



FOOTHILL COLLEGE

Operations Planning Committee (OPC) Meeting

MINUTES

NOVEMBER 18, 2011

12:00 – 1:00 P.M.

LOCATION: PRESIDENT'S
CONFERENCE ROOM

MEETING CALLED BY	Shirley Treanor
TYPE OF MEETING	Advisory Committee Meeting
NOTE TAKER	Phuong Tran
ATTENDEES	Jay Patyk, Phuong Tran, Shirley Treanor, Ion Georgiou, Gigi Gallagher, Meidith Heiser, Kurt Hueg, and Laureen Balducci.

Agenda Topics

INTRODUCTIONS

SHIRLEY TREANOR

DISCUSSION	
	<ul style="list-style-type: none">• New member Kurt Hueg joined the group• Minutes for the last meeting were approved• Proposal to change OPC meetings to two-hour sessions every other Monday opposite Senate meetings from 1:30 to 3:30pm was tentatively approved• Future meetings were set for December 9, January 13, and January 30.

GUIDELINES FOR RESOURCE ALLOCATION RUBRIC

SHIRLEY TREANOR

DISCUSSION	
	<ul style="list-style-type: none">• A quick review of old guiding principles for resource allocation and ongoing budgets was done• A proposed change to the guideline would be that additional funds might be allocated on a proportional basis to division size such that each division would be able to receive an equal percent increase in budget.• No funding would necessarily be guaranteed, except those required by legal mandate. However, programs that promote the basic skills, transfer, and workforce missions, or align with Foothill's core missions would likely be given priority in funding.• A recommendation was made that consideration for future need be factored into the guidelines. Programs in fields such as construction may not be in demand now, but demand is likely to increase as the economy picks up.

ACTIONS FOR NEXT MEETING

DISCUSSION	
	<ul style="list-style-type: none">• Meeting is scheduled for December 9, 2011 at 12 noon• A request was made for the departmental budget data for the last five years to review any underlying trends and analyze the impact of the zero-budgeting.• Shirley will draft some tentative rubric guidelines for review and discussion

2011-2012 OPERATIONS PLANNING COMMITTEE MEMBERS	Co-Chair Faculty – Jay Patyk (Fall qtr) Co-Chair Classified – Phuong Tran Co-Chair Administrator – Shirley Treanor Member Faculty – Ion Georgiou (Pam Wilkes) Member Classified –Gigi Gallagher Member Student –	Ex-Officio – Other:	Laureen Balducci Meridith Heiser, FA Kurt Hueg
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Future Agenda Items: Resource Allocation Rubric development