



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?