



FOOTHILL COLLEGE

# Operations Planning Committee (OPC) Meeting

MINUTES

MARCH 19, 2012

2:00 – 4:00 P.M.

LOCATION: ALTOS 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, Meridith Heiser, Denise Swett, Kimberlee Messina, John Mummert, and Ion Georgiou

## Agenda Topics

### DISCUSS VPS PRIORITIZATIONS

GROUP

REVIEW		
	<ul style="list-style-type: none"><li>Website where ALL resource requests are posted <a href="http://foothill.edu/staff/irs/programplans/process.php">http://foothill.edu/staff/irs/programplans/process.php</a></li><li>Links to the individual programs' data: <a href="http://foothill.edu/staff/irs/FHresearch/requestcompleted.php">http://foothill.edu/staff/irs/FHresearch/requestcompleted.php</a></li></ul>	
Role of OPC	<ul style="list-style-type: none"><li>All funding requests, of which Perkins is a subset, should be routed through OPC for review</li><li>PaRC currently handles faculty requests, and OPC handles the new classified staff requests.<ul style="list-style-type: none"><li>No process, however, for on-going replacement of staff</li><li>Recommendation that OPC handle both faculty and staff appointments as OPC has most complete overview and can make better overall decisions</li></ul></li></ul>	
Classified staff requests	<ul style="list-style-type: none"><li>Many classified staff requests were not prioritized and so we should try to share duties between the existing staff</li><li>Staff requests were prioritized as high:<ul style="list-style-type: none"><li>Chemistry Lab Tech</li><li>Curriculum Technician</li><li>Office Manager at Middlefield Campus</li><li>Admissions and Records Assistant</li></ul></li><li>However, some positions were approved:<ul style="list-style-type: none"><li>Outreach Assistant</li><li>Curriculum Technician</li></ul></li></ul>	
Reassigned time requests	<ul style="list-style-type: none"><li>Reassigned time is the most expensive way to do things but sometimes is the most appropriate way</li><li>Reassigned time is not budgeted each year because money come from the one-time budget that is used to not lay people off</li><li>Increase accountability of reassigned time usage</li><li>Highest priority was given to programs that required reassigned time for accredited programs</li><li>Assistant Athletic Director<ul style="list-style-type: none"><li>1/3 release (1-1-1 each quarter = 1/3 year)</li><li>Frees up the dean to focus on academic requirements</li><li>Ensures coverage for safety and liability requirements</li></ul></li><li>Pass the Torch<ul style="list-style-type: none"><li>English faculty only</li><li>Math department set up non-credit courses<ul style="list-style-type: none"><li>Instructor on record</li><li>State still pays us</li></ul></li><li>This year only so English department can have time to get up to speed</li></ul></li><li>PSME Math Coordinator<ul style="list-style-type: none"><li>Not needed as the highly prioritized PSME faculty position would cover these responsibilities</li></ul></li><li>Academic Senate<ul style="list-style-type: none"><li>Request for 2<sup>nd</sup> SLO coordinator to help finish accreditation</li><li>Possible approval – Need to review the records of use of time</li></ul></li></ul>	
B-budget requests	<ul style="list-style-type: none"><li>Peer Tutors in Tutorial Center<ul style="list-style-type: none"><li>Can we reduce costs?</li></ul></li></ul>	

- How does De Anza do their tutoring?
- Offer non-credit courses for students
  - Students don't have to pay, but State still pays us
- Marketing Materials
  - Outreach request is high priority because if it is done right, it promotes the whole college and attracts new students
- Educational Resources
  - Projection bulbs
  - STS tracking software
  - Campus music copyrights
- Economy of Scale Contracts
  - Copier machines
  - Alarm systems
- Counseling Requests
  - 100K adjunct backfill or 3 full-time counselors to cover vacancies from prioritizing the VA program
- Facilities
  - Honors/Language Arts request for dedicated rooms not approved
    - However, classes may given 1<sup>st</sup> priority for certain rooms
  - EOPS Laptop Requests not approved
    - Request refurbished computers from De Anza program
- PSME Basic Skills Tutors for Math My Way
  - Faculty teach the class with embedded tutors within the classroom
  - Students who complete MMW have better success with other higher-level math courses, but there is a large drop-off in the number of students who enter the program and students that complete the program
  - This request may require more review

One-time funding requests

- Sports Medicine Intern
  - M.A. or higher person with qualified training to provide safety and liability coverage in Fall and Winter quarters
- Art Department
  - Easel repairs
- Dental Health
  - Licensing for the E-Portfolio programs that highlight student proficiency
  - Recommendation to switch to free Google software next year?

Future recommendation

- We need to look at everybody's budget, B-budget, carryovers, and spending histories
- Many requests have been put forward while there is still money in the departments' B-budget to pay for them
- Additionally, some departments have made requests for college critical items, only to then use their own money for non-critical items
- OPC has to do a better job in saying, "exhaust what you have before making additional requests"