



FOOTHILL COLLEGE

# Operations Planning Committee (OPC) Meeting

MINUTES

OCT. 22, 2012

3:00 – 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>	Shirley Treanor, Karen Smith, Elaine Kuo, Pam Wilkes, Phuong Tran, Meredith Heiser and Wesley Alexander

## Agenda Topics

<b>REVIEW</b>	Oct. 29 <sup>th</sup> Meeting Minutes & Accreditation Visit
<ul style="list-style-type: none"><li>• Approved Oct. 29<sup>th</sup> meeting minutes with revisions. Replace "Benchmark &amp; Matrix" with "Objectives." Take out "Information only, no effect on the expected outcome."</li><li>• Please come to PaRC on Oct. 24<sup>th</sup> to meet with the Accreditation Team.</li></ul>	
<b>REVIEW</b>	Work on Objective to Develop a Flowchart
<ul style="list-style-type: none"><li>• One of the suggestions that came from the President's Cabinet was that any resource requests should be included in the program review. Others suggested for OPC to review everything and anything that cannot be funded in the division might be funded through a different source of funding.</li><li>• By developing a flowchart, people on campus will have a better understanding of what types of requests should be sent forward for consideration in the resource allocation process. The flowchart should have the types of funds.</li><li>• <b>Types of funds:</b><ul style="list-style-type: none"><li>○ Lottery Money: Restricted and is recommended to spend first.</li><li>○ B-Budget: Can be used for anything including salaries &amp; benefits.</li><li>○ Fund 15: A revenue-generated fund.</li><li>○ Measure C: This measures enable the District to:<ul style="list-style-type: none"><li>▪ Upgrade technology</li><li>▪ Repair, construct, acquire, equip buildings, classrooms, libraries, sites, science/computer labs, etc.</li></ul></li></ul></li><li>• <b>Resource Funding Process:</b> Program Reviews → Deans review and prioritize at all resource requests at the divisional level → VPs prioritize resource requests from the deans' lists → VPs and OPC meet – OPC prioritizes the resource request list from VPs and recommends source of funds → OPC forwards the recommendations to PaRC for review → College President makes final decisions</li></ul>	
<b>REVIEW</b>	OPC Next Meeting
<ul style="list-style-type: none"><li>• OPC is scheduled to meet on Oct. 29, 2012 from 1 – 2 pm.</li></ul>	