



FOOTHILL COLLEGE

**Planning and Resource Council (PaRC)
Draft Minutes of January 16, 2013**

ITEMS	TOPICS	LEADERS	EXPECTED OUTCOME
1	Welcome (and Introductions)	Judy Miner	
2	Approval of Minutes: December 5, 2012	Judy Miner	Action/Approval
3	Program Review and Resource Allocation Timeline Update	Bernata Slater Elaine Kuo	Discussion/Information
4	OPC Resource Allocation Forms-Second Read 4a) Recommendation for Flow for Resource Requests 4b) Resource Request Rubric for Prioritization – Draft (tracks changes) 4c) Resource Request Rubric for Prioritization – Draft (does not track changes)	Bernata Slater	Action/Approval
5	Emergency FTE Hire for 2012-13/Respiratory Clinical Coordinator Faculty (Biological & Health Sciences Division) 5a) Faculty Request Cover Sheet-Respiratory 5b) Faculty FTE Request Respiratory 13	John Mummert	Action/Approval
6	Questions/Concerns/Grapevine/Announcements	Judy Miner	Discussion/Information

Meeting began at 1:31 PM.

PRESENT:

Mark Anderson; Mia Casey; Maureen Chenoweth; Bob Cormia; Dolores Davison; Bernie Day; Joseline Diaz; Margo Dobbins; Ion Georgiou; Meredith Heiser; Elaine Kuo; Amy La Galante; Charlie McKellar; Judy Miner; Sarah Munoz; Peter Murray; Leslye Noone; Erin Ortiz; Sarah Schueler; Bernata Slater; Paul Starer; Denise Swett; and Antonia Zavala.

ABSENT:

Kimberlee Messina; John Mummert; and Phuong Tran.

GUEST(S):

Lauren Balducci; Craig Gawlick; Ken Horowitz; Eloise Orrell; and Nanette Solvason.

ITEM 1: WELCOME AND INTRODUCTIONS (MINER)

Judy welcomed everyone and introductions were made.

ITEM 2: APPROVAL OF MINUTES: DECEMBER 5, 2012 (MINER)

ACTION:

December 5 Minutes were approved by consensus.

ITEM 3: PROGRAM REVIEW AND RESOURCE ALLOCATION TIMELINE UPDATE (SLATER AND KUO)

DRAFT: Minutes will be presented for approval at the February 6 PaRC Meeting.

DISCUSSION:

Elaine reviewed the Resource Allocation Timeline. All information is posted on the website. The information has been updated.

Mid February to mid March, VPs meet with their deans to prioritize requests and post online. Week of March 11, VPs create a combined prioritization list. OPC looks at everything but requests for new faculty or staff. We will still submit that list to PaRC for discussion and voting. PaRC will vote on recommendations for new faculty and staff. OPC will process requests for all others.

On a footnote, things such as Workforce Workgroup, Perkins requests, they are trying to separate from all other requests so we are not doing duplicate requests.

April 17, VPs come to PaRC with their presentations of faculty and staff requests. PaRC will start voting just for faculty and staff. OPC will have from end of March, with general presentation, deliberation, and response to requests at PaRC in early May.

Scheduled as a first read on May 1, do everything at one time. We can do feedback at that time. Recommendations go to the president.

Elaine asked if there were any questions, and there were none.

ITEMS 4a-4c: OPC RESOURCE ALLOCATION FORMS-SECOND READ (SLATER AND KUO)

ACTION/APPROVAL:

Bernata presented the form for a second read and approval. The forms provide guidance on how to allocate resources and prioritize them. The flow doc and rubric are posted on the website and emailed with the agenda.

The process starts with the department working on their program review and divisions forward any program reviews to their VPs, prioritizing and working with OPC by ranking them, forwarding onto PaRC, and then onto the president.

In the process, OPC will go through understanding where the resources are and how to maximize resources and understand the best way to go through the process. OPC did a great job to develop this rubric, looking to adopt today, in terms of how to prioritize and observe criteria. Shirley and Ion presented the docs at the PaRC meeting of December 5. If there weren't any revisions, then we would adopt and use as a tool to allocate resources.

Bernata asked if there were any questions, and there were none. Judy gave a big thanks to OPC for all the work they did.

ACTION: The OPC Resource Allocation forms were approved by consensus.

ITEMS 5a-5b: EMERGENCY FTE HIRE FOR 2012-13/RESPIRATORY CLINICAL COORDINATOR FACULTY (MUMMERT)

ACTION/APPROVAL:

Judy presented for John, as he was unavailable for the meeting.

The current employee in this position has recently submitted their letter of retirement. With the minimum requirement, we must replace this person in Fall 2013. The division has made the request to fill this position. John filled out the paperwork and has submitted it for agenda approval today. The division is looking to PaRC for agreement that this would be out of the normal cycle and to provide this replacement.

Nanette will get all the paperwork to Bernata, and Dolores can help with bringing faculty on board with the committee for hiring a candidate expeditiously.

ACTION: The Emergency FTE Hire was approved by consensus.

ITEM 6: QUESTIONS/CONCERNS/GRAPEVINE/ANNOUNCEMENTS (MINER)

DISCUSSION:

Judy mentioned there were some issues brought to attention in 2012 regarding diversity and a student equity plan that needs an updating as part of our normal procedures for the Educational Strategic Master Plan (ESMP). She would like to take the point on that rather than delegating to one of the VPs. Mia is going to support Judy in her work with this.

Judy wants to start talking with leaders of some of the diversity groups and discuss and address concerns they may have as individual constituents.

She would like to see how we are approaching student equity plan for diversification of our student body and their success. Look at many groups, including Hispanic, veterans, transgender, etc. The college has lost African American staff, partly through resignations, retirements, and layoffs.

Mia will be taking over assignment of EEO reps, build that list more broadly to do more orientations, to complement what the district office does. Provide orientation sessions entailing the job with faculty and dean committees.

Erin was happy we were on this topic. She reflected on the formation of the heritage months, and the upcoming heritage months over the next six months.

Judy said initial discussion would be representation and frequency of meetings. This is a great way to move forward in a constructive way with inclusion. Thank you to Academic Senate for the discussion.

Maureen asked if support programs for under-represented students could be included. Judy said it would be best to start with the networks because there have been some rising issues recently, then may want to move onto subgroups.

Judy asked if there were additional questions on this topic, and there were not.

Judy said the transfer numbers were fantastic and thanked Maureen for her work. Maureen said the number of U.C. applications this year was up compared to last year. For 2013, 701 students applied. The U.C. system started sharing transfer information in 2006. In 2006, there were only 150 applicants at that time. Elaine's report indicates an acceptance rate of 76%, which is very encouraging.

Elaine mentioned if anyone was interested in seeing the report, it is on the Foothill Research site, Office of Instruction, Completed Research Requests.

Judy thanked Bernie for the PaRC newsletter suggestion. Amy is developing an introductory newsletter and a monthly newsletter. She is hoping to have it distributed end January or beginning February. Readers will be well informed with PaRC's activities. Judy invited everyone to submit material to Amy for inclusion in the newsletter, especially work groups, or special topics or events. We want the newsletter to be a useful medium. Bernie thanked Judy for her responsiveness, but cannot take the credit. It was dialogue at the brown bag meetings. Judy said to keep those ideas coming.

Judy informed everyone that she would be absent for the February 6 PaRC meeting, as she will be traveling to India. The Government of India invited her to be a delegate with the U.S. Department of State as an expert in the community college field. India will be opening 200 pilot community colleges. Involvement began two years ago when their minister of human resource development for higher education at the time visited Foothill and De Anza to discuss the opportunity of opening community colleges, as they do not exist in India. Shortly after that, Foothill was mentioned in the Mumbai Times. They were impressed with us and we've been on their radar for some time now. All expenses are being paid by the Government of India.

Judy would miss hosting the Celebrity Forum lecture of February 6, but Chancellor Thor will be there to host the event.

Dolores reminded everyone of the brown bag meeting on January 23 at 12:00 to discuss enrollment priorities and the forthcoming legislation. There are two mandated district-wide committees. It will encourage district-wide conversations.

Joseline said ASFC would be voting on January 28 regarding the EcoPass proposal. It has been a big project they have been working on. She hopes that students will vote for it.

Dolores mentioned the Accreditation Institute on February 8 and 9. It will be at the San Jose Doubletree Hotel. Dolores, Elaine, Erin, Kurt, and Denise would be attending. This would be in conjunction with AACCJ. If interested, please let her know.

Ken Horowitz asked if anyone was having trouble with the rooms being too cold. Judy reminded everyone to get the flu shot with Naomi. Judy told Ken to talk to Brenda Davis Visas or Lynn in HVAC. Mark mentioned they have been having trouble with their boilers.

Dolores said Kurt sent out an email regarding the Mission Statement Committee. If you have any suggestions, be sure to send them in. This is part of the accreditation process.

Judy thanked everyone for attending and wished everyone a Happy New Year.

Meeting adjourned at 2:12 PM.