



FOOTHILL COLLEGE

# Operations Planning Committee (OPC) Meeting

MINUTES

MARCH 12, 2012

1:00 – 2:00 P.M.

LOCATION: PRESIDENT'S  
CONFERENCE ROOM

MEETING CALLED BY	Shirley Treanor
TYPE OF MEETING	Advisory Committee Meeting
NOTE TAKER	Phuong Tran
ATTENDEES	Shirley Treanor, Gigi Gallagher, Elaine Kuo, Pam Wilkes, Phuong Tran, Laureen Balducci, Kurt Hueg and Meridith Heiser

## Agenda Topics

MINUTES APPROVAL

SHIRLEY & GROUP

DISCUSSION	
	<ul style="list-style-type: none"><li>• Need to revise Feb 28, 2012 meeting minutes</li></ul>

LOOK ONLINE AT RESOURCE REQUESTS AND  
DETERMINE A PLAN OF ACTION

GROUP

REVIEW	
A.	<ul style="list-style-type: none"><li>Funding request prioritization meeting with VP's on March 19, 2012<ul style="list-style-type: none"><li>• Need to meet with the three VP's to finalize priorities</li><li>• Requests have been posted at the divisional level by the deans</li><li>• Not all administrative areas have been accounted for<ul style="list-style-type: none"><li>◦ Student services – only two requests so far</li><li>◦ Marketing – Which VP is responsible?</li><li>◦ Where are Counseling and A&amp;R?</li><li>◦ Perhaps administrative units should submit their resource requests to OPC directly</li></ul></li><li>• OPC needs access to all of the information from VP's ASAP if it is to be able to evaluate VP requests properly</li><li>• VP's have to understand that they cannot just tell us what they want and walk away.<ul style="list-style-type: none"><li>◦ OPC's job is to look at the VP's list and try to connect up with funding sources and decide what the priorities will be</li><li>◦ Follow up meeting with VP's will be required on April 16 for further discussion and final decisions</li></ul></li></ul></li></ul>
B.	<ul style="list-style-type: none"><li>Processes for hiring of faculty and classified staff<ul style="list-style-type: none"><li>• Current proposal<ul style="list-style-type: none"><li>◦ PaRC handles the process of approving faculty hires</li><li>◦ OPC handles the process of approving positions for classified staff</li><li>◦ This creates a two-part system where each committee operates unaware of what the other is doing</li></ul></li><li>• Recommendation that OPC be responsible for the faculty and classified staff prioritization process<ul style="list-style-type: none"><li>◦ OPC was designed to advise and make recommendations to PaRC</li><li>◦ OPC has access to all the budget requests so better faculty and classified staff decisions can be made in context with all the other requests within the whole budget picture</li><li>◦ OPC is a large enough group to effect change, yet small enough to be still be dynamic and flexible</li><li>◦ Delegation of this task to OPC allows PaRC to focus on more urgent issues</li></ul></li></ul></li></ul>
C.	<ul style="list-style-type: none"><li>Tentative agenda for next meeting and beyond<ul style="list-style-type: none"><li>• Meet with VP's – March 19 &amp; 20, 2012</li><li>• Schedule meeting with VP's if needed – Monday March 26 @ 2pm?</li><li>• Bring recommendations to PaRC – May 2, 2012<ul style="list-style-type: none"><li>◦ Delegation of faculty and classified staff to OPC</li><li>◦ Identification funding sources</li><li>◦ Prioritization of resource requests</li></ul></li></ul></li></ul>