FOOTHILL COLLEGE
Operations Planning Committee

Minutes
Date: March 9, 2010       Time: 1:30PM - 3:00PM
Location: Chinese Heritage Room

Attending: Shirley Barker, Phyllis Spragge, Karen Erickson, Ion Georgiou, Jay Patyk, Sindy Olsen

Summary

I. Announcements
   a. Committee membership update: Phyllis Spragge, Interim Dean Biological & Health Science, will serve as Dean Co-Chair previous held by Eloise Orrell; Sindy Olsen to remain as Classified Co-Chair.
   b. Budget update: Position reductions identified in Escrow 1 & Phase 1 continue to be impacted by updated financials; some positions have been moved off the list.
   c. Brief overview of funding, OPC guiding principles, and timelines.

II. Process Development & Implementation - Position Prioritization for Escrow 2
   a. Factors to keep/to eliminate positions.
   b. Complex process to prioritize order within a division; within the college
      1. Understand the dean’s/manager’s rationale for identifying the elimination of a position.
      2. How does the position fit into the FH Core Mission and meet the SIP Committees’ identified standards and goals?
   c. Key Performance Indicators - Can we identify & scale 7-10 indicators that would quantify positions for comparison?
   d. Refine the process to determine who is responsible for specific actions items; a reasonable timeline for notification; a proper method for public announcement.
      1. Language to address the fluctuation in the State budget announcements & timelines

III. Past Practice - Was the past prioritization process correct?
   a. If yes, then we need to mirror the same process
   b. If no, then we need to identify the areas for improvement

IV. Assignment for Next Meeting: Ten important ideas to refine the process for determining job retention i.e. prioritization process, timelines, who is responsible for what actions, dissemination of information, etc.

Discussion Detail

Item:
II. Using a “Balance Scorecard” strategic planning and management model, is it possible to develop a matrix to give a more balanced view of our organizational performance to more accurately rate job positions based on a variety of performance indicators that meet our core mission and forward our strategic plan?

(All agendas and minutes will be archived online through the President’s Office.)