



FOOTHILL COLLEGE

**Planning and Resource Council (PaRC)
Final Minutes of November 21, 2012**

ITEMS	TOPICS	LEADERS	EXPECTED OUTCOME
1	Welcome	Judy Miner	
2	Approval of Minutes: November 7, 2012	Judy Miner	Action/Approval
3	Program Creation, Discontinuance & Resource Reduction	Kimberlee Messina	Discussion/Information
4	Budget Reductions Report	Bernata Slater	Discussion/Information
5	Revised Budget Reductions Scenario and Faculty Hiring	Judy Miner	Discussion/Information
6	Mission Statement Review Process	Kurt Hueg/Elaine Kuo	Discussion/Information
7	Questions/Concerns/Grapevine/Announcements	Judy Miner	Discussion/Information

Meeting began at 1:31 PM.

PRESENT:

Mark Anderson; Maureen Chenoweth; Bob Cormia; Dolores Davison; Bernie Day; Sarah Delos Santos; Joseline Diaz; Ion Georgiou; Darya Gilani; Meredith Heiser; Kurt Hueg; Elaine Kuo; Amy La Galante; Charlie McKellar; Kimberlee Messina; Judy Miner; Peter Murray; Erin Ortiz; Marcel Samudra; Sarah Schueler; Bernata Slater; Victoria Taketa; Phuong Tran; and Shirley Treanor.

ABSENT:

Mia Casey; Margo Dobbins; John Mummert; Paul Starer; Denise Swett; and Antonia Zavala.

GUEST(S):

Lauren Balducci; Becki De Gregorio; Shelley Schreiber; and Chris White.

ITEM 1: WELCOME (MINER)

Judy wished everyone a Happy Holiday.

ITEM 2: APPROVAL OF MINUTES: NOVEMBER 7, 2012 (MINER)

ACTION:

November 7 Minutes were approved by consensus.

ITEM 3: PROGRAM CREATION, DISCONTINUANCE & RESOURCE REDUCTION (MESSINA)

DISCUSSION: Dolores reported Academic Senate did not have feedback at this time. Final review would be held at their next meeting.

Erin reported Classified Senate had feedback and provided handouts to all. Handout reads as follows: "Additional sentences for both Sections 4 part b and Section 5 part a:

FINAL: Minutes were approved at the December 5 PaRC Meeting.

“The decision will be accompanied with supporting data from program review, market trends and/or equity plan. An outline for the distribution of remaining duties or services will be provided as well as an assessment of impact on student success.”

“After a decision has been made clear communication with the campus community will occur to make them aware of the reduction in services and their effect, including the timeline. Notification of the campus community should include updating pages that pertain to the reduction of services or resources on the Foothill College website.”

Some felt the additional wording regarding “supporting data” may be redundant because the Program Review Committee will be providing this in their annual summary to PaRC. Erin said it was literally to keep everyone on the same page and the data could be the same as the PRC’s. Erin thanked Darya and Chris for their work on this.

Judy said the Accreditation Follow-up Team was so impressed with the work the governance group had accomplished and the positive effect on the students.

ITEMS 4 AND 5: BUDGET (MINER)

DISCUSSION: Judy handed out the 12-13 Budget Reductions Simulation (Revised 11/19/12) that was prepared by Bernata. Judy reported out.

See the handout for specifics of 12-13 summary reductions for administrators, classified, instructional faculty, and non-instructional faculty.

Judy said with the passing of Proposition 30 the impact will be less. Things such as Article 19 positions and Foundation donations have helped. We will also be able to fund part-time counseling positions. Judy said she is not totally comfortable with the reductions that still need to be made during the year; however, it is less of an impact. There will be enrollment and budget updates in January.

Clarification was made regarding position elimination and contract reduction. Notifications will be given in January to the affected staff with an effective date of April 1.

Judy said further discussion will be held at the December 10 Board Meeting.

Erin requested the Seniority List and Vacant Positions List.

Kurt clarified that Prop 30’s rules have not really been set up, as legislators are still interpreting the definition of the proposition. It is buying back deferrals; not new money. However, it is less of a cut.

Judy said five faculty positions for Fall 2013 hire are being approved: math, ESL, supplemental, PSME and LRC, and English.

ITEM 6: MISSION STATEMENT REVIEW PROCESS (HUEG)

DISCUSSION: Kurt handed out a proposed timeline for the review process through June 2013 (this will be posted on the website). Kurt said the Mission Statement must be reviewed every three years.

FINAL: Minutes were approved at the December 5 PaRC Meeting.

Each core work group needs to appoint a representative to be on the committee. The final version of the Mission Statement will be agendized for the June 17 Board Meeting.

Elaine will be providing data on who our students are. Kurt said information regarding our student population will be posted on the website. Elaine said she is looking to have the Master Plan be presented in December for information on institutional outcomes and goals.

ITEM 7: QUESTIONS/CONCERNS/GRAPEVINE/ANNOUNCEMENTS (MINER)

DISCUSSION: Judy said there would be a debriefing next week with Campus Police regarding the robbery that happened on campus. There were some concerns expressed about the delay in the message updates from police. Judy said she felt the police responded judiciously and in a timely manner.

Meredith suggested a color code system should be considered for varying levels of threat and how that could be communicated out to everyone. It might help to respond to the situation better.

Bob felt the issue with students stepping outside of the designated smoking areas is still continuing. He asked that more fines be issued and police should walk the beat more. Judy said considering the police needs to cover two campuses and the fact that we are the size of a small city, it is understandable why this issue may be lacking attention. Judy said she would set up a meeting with Ron Levine to discuss this issue and devise a plan on how to take care of it.

Erin announced there would be a Classified Staff Retreat on April 26 for classified staff of both campuses and Central Services. This would be considered a work day for classified staff and they should attend. The location is to be determined.

Erin asked about the status of the calendaring system feature that would allow invitations to be sent to all. Kurt said Joe Moreau is working on it, but did not have further update at this time.

Meeting adjourned at 2:49 PM.