sup>th</sup> Celebration event. Nguyen pointed out all the revenue from the event will go towards service leadership projects.

Judy Baker announced there will be a Professional Development event regarding service learning on online learning. The event will be on February 1, 2018.

#### **6) Strategic Objectives Review/Check in • G (Governance Redesign)**

LaManque presented on governance redesign. [https://foothill.edu/gov/parc/2017-18/jan17/Governance Strategic Objective for PaRC.pptx](https://foothill.edu/gov/parc/2017-18/jan17/Governance%20Strategic%20Objective%20for%20PaRC.pptx)

PaRC members voted yes on the governance structure model that plan, allocate resources, assess and revise the plan annually.

#### **7) Workforce update (budget & resource allocation)**

Ray Kaupp presented on the workforce update. <https://foothill.edu/gov/parc/2017-18/jan17/FH%20Workforce.pptx>  
[Ray presented on workforce](#)

PaRC member asked why students should choose 2-year degrees over short-term certificate programs. Kaupp answered the outcome of the 2-year degrees are stronger than the certificates; students can find better jobs with the 2-year degrees.

Nguyen moved to extend the PaRC meetings for 15mins starting January 31, 2018. PaRC members voted yes on the time extension.