

**FOOTHILL COLLEGE**

**Planning and Resource Council (PaRC)**

**Wednesday, October 19, 2016**

**MEETING MINUTES**

**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 | 1:30-1:40 | Approve Meeting Minutes – October 05, 2016 | PaRC Tri-Chairs | Approval |
| 2 | 1:40-1:50 | General Announcements & Reminders | PaRC Tri-Chairs |  |
| 3 | 1:50-2:00 | IP&B Taskforce Recommendations *– 2nd Read* | LaManque | Approval |
| 4 | 2:00-2:10 | Program Creation Proposals* Humanities Certificate – *2nd Read*
* Non-Credit EMT Certificate – *1st Read*
 | Various | Approval |
| 5 | 2:10-2:20 | Instructional Faculty Prioritization for 2016-2017 *– 2nd Read* | LaManque | Approval |
| 6 | 2:20-2:30 | Core Mission Workgroup Objectives Template for 2016-2017 *– 2nd Read* | PaRC Tri-Chairs | Approval |
| 7 | 2:30-2:40 | Workforce & Grants Expenditure Planning *– 2nd Read* | Workforce Tri-Chairs | Approval |
| 8 | 2:40-2:50 | Program Review Annual & Comprehensive Templates | PRC Tri-Chairs |  |
| 9 | 2:50-3:00 | Associated Students of Foothill College (ASFC) Update | ASFC Representatives |  |

**MEMBERS PRESENT:** Micaela Agyare, Sonia Beckstrom, Veronica Bliss, Rachelle Campbell, Courtney Cooper, Cleve Freeman, Dawn

Girardelli, Carolyn Holcroft, Adrienne Hypolite, Debbie Lee, Maureen McCarthy, Thuy Nguyen, Erin Ortiz, Denise Perez,

Ramiel Petros, Lori Silverman, Paul Starer, Lan Truong, Teresa Zwack

**EX-OFFICIO PRESENT:** Laureen Balducci, Karen Erickson, Nazy Galoyan, Kurt Hueg, Andrew LaManque, Teresa Ong, Justin Schultz, Nanette Solvason

**(1) APPROVE MEETING MINUTES – OCTOBER 05, 2016**

The meeting minutes from the October 05, 2016 meeting were presented for approval. Micaela Agyare requested that she be noted as present for October 05, as she missed signing in before the start of the meeting. Debbie Lee also requested that it be noted that she requested that PaRC look at the metrics used for the Instructional Faculty Prioritization (as presented by Andrew LaManque, <http://www.foothill.edu/president/parc/minutes/parc2016-17/10.05.16/Instructional_Faculty_Prioritization_Package.pdf>). Pending revisions, the meeting minutes were approved by consensus.

**(2) GENERAL ANNOUNCEMENTS & REMINDERS**

The ASFC student representatives on PaRC were asked to introduce themselves to the general membership:

* Courtney Cooper – Foothill College Student Trustee – Working on her A.A. in Rhetoric and Intercultural Relations
* Ramiel Petros – ASFC President – 2nd Year at Foothill, Studying Film & Television – Hopes to eventually major in English
* Sonia Beckstrom – ASFC Senator – Majoring in Economics
* Veronica Bliss – 1st Quarter at Foothill – Hoping to major in Sociology

Thuy Nguyen noted that Debbie Lee and Rachelle Campbell will be serving as PaRC buddies for the students (answering questions, providing context, etc.).

It was announced that the Transfer Fair was a success. 60+ colleges and universities attended and there was visible support from both instruction and student services, including a number of student volunteers. Student attendance was high.

Thuy Nguyen announced that she would like to agendize a few additional items to each subsequent PaRC meeting, specifically (a) S.H.E.A., (b) Board updates, (c) Chancellor’s Cabinet updates, and (d) President’s Cabinet updates. Those items will be added as standing items moving forward.

Courtney Cooper shared that a disabled returning student completed an informal inventory of the signage and accessibility of the campus grounds. She noted that any issues or suggestions are supposed to be brought to the Buildings and Grounds Committee, but their website has not been updated since 2011. Members of PaRC emphasized that any immediate concerns should be directed to Brenda Davis Visas.

*NOTE: Per the Buildings and Grounds Committee website, “This committee was disbanded in 2011, with topics incorporated into the Sustainability Committee. If you have questions or concerns about buildings and grounds, please contact Brenda Visas-Davis at* *davisvisasbrenda@fhda.edu**.” The President’s Office will work to adjust the various web links accordingly.*

Thuy Nguyen noted that Bernata Slater, Vice President of Finance & Admin Services will be leaving Foothill College. After 21 years with the district, she will be moving into a new role as CFO at San Mateo Community College District. Her departure leaves a void in management in the finance department. To address this, several search committees has been formed: (a) interim Associate Vice President of Finance, (b) permanent Vice President of Finance, and (c) permanent Associate Vice President of Finance. The thought process behind an interim (internal-only) Associate Vice President of Finance was to be able to find some familiar with the college/district who would be able to jump right in and provide key management oversight – the minimum qualifications for the AVP position also allows for casting of a wider internal-only net. Kurt Hueg will be serving as the chair of the Interim AVP and permanent VP search committees. Moaty Fayek will be serving as the chair of the permanent AVP search committee.

With the departure of our Vice President of Instruction and with the Vice President of Student Services out on medical leave, many individuals have stepped into new roles and/or accepted additional responsibilities. Laureen Balducci, Associate Vice President of Student Services, has stepped in to serve and assist on Cabinet. Andrew LaManque has stepped up as Interim Vice President of Instruction and Paul Starer will be serving as Acting Associate Vice President of Instruction. Thuy noted that management change happens, even more so at other community colleges. She also emphasized that across the five interim hires she has been involved with, each has had 4-5 interested and qualified applicants – she sees this as a sign that employees want growth and are interested in new opportunities and new responsibilities.

**(3) IP&B TASKFORCE RECOMMENDATIONS – 2nd READ**

PROPOSAL # 1 – TRACDAT PILOT

 There were no suggested revisions or continued discussion. This proposal was approved by consensus.

PROPOSAL # 2 – POSITION PRIORITIZATION

Debbie Lee requested clarification on the following statement, “this information will continue to be aggregated in a matrix of information that is shared with PaRC. The division faculty ranking, dean’s ranking, as well as the VP ranking should be included,” and what was meant by matrix of information – is this referring to specific metrics? It was clarified that this refers to documentation of the reasoning behind the prioritization – additional verbiage, “used to support the rankings,” will be added to the proposal. A reminder was made that “new” should be removed from the title of the proposal, per discussion at the previous PaRC meeting. It was suggested that this be send back to Integrated Planning & Budget (IP&B) for further review, with considerations about the metrics used by the Deans/VPs with documentation of those metrics used for prioritization. It was noted that were this proposal not be approved, PaRC will need to rank the current prioritization. PaRC approved the position prioritization process proposal for this year (2016-2017) only, with the expectation that IP&B will meet again in the 2016-2017 academic year to further review and discuss the process (including documented metrics used for prioritizing positions). Andrew LaManque requested that a formal proposal be drafted for IP&B to review.

PROPOSAL # 3 – LENGTH OF PROGRAM REVIEW CYCLE

 It was noted that not all faculty are supportive of remaining on the three-year comprehensive cycle. This proposal was approved by consensus.

PROPOSAL # 4 – NEW INITIATIVE FORM

Clarification on the need for another new form was brought up, as a continuation of the discussion at the previous PaRC meeting. Ramiel Petros asked how this form would establish critical two-way communication and asked for clarification on the current process for someone interested in staring an initiative – who are the key people who need to know about new programs or initiatives? Carolyn Holcroft noted that this proposal was in response to a few issues the College has had in the last few years. While we encourage people to take the initiative to start new programs, departments on campus tend exist in silos, so when making plans, consideration of how such plans might affect other departments/divisions is not always given. This proposal was modeled after an idea that began in curriculum committee to prevent the overlap of course development and wasting time/resources. This form would serve as an “announcement” of intent to development a new program. It would then be PaRC’s responsibility to look at what areas might be impacted by such an initiative and encourage further outreach or interdepartmental communication – it keeps everyone involved aware and can be used as a catalyst for discussion with management.

Thuy Nguyen noted that she is not necessarily convinced that the new initiative form is needed, but admits that she may need to experience the process as it stands over the course of a year, as there have been losses of communication and confusion regarding resources around several recent initiatives (e.g. Umoja, FYE). She also noted that there was a lack of communication around STEM Core, as it is grant-funded and when directly to the Board of Trustees – an update was never made at PaRC. She emphasized that she is committed to increasing communication around items discussed at the Board meetings. She noted that she would like to HOLD onto this specific proposal, pending further discussion and/or review.

Andrew LaManque noted that PaRC is a Planning & Resource Council – if an initiative requires resources, PaRC should be somehow involved. He noted that a good litmus test for whether a new initiative should be brought to PaRC for discussion is if there is a planning or funding element to be considered. Another area of discussion is the process in relation to Program Review, as having to fit within the standard Program Review and resource allocation cycle would limit employees and/or students to creating new programs only 1x per year. It was also noted that not everything fits neatly into an existing program review (in terms of department oversight, management, etc.). It was noted that if a funding request is not in a Program Review, it cannot be ranked by OPC. Further discussion is needed.

No approval was reached; this form will go back to IP&B. It was suggested that a mid-year IP&B might be needed, as opposed to waiting until Summer 2017.

**(4) PROGRAM CREATION PROPOSALS**

NON-CREDIT EMT CERTIFICATE – 1st READ

 This enhanced non-credit program is tuition free and eligible for full apportionment. Supplemental instruction could be included. Possible increase in FTES.

HUMANITIES CERTIFICATE – ~~2~~~~nd~~ ~~READ~~ POSTPONED

The presentation of the Humanities Certificate proposal is a unique case, in which it is a transfer certificate that the College is trying to fast-track for a grant proposal with the Mellon Foundation. Normally, it would go to the Transfer Workgroup and the Vice President of Instruction before going to PaRC. The vote at PaRC would be to approve the intent to move forward with development and the full narrative, to then be presented at the Division and College Curriculum Committees. The Transfer Workgroup; however, has a number of questions they felt needed to be answered before the process could move forward:

* Is there a reason why only humanities courses can be offered for this certificate, as humanities does include other disciplines?
* Who is eligible for this tuition-free program? Is there a specific group?
* What are the criteria for admission (i.e. 30 students)? What is the eligibility process? What are the criteria for continuation in this program?
* How will the admissions/selections process address student equity?
* Would students be obligated to transfer to USF?
* What does ‘mandatory advising’ mean for these students (e.g. Foothill counselors? USF counselors?)
* Into what majors is USF accepting these students? Are there GPA requirements? Do all the students get accepted?

As the Transfer Workgroup will have a chance to meet and discuss their questions before the next PaRC meeting, the 2nd READ for the Humanities Certificate will be postponed until November 02, 2016. The Transfer Workgroup will present their feedback and PaRC will have a chance to vote.

**(5) INSTRUCTIONAL FACULTY PRIORITIZATION FOR 2016-2017 – 2nd READ**

Thuy Nguyen announced that District approved filling all vacant faculty positions along with the failed searches from 2015-2016 – 14 new full-time faculty hires.

Andrew LaManque presented a revised 16-17 Faculty Prioritization (<http://www.foothill.edu/president/parc/minutes/parc2016-17/10.19.16/Faculty_Prioritization_Fall_2016_REVISED.pdf>).

He noted that Business and DH Dentist have been flipped; DH Dentist is now ranked # 11, Business is now ranked # 13. The Instructional Faculty Prioritization for 2016-2017 was approved by consensus – approval was given to begin forming the search committees.

It was noted that Human Resources would now be requiring that all employees serving on hiring committee receive EEO training (rules, regulations, implicit bias, etc.). Two trainings will be held (Nov 04 and Nov 14) – details are coming soon! It was emphasized that all members of the management team must be trained. Students serving on various hiring committees will also need to be trained ahead of time.

**(6) CORE MISSION WORKGROUP OBJECTIVES TEMPLATE FOR 2016-2017 – 2nd READ**

No changes were made to the templates (only updated the year to 2016-2017); objective template was approved by consensus.

**(7) WORKFORCE & GRANTS EXPENDITURE PLANNING – 2nd READ**

Dawn Girardelli provided a quick summary of the process by which PERKINS and CTE funding allocations were made. She noted that $1.2 million in total is available, with 25% of those funds being reserved for regional work. The workgroup looked at items (some that were necessarily funded previously) that could be funded in order to immediately spend down the money. They also noted that the some of the items in Program Review that are prioritized by OPC could be funded by CTE money, as opposed to B-Budget – this opens the B-Budget for other expenditures. It was encouraged that such resource requests be put in program review and they be identified as either CTE-related or regional in nature, as multiple funding sources may be available.

PERKINS Allocations: <http://www.foothill.edu/president/parc/minutes/parc2016-17/10.05.16/Perkins_2016-17_Allocations.xlsx>

CTE Funding Allocations: <http://www.foothill.edu/president/parc/minutes/parc2016-17/10.05.16/CTE_Transitions_16-17.docx>

**(7) PROGRAM REVIEW (ANNUAL & COMPREHENSIVE) TEMPLATES FOR 2016-2017**

No changes were made to the templates (only updated the year to 2016-2017 as well as the institutional standard and goal for course success). Due to lack of changes to review, a 1st Read and 2nd Read are not needed; templates were approved by consensus.

**(8) ASSOCIATED STUDENTS OF FOOTHILL COLLEGE (ASFC) UPDATE**

ASFC is making a big effort to break down the barriers for getting students involved on-campus. There has been double the number of applicants for ASFC positions and board membership. Overall, they are working on two key issues:

* Communication: utilize different forms of communication, centralize information to avoid students having to jump around and search to find the answer
* Community: the campus isn’t “warm” – many students do not linger on campus