



FOOTHILL COLLEGE

# Operations Planning Committee (OPC) Meeting

MINUTES

OCTOBER 11, 2011

2:30 – 4:00 P.M.

LOCATION: PRESIDENT'S  
CONFERENCE ROOM

<b>MEETING CALLED BY</b>	Shirley Treanor
<b>TYPE OF MEETING</b>	Advisory Committee Meeting
<b>NOTE TAKER</b>	Phuong Tran
<b>ATTENDEES</b>	Jay Patyk, Phuong Tran, Shirley Treanor, Ion Georgiou, Gigi Gallagher, Meidith Heiser Elaine Kou, and Pam Wilkes.

## Agenda Topics

### INTRODUCTIONS & ROLE OF COMMITTEE

SHIRLEY TREANOR

<b>DISCUSSION</b>	
	<ul style="list-style-type: none"> <li>Our role is to make resource allocation recommendations to PaRC</li> <li>Questions for PaRC: We need guidance from PaRC about our role in budget reduction – specific task and timeline. How do VP's determine dollar targets?</li> </ul>

### BUDGET REDUTIONS TIMELINE

SHIRLEY TREANOR

<b>DISCUSSION</b>	
	<ul style="list-style-type: none"> <li>Please view attached 2012-2013 budget reductions timeline dated 09/29/2011.</li> </ul>

### CORE MISSION WORKGROUP OBJECTIVE & REFLECTION

ELAINE KOU

<b>DISCUSSION</b>	
	<ul style="list-style-type: none"> <li>Elaine has created a template for each of the workgroups to fill in its objectives and reflections. We are going to present this template to the Accreditation Team on Oct. 26<sup>th</sup>. Attached is the OPC template to document OPC's objectives, targets, and metrics used to support our target.</li> </ul>

<b>2011-2012 OPERATIONS PLANNING COMMITTEE MEMBERS</b>	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:** Reductions, discontinuance policy, job description, allocations.