



FOOTHILL COLLEGE

Operations Planning Committee (OPC) Meeting

MINUTES

OCTOBER 11, 2011

2:30 – 4:00 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 Elaine Kou, and Pam Wilkes.

Agenda Topics

INTRODUCTIONS & ROLE OF COMMITTEE

SHIRLEY TREANOR

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

BUDGET REDUCTIONS TIMELINE

SHIRLEY TREANOR

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

CORE MISSION WORKGROUP OBJECTIVE & REFLECTION

ELAINE KOU

DISCUSSION	
	<ul style="list-style-type: none">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. 26th. Attached is the OPC template to document OPC's objectives, targets, and metrics used to support our target.

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: Reductions, discontinuance policy, job description, allocations.