



FOOTHILL COLLEGE

# Operations Planning Committee (OPC) Meeting

MINUTES

OCTOBER 9, 2012

2:00 – 3:00 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>	Wesley Alexander
<b>ATTENDEES</b>	Shirley Treanor, Karen Smith, Elaine Kuo, Pam Wilkes, Phuong Tran, Meredith Heiser, Ion Georgiou, and Wesley Alexander

## Agenda Topics

<b>REVIEW</b>	First Homework, Accreditation Site Visit, Methodology Reconsideration, Approval of Minutes
<ul style="list-style-type: none"><li>First homework for OPC is due October 17<sup>th</sup>, i.e. to give presentation to PaRC about the objectives of the year.</li><li>Everyone is welcome to attend the Accreditation Site Visit (October 24<sup>th</sup>, 1.30pm).<ul style="list-style-type: none"><li>OPC is working on the draft for the response to the Accreditation Site Visitors.</li></ul></li><li>OPC is to reconsider the methodology for sending out the governance survey and to recommend it to PaRC.</li><li>Motion to approve the minutes (June 21, 2012) (Tran, Smith). Approved by general consent Motion Passed.</li></ul>	
<b>REVIEW</b>	President's Decisions on Resource Requests 2012-13.
<ul style="list-style-type: none"><li>President agreed with most of OPC's suggestions in the President's Decisions (information only).</li></ul>	
<b>REVIEW</b>	Action Plan to revise rubric
<ul style="list-style-type: none"><li>Report to PaRC regarding rubric is due Dec 5<sup>th</sup>.</li><li>On the future agenda OPC will be addressing the budget allocations.</li><li>Objectives for the year:<ul style="list-style-type: none"><li>OPC needs to develop a flow chart to explain what types of request should be sent forward for consideration in the resource allocation process.</li><li>Suggestion to put a minimum amount on requests, so as to prevent tendencies to overspend. If under minimum amount, then it is recommended to use the existing budget instead of requesting for more funds.</li></ul></li></ul>	
<b>REVIEW</b>	OPC Next Meeting
<ul style="list-style-type: none"><li>OPC is scheduled to meet on Oct. 22, 2012. We will continue to make improvement on our rubric.</li></ul>	