


FOOTHILL COLLEGE
Planning and Resource Council (PaRC)
Wednesday, January 31, 2018
MEETING MINUTES

PURPOSE: Participatory Governance Leaders Meeting
LOCATION: Administration Building / Room 1901 / President's Conference Room
TIME: 1:30 PM – 3:15 PM

| ITEM | TIME | TOPICS | FACILITATOR (S) | ACTION |
|------|-------------|---|---------------------------------------|----------|
| 1. | 1:30 - 1:32 | Public Comments and General Announcements | PaRC Tri-Chairs, and all participants | |
| 2. | 1:32 - 1:37 | President's Report (Board, Chancellor's Cabinet, President's Cabinet) | Nguyen | |
| 3. | 1:37 - 1:38 | Approve December 6, 2017 PaRC minutes (<i>second read</i>) | PaRC Tri-Chairs, and all participants | Approval |
| 4. | 1:38 - 1:39 | Approve January 17, 2018 PaRC minutes | PaRC Tri-Chairs, and all participants | Approval |
| 5. | 1:39 - 1:40 | Faculty Search | Nguyen | |
| 6. | 1:40 - 1:45 | Lottery Proposal (<i>second read</i>) | Watson | |
| 7. | 1:45 - 1:50 | OPC Review | Watson | |
| 8. | 1:50 - 3:00 | Budget Reduction | Watson | |
| 9. | 3:00 - 3:15 | 2018-19 Governor's Proposed Budget Update | Watson | |

Voting Members Present: Micaela Agyare, Isaac Escoto, Debbie Lee, Thuy Nguyen, Erin Ortiz, Denise Perez, Suzanne Yamada, Ram Subramaniam, Adrienne Hypolite, Ray Kaupp, Cleve Freeman, Danya Adib, Eoin O'Farrell, Marcel Vermeer, Chinwe Idaka, Donna Wolf

Non-Voting Members Present: Anthony Cervantes, Peter Chow (note taker), April Henderson, Andrew LaManque, Kevin Harral, Amy Edwards, Vanessa Smith, Nazy Galoyan, Sean Bogle, Eric Reed, Lisa Delapo, Denise Swett, Elias Regalado, Eric Reed, Lisa Ly, Elaine Kuo, Daphne Small

1) Public Comments and General Announcements

Erin Oriz announced the annual Foothill and De Anza Classified Staff Development Day will be on Friday, May 18, 2018. Oriz also announced the monthly Classified Senate meeting will be on Monday, February 12, 2018, 2pm to 3:30pm.

Thuy Nguyen announced Sean Bogle defended his dissertation and earned his PhD.

Ortiz announced the Lunar New Year Celebration will be on Thursday, February 15, 2018, 11:30am to 1:30am at the Dining Room. Nguyen would like to make the Lunar New Year Celebration an annual event to celebrate with the whole campus.

Ortiz announced the Inter Club Service Leadership Scholarship Competition. Three student clubs will receive \$1,000 each scholarship for service leadership activities.

Denise Swett announced there will be a speaker event on Wednesday, February 14, 2018, organized by the Veteran Resource Center. The speaker, Pat Wadors, is the former Human Resources Director at LinkedIn, will talk about the strategies of working at the tech industry. Wadors will stay after the talk and help students with their resumes.

Micaela Agyare announced a speaker event on Monday, February 5, 2018 at 11am at the Library. Foothill Library and Sage Publishing organized this event, and the speaker is Dr. Tom Chatfield. Chatfield will speak on fake news.

Ortiz announced the Valentine's Day event on Wednesday, February 14, 2018 during College Hour, 12pm to 1pm. Marcel Vermeer added there will also be celebration at the Sunnyvale Center.

2) President's Report (Board, Chancellor's Cabinet, President's Cabinet)

Nguyen introduced and welcomed the new Associate Vice President of Finance and Administrative Services, Elias Regalado.

Nguyen announced there will be a Board Study Session Monday, February 5, 2018, 3pm to 5pm. The focus of the study session will be on the environmental sustainability at Foothill campus. The other focus of the study session is enrollment.

3) Approve December 6, 2017 PaRC minutes (*second read*)

Approved.

4) Approve January 17, 2018 PaRC minutes

Approved.

5) Faculty search

Nguyen reported the Foothill De Anza District authorized 2 faculty searches at Foothill.

PaRC member asked which Department will get the 2 new faculty searches and when will be the Department be notified.

Nguyen answered Kristy Lisle will be able to answer this question. Andrew LaManque added Lisle will announced the decision when she attend the PaRC meeting, however, the date is not decided yet. This topic will be on the agenda for February 7, 2018 PaRC meeting.

PaRC member commented time is critical because it takes time to advertise and gather the hiring committee. Some searches failed in the past because of the delay of the announcement of the searches.

6) Lottery Proposal (*second read*)

Bret Watson presented the lottery proposal for the final approval. <https://foothill.edu/gov/parc/2017-18/jan31/lottery-funding-proposal-jan31-2018.pptx>

Approved.

7) OPC Review

Watson presented on the OPC review. https://foothill.edu/president/opc-pdf/OPC_Resource_Rubric_2017-18.pdf

(revised) Nguyen announced on accreditation. Foothill is now 0 compliance and accredited for 7 years.

Ortiz thanked Kevin Harral for helping out with accreditation and Kurt Hueg for helping with Human Resources.

Nguyen pointed out there are 2 recommendations for improvements from the accreditation team. The first one is on review of policies. The second is institutional effectiveness. Nguyen wants to make sure the leaders on campus evaluate the institutional effectiveness.

8) Budget reduction

Watson presented on budget reduction. <https://foothill.edu/gov/parc/2017-18/jan31/Budget-presentation-jan31-2018.pptx>

PaRC member asked if the reduction numbers (slide 5) are guidelines or targets. Watson answered the numbers are targets.

Watson asked if there are any discussions at each department. PaRC members answered there are not many departments have discussed on this topic.

PaRC member asked how much is the net loss at Foothill. Watson answered there are some vacant instructional positions can be cost saving. Please refer to slide 8 for more details.

PaRC member commented ASFC will extend the budget request deadline. PaRC member also commented the budget of ASFC is limited, so it cannot commit on long-term reduction. Watson commented that it is a proposed suggestion for cost saving.

PaRC member questioned if the college uses the Lottery fund to help with printing fee. Watson answered if faculty utilizes the printing services, it will help with the situation. PaRC member commented that the Print Shop discourages faculty send print orders electronically, that's why faculty are not utilizing the print service on campus.

PaRC member asked about position vacancy; if a faculty is retired, does it count as budget saving. Watson answered it depends. If the department uses a part time faculty to fill the vacant full time faculty position, there will be a \$20,000 difference in saving. If the department decides not to fill the position, it will recover the full cost, which is about \$94,000. PaRC member asked will the position be eliminated if it is not refilled. Watson answered it is possible.

Nguyen commented for budget reduction, it is a step-by-step process. PaRC will not decide where the budget reduction will be in one meeting. Nguyen wanted to make sure there should be guiding principles for reduction.

PaRC member asked if there is a specific time on when to do the reduction. Watson answered there is a timeline. Please refer to slide 17.

PaRC member asked what is reassigned time. LaManque answered Lisle is reevaluating if it is necessary to reassign time. Lisle will take a close look at the release time. Nguyen commented in slide 9 point 3, it should be Cabinet Review and Approval. PaRC member commented it is important to have faculty voice in reassigned time. Other PaRC member commented there is a taskforce for reassign time.

PaRC member questioned about the review of faculty 11 and 12 months position; will the period be longer or shorter. Watson answered the President Cabinet will take a look at the positions and review if it make sense to increase the period. Nguyen added the Cabinet will do case-by-case and detailed review.

Nguyen commented on productivity; she would like to set the strategic objectives with PaRC for 2018-19 in April 2018. Nguyen pointed out that the District is setting the target productivity as 509 for 2018-19 for Foothill, and 515 for De Anza.

Nguyen suggested one more Town Hall to discuss on budget.

PaRC member asked if the Deans will bring the timeline to the Division. Watson answered the Deans will bring the timeline and show it to the Division.

PaRC member commented a productivity of 509 means 44 students in each class. PaRC member would like to know how much budget is Foothill getting from State. Watson answered Foothill is getting the same amount from state, which is about \$5,009 per FTES.

Nguyen pointed asked PaRC representatives to get the feedbacks of the principles from their own group, and there will be a vote on the guiding principles on February 7, 2018 PaRC meeting.

First read of the guiding principles:

1. Preserve Quality Education

PaRC member commented there is no element of equity on the first guiding principle.

PaRC member commented there is no element of being innovative in the guiding principle.

Ortiz commented Classified Senate needs some time to go through the guiding principles because the Classified Senate meeting is on February 12, 2018.

PaRC member commented that the term "quality" in quality education cannot be measured.

Nguyen commented that it is the early stage for the budget reduction; Nguyen is trying to get a sense that the members are on the same page. Nguyen explained that those are principles, not a plan.

Due to time constrain, Nguyen asked PaRC members to show their thoughts on the principles by using the color cards: green indicates agree, yellow indicates questionable or unsure, red indicates disagree.

2. Strategic Enrollment Growth

PaRC members showed mostly green cards and 2 yellow cards.

3. Review / Approval

PaRC member showed mostly green cards, 3 yellow cards and 1 red card.

4. No layoffs of full-time positions for 2017-18 and 2018-19

PaRC members voted all green cards.

5. Spending relates to strategic objectives

PaRC members voted mostly green cards and 1 yellow card.

6. Transparency

PaRC members voted all green cards.

7. Shared Pain

PaRC members voted all green cards.

8. Program Review/Elimination

PaRC members voted mostly green cards and 5 yellow cards.

9) 2018-19 Governor's Proposed Budget Update

This topic will be discussed on the February 7, 2018 PaRC meeting.