

FOOTHILL COLLEGE
Operations Planning
Committee



Agenda
Date: Monday, October 2, 2017 Time: 1:00-2:00 p.m.
President's Conference Room (FH 1901)

Time	Topic	Discussion Leader	Expected Outcome
1:00-1:10p	A. Introductions.	Watson	Information
1:10-1:20p	B. Operations Planning Committee, mission and role in shared governance. https://foothill.edu/staff/irs/2011_GovernanceHandbook.pdf	Watson	Information
1:20-1:30p	C. Review OPC prioritizations, 2016-17. https://foothill.edu/president/parc/minutes/parc_2016-17/06.21.17/OPCforPARC_2017.pdf	Watson	Information
1:30-1:40p	D. OPC meeting schedule, 2017-18.	Watson	Information
1:40-1:50p	E. Upcoming Accreditation visit, October 9-12.	Watson	Information
1:50-2:00p	F. Review OPC Resource request Rubric for Prioritization, 2017-18. https://foothill.edu/president/opc-pdf/OPC_Resource_Rubric_2017-18.pdf	Watson	Information

a. Introductions.

Everyone introduces themselves with name and position titles.

b. Operations Planning Committee, mission and role in shared governance.

Bret Watson reviews OPC's role within shared governance structure. Take governance handbook explanation of OPC and put as mission statement/post on OPC website. Gives brief overview of program review resource request process, discusses budget training manual, and current enrollment environment (reduction in FTES district-wide).

Debbie Lee finds and shares governance handbook and OPC section (pg 15).

Elaine Kuo gives brief history of what was happening and thoughts behind when the handbook was previously written (2011).

Governance handbook and OPC role is broad to give OPC the opportunity should the economic climate change (particularly enrollment decreases or budget reductions) to be the committee that reviews and gives recommendations on budget distributions, however in the past few years this has not been necessary.

Debbie Lee, recommends to review and clarify the role of OPC in developing criteria for division and unit

operating budgets. General agreement from committee members. Goal is not getting into the minutia or line items of budgets but looking at the bigger picture and seeing what should be the criteria for budget development and allowing the deans, faculty, and other constituent groups have input into how budgets are allocated. Increase the participatory nature of the process.

c. Review OPC prioritizations, 2016-17.

Bret Watson goes over OPC to PaRC spreadsheet, shows overall resource requests that were prioritized by OPC and recommendations made to PaRC. Uses the walkway construction request as example to show how a resource request was made and alternative avenues found for funding (ADA requirements led to recognizing that due to its scope the project should be part of the Facilities or Sustainability master plan or included in a bond request).

Deans are informed of budget allocations regularly through PaRC and campus finance departments (budget reports). Deans and divisions are responsible for utilizing the funds for the resources they requested. Also, VP Instruction should mention PaRC outcomes during Dean's meetings. Faculty and Deans then report back to their VPI or VPF regarding purchases, this closes the information loop and ensures funds are allocated and spent as approved.

d. Meeting schedule

1st and 3rd Mondays, flexible schedule cancelled meetings if no items to discuss.

e. Accreditation visit

On-site accreditation team of 14 will be visiting next week. Visit schedule not yet released. They will be asking questions and conducting interviews, part of which will be to find out employees' understanding of the shared governance process.

f. Rubric review

Carried to next meeting due to time constraints.