



FOOTHILL COLLEGE

Operations Planning Committee

Meeting Minutes

Date: 2/8/11 Time: 2:30 - 4:00 pm

Location: 5212

Attending: Shirley Treanor, Peter Murray, Shelley Schreiber, Jay Patyk, Meredith Heiser (FA), Ion Georgiou, Chris White, Jocelyn Jia

Summary

Item	Notes
I.	Hot Items; Role of OPC
II.	Criteria for Budget Allocations and Reductions
III.	Wrap-up; Schedule Upcoming Meeting

Discussion Detail

Item: I

- All members of OPC will be invited to attend the Dean's Resource Request Meeting on Thursday, Feb. 17, from 8:30am - 11:00am.
- A concern was raised regarding adjusting the criteria for resource allocation/hiring/layoffs in the midst of a tumultuous budgetary environment. Some may see these adjustments as arbitrary, providing an opportunity to target certain positions/people. The consensus was that OPC must make an effort to be transparent and forthright about any adjustments made to existing criteria, and explain the reasoning behind those adjustments to minimize any potential confusion/conflict.
- Discussed the role of OPC and analyzed the flowchart presented in the Integrated Planning and Budgeting Governance Handbook. There were a couple concerns raised. First, does OPC actually prioritize resource requests? More clarification is needed here. Second, do the arrows in the flowchart accurately reflect the direction information flows? There were some concerns that the arrows were/are inaccurate. More discussion on this going forward.
- Shirley noted that she was going to look at the forms that are used by the Divisions for resource requests to see if we need to make any revisions to them. This led to a tentative proposal that we may want to consider creating a form that will help members of OPC organize/categorize resource requests to ensure consistency/uniformity across all the resource requests from all the divisions. A task force is being assembled to help create this form.

Item: II

- The criteria for budget allocations and reductions will be discussed in the next meeting. There were some concerns raised regarding the metrics/criteria (or the lack thereof) currently being used to determine resource allocation. Often the Divisions, and the Deans who oversee them, are intimately aware of their needs. However, outside those silos, few understand what those needs might be, or the rational for those resource requests. Therefore, it might be beneficial for the college to

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increase/improve the level of communication across campus to help heighten awareness regarding resource needs and the rational for resource requests, and try to ensure that the divisions use similar metrics/criteria when making their requests.

- It was suggested that OPC pay close attention to the schedule in terms of when OPC officially receives the resource requests and when recommendations need to be made to PaRC. It was suggested that there ought to be a sufficient amount of time between the two so that any requests that are deficient/lacking crucial information can be sent back to the respective division(s) for clarification/modification.

Item: III

- Regarding future OPC meetings, there was some scheduling conflicts among the members. As such, OPC was unable to arrive at a day and time that would work for everyone going forward. However, we were able to schedule the next meeting, which will take place on Friday, February 25, from 1:30pm - 3:30pm. Location to be announced. More discussion on scheduling future meetings will likely take place.
- There was a homework assignment given to all the members of OPC. The assignment is to read Pgs. 16-17 in the Foothill College Governance Handbook, along with the Foothill College Criteria For Budget Reductions (3/7/09). By carefully reading these documents, this will help generate a conversation at the next OPC meeting regarding any modifications that might need to be done with respect to the guiding principles, etc.