



**FOOTHILL COLLEGE**  
**Planning and Resource Council (PaRC)**  
**Wednesday, June 21, 2017**  
**MEETING MINUTES**

**PURPOSE:** Participatory Governance Leaders Meeting  
**LOCATION:** Administration Building / Room 1901 / President's Conference Room  
**TIME:** 1:30 PM – 3:00 PM / First and Third Wednesdays

ITEM	TIME	TOPICS	LEADERS	OUTCOME
1	1:30 – 1:35	General Announcements & Reminders	PaRC Tri-Chairs	
2	1:35 – 1:45	President's Report ( <i>Board, Chancellor's Cabinet, President's Cabinet</i> ) New Foothill website and logo FMP update	Nguyen, Hanstein	
3	1:45 – 1:50	Approve Meeting Minutes – June 7, 2017	PaRC Tri-Chairs	Revised
4	1:50 – 1:55	Program Creation Proposal – Landscape Technician Certificate – 2 <sup>nd</sup> Read	Sauter	Approval
5	1:55 – 2:10	Operations Planning Committee (OPC) – Resource Prioritizations – 2 <sup>nd</sup> Read	OPC Tri-Chairs	Approval
6	2:10 – 2:30	2017 Governance Survey – Results	Ly	
7	2:30 – 2:45	Agenda for Integrated Planning & Budget (IP&B) – Summer 2017 – 2 <sup>nd</sup> Read	PaRC Tri-Chairs, LaManque	
8	2:45 – 2:55	Sustainability Committee Report	Davis-Visas, Lankford	
9	2:55 – 3:10	Accreditation Update	LaManque, Hanstein, Holcroft, Ortiz	

10	3:10 – 3:15	PaRC Fall 2017 Retreat & Logistics	PaRC Tri-Chairs	
11	3:15 – 3:20	Closing	Ortiz	

**Administrators, Faculty, Staff and Students Present:**

**PaRC Tri-Chair:** Thuy Nguyen (College President), Carolyn Holcroft (Academic Senate President), Erin Ortiz (Classified Senate President)

**Administrative Tri-Chair:** Lori Silverman (Basic Skills Workgroup), Lan Truong (Transfer Workgroup), Bret Watson (Operations Planning Committee)

**Classified Tri-Chair:** Denise Perez (Operations Planning Committee),

**Faculty Tri-Chair:** Micaela Agyare (Student Equity Workgroup), Rachele Campbell (Workforce Workgroup), Cleve Freeman (Transfer Workgroup), Dawn Girardelli (Workforce Workgroup), Adrienne Hypolite (Student Equity Workgroup), Debbie Lee (Operations Planning Committee), Teresa Zwack (Basic Skills Workgroup),

**Administrators:** Nazy Galoyan (Dean of Enrollment Services), Andrea Hanstein (Director of Marketing and Public Relations), Elaine Kuo (Interim Director of Equity Programs), Andrew LaManque (Interim Vice President of Instruction and Institutional Research), Denise Swett (Vice President of Student Services), Nanette Solvason (Dean of Biological and Health Sciences)

**Staff:** Lisa Ly (Acting College Research)

**Student Government Representatives:** Veronica Bliss, Ramiel Patros (ASFC President)

**Guests:** Scott Lankford (English Instructor), David Sauter (Horticulture Program Director)

**Note Taker:** Peter Chow (President’s Office)

## **(1) General Announcements & Reminders**

The number of people who participated in the governance survey increased. 80 people filled out the governance survey last year compare to 93 people filled out the survey this year.

The governance retreat will be hosted at Sunnyvale Center on Thursday, September 14, 2017. President Thuy Nguyen hopes the retreat can become a tradition. The purpose of the retreat is the find the opportunity to improve the quality of governance. Another purpose is the follow through of the governance survey.

Enrollment always affects the budget, and Nguyen reminded the council should aware of this issue. Associate Vice President of Finance Bret Watson showed the Resident FTES Trend and 3 Year Restoration Analysis graph from the June 12, 2017 Board of Trustees Presentation. Nguyen explained the 3 Year Restoration Analysis is to capture the budget for 3 years. 3 years is the highest budget the school can capture. If the enrollment keeps going down, it will create a new base; therefore the college has to keep up the budget.

## **(2) President's Report on new Foothill website and logo, FMP update**

Marketing Director Andrea Hanstein presented the new Foothill logo and announced that the new website will launch in July. Hanstein foresees that a lot of existing documents have the original Foothill logo, so the Marketing office will support the transition.

Hanstein explained that the new logo is a flat design, which means minimum design and simplicity. The new logo keeps the main features of the original logo, such as the hut. Extra features can potentially be added to the new logo.

Denise Swett and Nazy Galoyan reported the results of the Early College Promise event on June 20. Swett reported that there were 60 students signed up for the program at Mountain View high school. Swett thanked Galoyan for organizing the event.

Nguyen presented certificates to PaRC council members who served at the meetings this past academic year and who are leaving the council next academic year.

The Facilities Master Plan (FMP) is approved. The items in the plan will be prioritized according to the importance of the service.

### **(3) Approve Meeting Minutes – June 7, 2017**

Carolyn Holcroft corrected part 5 of the minutes from June 7, 2017. She pointed out the program review was discussed at the Academic Senate meeting instead of the Faculty Association meeting.

### **(4) Program Creation Proposal – Landscape Technician Certificate – 2<sup>nd</sup> Read**

David Sauter proposed the Landscape Technician Certificate program at the June 7, 2017 PaRC meeting:

### **(5) Operations Planning Committee (OPC) – Resource Prioritizations – 2<sup>nd</sup> Read**

Interim Associate Vice Principle of Finance Bret Watson reviewed the resources prioritization chart. The Vice Principle of Finance and OPC prioritized the items on the lists. PaRC approved the items on the chart. A copy of the resources prioritization chart can be found below: <https://foothill.edu/president/parc/minutes/parc2016-17/06.21.17/OPCforPARC 2017.pdf>

The OPC resource allocation process for next academic year was discussed. Some council members concerned that what happen if certain resources appear next year but not yet approved for funding. Watson explained if it is the case, he will look at the B Budget carryover funds for each department, or any other available funds to cover the resources. Watson explained these will be onetime expenses.

Council member asked if there is a list of tips on how to cope with the new purchasing requirements as outlined in the Purchasing Authority Grid and Purchasing and Payment Grid. Watson answered that the council can refer to the Purchasing website or contact Purchasing department directly.

The Purchasing Authority Grid can be found below:  
<http://purchasing.fhda.edu/downloads/Authority%20Grid%2013 17.pdf>

The Purchasing and Payment Grid can be found below:

[http://purchasing.fhda.edu/downloads/Purchase%20Payment%20Grid 3 14 17 Final.pdf](http://purchasing.fhda.edu/downloads/Purchase%20Payment%20Grid%203%2014%2017%20Final.pdf)

The Purchasing webpage can be found below: <http://purchasing.fhda.edu/>

The council commented that when deans are doing the Program Review, they should have a better understanding of the sources of the funding.

### **(6) 2017 Governance Survey – Results**

A copy of the Governance Survey Results Report can be found here:

[https://foothill.edu/president/parc/minutes/parc2016-17/06.21.17/2017%20Governance%20Survey%20Results v1 06.21.17.pdf](https://foothill.edu/president/parc/minutes/parc2016-17/06.21.17/2017%20Governance%20Survey%20Results%20v1%2006.21.17.pdf)

A copy of the Governance Survey Results Presentation can be found here:

[https://foothill.edu/president/parc/minutes/parc2016-17/06.21.17/2017%20Governance%20Survey%20Results PaRC%20Mtg 06.21.17.pdf](https://foothill.edu/president/parc/minutes/parc2016-17/06.21.17/2017%20Governance%20Survey%20Results%20PaRC%20Mtg%2006.21.17.pdf)

The Admin Council will discuss the Governance Survey results during the Admin Council retreat. Some of the highlights of the Governance Survey are:

- The administrators do not feel like their inputs are valued.
- There are only 11 administrators answered the survey, the number is far less than the number of faculty and staff who answered the survey.
- The council should look at the bigger picture of the survey results, because the college researcher only selected certain questions for the presentation, so the council should not conclude the results with these selected questions.
- Some administrators and staff do not realize the program review changes over time.

- The council should look at the survey results through a different lens; for the people who are not involved in governance, the council should let them know the program went through planning.

### **(7) Agenda for Integrated Planning & Budget (IP&B) – Summer 2017 – 2<sup>nd</sup> Read**

A copy of the IP&B agenda can be found here: [https://foothill.edu/president/parc/minutes/parc2016-17/06.21.17/IPB\\_Agenda\\_Items\\_June\\_19.pdf](https://foothill.edu/president/parc/minutes/parc2016-17/06.21.17/IPB_Agenda_Items_June_19.pdf)

The agenda is opened to faculty and staff to discuss, and the council discussed:

- If IP&B can create a list of the professional development that staff is doing, regardless of the account that is charged.
- The council should focus on the survey respondents, to make sure the input are heard. The council should respond to the survey respondents.

The governance retreat will be hosted at Sunnyvale Center on Thursday, September 14, 2017. During the retreat, the management team will look at the Governance Survey results for the past three years. The council suggested to send out the governance survey again before the retreat. The retreat will focus on the following topics:

1. Program Review
2. Timing
3. Management.
4. Valuing of the people
5. Quality of the management
6. Quality of the survey comment

### **(8) Sustainability Committee Report**

Brenda Davis Visas reported that there is a new website for sustainability, and the committee published a report.

Please refer to the report on PaRC webpage. Davis Visas also reported the committee hired a new sustainability manager.

Scott Lankford reported that the whole sustainability system has improved. There are more staff development and student activity. Lankford also added that sustainability is not only beneficial to finance, but environment. Lankford expressed that the Foothill campus is great on sustainability.

The motion to bring sustainability into governance is on hold, but it will be brought to next year's discussion. During next year's discussion, the council will discuss if the sustainability coordinator position will be refilled.

### **(9) Accreditation Update**

The board approved the self-study report on June 12, 2017. Accreditation Liaison Officer (ALO) and Marketing Department is working on the formatting of the self-study report.

### **(10) PaRC Fall 2017 Retreat & Logistics**

TBD

### **(11) Closing of the PaRC meeting**

Ortiz thanked Nguyen, Holcroft, all staff and staff supporters for a great year. She mentioned that she had recently attended the 25<sup>th</sup> anniversary of the state-wide senate at their annual leadership conference. She met Nguyen at the same conference last June when Nguyen was attending an equity workshop. The keynote speaker this year are Veranice Nell, De Anza College Equity Director and Pam Walker, Vice Chancellor of the Education Services for the California Community College Chancellor's Office.