

**FOOTHILL COLLEGE**

**Planning and Resource Council (PaRC)**

**Wednesday, January 18, 2017**

**AGENDA**

**PURPOSE:** Participatory Governance Leaders Meeting

**LOCATION:**  Administration Building / Room 1901 / President’s Conference Room

**TIME:**  1:30 – 3:00 PM / First and Third Wednesdays

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| **ITEM** | **TIME** | **TOPICS** | **LEADERS** | **EXPECTED OUTCOME** |
| 1 | 1:30-1:45 | General Announcements & Reminders | PaRC Tri-Chairs | Information |
| 2 | 1:45-2:00 | President’s Report (SHEA, Board, Chancellor’s Cabinet, President’s Cabinet) | Nguyen | Information |
| 3 | 2:00-2:05 | Approve Meeting Minutes – December 07, 2016 | PaRC Tri-Chairs | Approval |
| 4 | 2:05-2:20 | Foothill College Technology Plan – 2nd Read | Baker | Approval |
| 5 | 2:20-2:35 | ~~District Strategic Plan – 2~~~~nd~~ ~~Read~~ *Postponed Until Feb 01 Meeting* | Nguyen/Ulate | Approval |
| 6 | 2:35-2:50 | Program Creation Proposals – 2nd Read   * Non-Credit Certificate; Language Arts Foundations * Non-Credit Certificate; ESL Beginning * Non-Credit Certificate; ESL Intermediate * Non-Credit Certificate; Bridge to College ESL Pathway | Starer/Fong/Ha | Approval |
| 7 | 2:50-3:00 | Strong Workforce Grant Allocations | Fayek/Girardelli | Information |

**MEMBERS PRESENT:** Micaela Agyare, Samah Shaiq, Rachelle Campbell, Cleve Freeman, Dawn Girardelli, Carolyn Holcroft, Adrienne Hypolite, Debbie

Lee, Maureen McCarthy, Thuy Nguyen, Erin Ortiz, Ramiel Petros, Lori Silverman, Paul Starer, Lan Truong, Bret Watson, Donna Wolf, Teresa Zwack

**EX-OFFICIO PRESENT:** Karen Erickson, Nazy Galoyan, Kurt Hueg, Justin Schultz, Judy Baker

**(1) GENERAL ANNOUNCEMENTS & REMINDERS**

Ramiel Petros, ASFC President, announced that ASFC has met with a few English professors and are thinking about bringing back a student newspaper – likely a grassroots version of it over the summer and then hopefully a full-fledged club to get students to be editors, writers, etc. He hopes that faculty would be interested in integrating ‘journalism’ units into their existing English courses. If anyone is interested, please contact Ramiel directly.

Erin Ortiz noted that Club Day is scheduled for Wednesday, January 25 from 12:00PM-1:00PM in the Library Quad (weather permitting; Dining Hall if raining). There are currently approximately 70 student clubs on campus.

Donna Wolf noted that the Veterinary Technology program is hosting a Career Fair on Wednesday, February 01, from 6:00PM-7:30PM. Flyers will be handed out.

As we have passed the mid-year point of the 16-17 academic year, Thuy announced that she would like to check in on the College’s strategic objectives (S.H.E.A.). A quick update of where the College is in relation to those objectives will be scheduled for the next PaRC meeting (February 01). Moving forward, she would like to go through the governance process to help determine what the College should focus on (culminating in a PaRC retreat prior to Foothill Opening Day).

**(2) PRESIDENT’S REPORT *(SHEA, Board, Chancellor’s Cabinet, President’s Cabinet)***

Thuy Nguyen noted that there will be several “Teaching Moments” events (related to the recent Presidential Election) scheduled during the next few months, including Fake News, Climate Change, and Cyber Security. She emphasized the importance of having lessons and topics related to the election and creating a space for anyone to get involved, share their thoughts, and leave with new information. The official commissioning of a Dreamers Mural will take place on Friday, January 20 from 12:00PM-1:00PM in the Smithwick Theatre patio (weather permitting; inside Appreciation Hall if raining). Over the next two months, meeting will take pace to start designing and painting the piece – feedback and suggestions are still being accepted. A Fake News event (Wednesday, January 25, 12:00PM-1:30PM, Room 5015) has also been put together by the Foothill Library and will include a panel of experts discussing the ramifications of fake news, how to identify it, as well as the role of technology. On Monday, January 30, an event commemorating Fred Korematsu Day is scheduled from 12:00PM-1:00PM in the Hearthside Lounge. Author Naomi Shibata will discuss her family’s perspective on the Japanese American internment during World War II. Faculty, staff and students are welcome to all these events.

Thuy formally introduced Bret Watson, Interim Associate Vice President of Finance and Administrative Services. Bret has been with the District for 18 years, first as a Grants Monitor at Central Services and then as the Director of Budgets and Personnel at De Anza.

The Chancellor recently sent out invitations to three Town Halls regarding the budget as we are forecasting some challenges. The budget will be somewhat stable this year and next year, but the third year is of concern, should we not meet our enrollment targets. The meetings will also discuss ideas for revenue generation. A meeting is scheduled for each campus (Foothill, Sunnyvale Center, De Anza). Thuy noted that she will be present at all three meetings.

Thuy noted that Denise Swett, Vice President of Student Services, will be back to work (part-time) starting Monday, January 23.

It was also noted that the College will be starting conversations around Service Leadership. Initially, there was a plan to hold a campus-wide Winter Convocation on Friday, February 03. Instead, a more focused brainstorming session will be scheduled – Thuy hopes that members of PaRC will be able to attend.

It was also noted that the District Spring Convocation (Friday, April 28) will not be a FLEX day; attendance is optional. Time Wise is the scheduled speaker.

**(3) APPROVE MEETING MINUTES – *DECEMBER 07, 2016***

The minutes from the December 07, 2016 PaRC meeting were approved by consensus; no revisions noted.

**(4) FOOTHILL COLLEGE TECHNOLOGY PLAN – *2nd READ***

The Foothill College Technology Plan was originally presented to PaRC in November 2016. As there was no budget or money allocations tied to the plan, PaRC was initially unsure of its role in the approval of said plan. PaRC elected to recommend that the plan go to President’s Cabinet for additional discussion. President’s Cabinet did review the document – Thuy Nguyen now asks that PaRC formally approve the plan. Judy Baker noted that the Technology Committee has been meeting and going through the timeline, item by item. Implementation is underway for several of the projects. Initial feedback from November 2016 focused on the technology needs for students. It was noted that the technology plan notes that the College is trying to consolidate the various technology services offered on campus, as well as other concerns (student emails, switching from Etudes to Canvas, logins). Judy emphasized the importance of having student representation on the Technology Committee and asked for help from ASFC to reach out to interested students. It was noted that this three-year plan for technology is not a shelf document, but a living, dynamic document that can (and will) change as certain planned projects become outdated as time progresses.

PaRC approved the Foothill College Technology Plan by consensus, with the understanding that this is a dynamic plan consistently being reviewed/discussed. It was also suggested that the PaRC tri-chairs determine how often an update of the plan should be solicited – once decided, that will be shared with the larger membership.

**(5) DISTRICT STRATEGIC PLAN – *2nd READ***

A revised version (taking into account initial feedback) was not available to PaRC to discuss on January 18. This item (for approval) will be postponed until the next regularly scheduled PaRC meeting (February 01).

**(6) PROGRAM CREATION PROPOSALS – 2nd READ**

The following program creation proposals were approved by consensus – no revisions or additional suggestions/questions:

* Non-Credit Certificate - Language Arts Foundations

<http://www.foothill.edu/president/parc/minutes/parc2016-17/12.07.16/NonCredit_Cert_LA_Foundations.pdf>

* Non-Credit Certificate - ESL Beginning

<http://www.foothill.edu/president/parc/minutes/parc2016-17/12.07.16/NonCredit_Cart_ESL_Beginning.pdf>

* Non-Credit Certificate - ESL Intermediate

<http://www.foothill.edu/president/parc/minutes/parc2016-17/12.07.16/NonCredit_Cert_ESL_Intermediate.pdf>

* Non-Credit Certificate - Bridge to College ESL Pathway

<http://www.foothill.edu/president/parc/minutes/parc2016-17/12.07.16/NonCredit_Cert_Bridge_ESL_Pathway.pdf>

**(7) STRONG WORKFORCE GRANT ALLOCATIONS**

Dawn Girardelli presented on the Strong Workforce Grant Allocations, specifically noting the ‘Local Allocations’ vs. ‘Regional Allocations’. She noted that Foothill has taken the lead in regional work and are not just spending money at the local level. Though the allocations have taken place, they are still subject to change (in relation to the actual expenditures). One of the highlighted regional allocations would be a Program Coordinator to assist with testing, registration and assessments that take place at the Sunnyvale Center (which would serve as a Regional EMS Center, providing assessment for about 10 professional certifications/programs). Dawn thanked Moaty Fayek, Donna Wolf and Rachelle Campbell for their work with the Workforce Workgroup and the allocation discussions. There is also additional discussion taking place around looking at what did not initially get funded – for possible consideration around immediate expenditures July 01 (as new funding comes in).