



**FOOTHILL COLLEGE**  
**Planning and Resource Council (PaRC)**  
**Wednesday, April 16, 2014**  
**Minutes**

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

ITEMS	TIME	TOPICS	LEADERS	EXPECTED OUTCOME
1	1:30-1:32	Welcome	Judy Miner	
2	1:32-1:35	Approval of Minutes: March 19, 2014	Judy Miner	Action
3	1:35-2:05	Faculty & Staff Request Presentation	Kimberlee Messina/ John Mummert/ Bernata Slater/ Denise Swett	Information
4	2:05-2:20	Program Review Committee Recommendations – 1 <sup>st</sup> Read	Craig Gawlick/ PRC	1 <sup>st</sup> Read
5	2:20-2:25	PSME Emergency Hire – Math Faculty Position	Peter Murray	Action
6	2:25-2:35	Budget Update	Bernata Slater	Information
7	2:35-2:40	Accreditation Midterm Report Update	Kurt Hueg/ Elaine Kuo/ Kimberlee Messina	Information
8	2:40-2:50	President's Office AUOs	Judy Miner / Dolores Davison / Roberto Sias	Information
9	2:50-2:55	ESMP Update (Standing Item) -Institutional Goals	Elaine Kuo	Information
10	2:55-3:00	Questions/Concerns/Announcements	Judy Miner	

**Notes:**

April 18 – Student Equity Professional Development Day  
May 9 – Foothill & Central Services Classified Senate Professional Flex Day  
June 19 – End of Year Celebration

**ATTACHMENTS:**

Item 2: Draft Minutes of March 19, 2014 Meeting  
Item 3a: VP Prioritization – Full-Time & Part-Time Faculty  
Item 3b: VP Prioritization – Full-Time & Part-Time Staff  
Item 3c: President's Prioritization – Full-Time & Part-Time Staff

Item 3d: President's Prioritization – Reassign Time

Item 4: [PRC Recommendations](#)

Item 5a: Faculty Emergency Hire Cover Sheet - Math

Item 5b: Faculty FTE Request Form - Math

**Present:**

Adiel Velasquez, Bernata Slater, Bernie Day, Casie Wheat, Charlie McKellar, Chris White, Craig Gawlick, Dawn Girardelli, Denise Perez, Denise Swett, Dolores Davison, Elaine Kuo, John Mummert, Judy Miner, Kimberlee Messina, Kurt Hueg, Lauren Wilson, Lauren Balducci, Mark Anderson, Maureen Chenoweth, Meredith Heiser, Nanette Solvason, Omar Zeitoun, Paul Starer, Peter Murray, Robert Cormia, Roberto Sias, Sam Connell, Sarah Munoz

**The meeting began at 1:33PM.**

**1. Welcome**

**2. Approval of Minutes: March 19, 2014**

March 19, 2014 Minutes approved by consensus.

**3. Faculty & Staff Request Presentation**

Kimberlee Messina presented the Faculty & Staff Prioritization rankings on behalf of the vice presidents. Messina explained the prioritization process for faculty and staff. The requests were reviewed and ranked first by the deans and directors of each program and then ranked by the vice presidents. Messina went on to review the Vice Presidents' Prioritization – Full-Time & Part-Time Faculty document and provided rationale for each ranking.

The top priority was to fill the art history faculty position, which would become vacant with the retirement of a faculty member at the end of the Spring Quarter; this retirement would leave the department with only one full-time faculty member. The second priority was the request for the permanent extension of one librarian's contract from ten months to eleven months. Paul Starer clarified that currently, librarians maintain a ten-month contract; however, during the Spring Quarter one librarian must be chosen to work one extra month over the summer. Miner commented that this was an ongoing need, which should be dealt with. Messina then presented the Philosophy Department and Business Department's request for a full-time faculty member for their departments as priority three and four. Messina commented that these high demand, general education areas were both supported by a single faculty member. Messina stated that the English generalist was prioritized as number five because the department had witnessed a number of retirements over this academic year.

Messina continued on to announce that the request for a computer science instructor was the sixth priority. The department had high growth in enrollment and also lost one full-time instructor. Counseling's request for a DRC/Veteran's Counselor was the seventh priority. Meredith Heiser asked if this was a specialty or general counselor position. Denise Swett responded that this position would be a general counseling position with special focus on veterans. Mark Anderson commented on the eighth priority, the request for a studio art instructor, stating that there were many changes in studio art; including: increased enrollment, a resignation, a retirement, curriculum developments, and repeatability regulations. In addition, Anderson continued, many of the local colleges and universities have impacted industrial design

programs. Potentially, local industrial design undergraduate students could attend Foothill courses for their lower division credits, thereby increasing enrollment and productivity in the Studio Art Department. The ninth priority was a request for a public services librarian. Messina commented that the vice presidents support this position initially; however, with budget constraints alongside the Library's construction, the position might not be necessary at this time. Heiser wanted to know more about the duties of a public services librarian. Starer explained that this position would work in circulation with partial responsibilities as an instructional services librarian. The tenth priority was the request for an economics instructor. Messina again commented that economics was a high-demand, general education area.

John Mummert presented the Kinesiology & Athletics Division's request for a football coach as the eleventh priority. Mummert commented that this request touched on equity, as this position directly served student-athletes, many of which represented minority populations. The next priority, Messina announced, was for a general counselor for the purposes of providing support for Student Success and Support Program (3SP). Messina stated that priority thirteen was a duplicate request for an eleven-month librarian, which should be removed. Continuing with the fourteenth priority, the request for a chemistry instructor, Messina noted that the vice presidents would have ranked this request higher, had they known that it was still vacant. The district approved the chemistry position at the beginning of this academic year. Peter Murray commented that the chemistry hiring committee did complete a round of interviews over the Winter Quarter, but did not hire. Murray stated that the hiring committee had reconvened and hoped to fill this position by mid-May.

Messina continued on to comment that the fifteenth priority, faculty for the Veterinarian Technology Program was much needed; however, the division dean felt that the newly hired program director needed more time to familiarize herself with the program prior to hiring new faculty. The sixteenth priority was the request for a dental hygiene instructor. Messina stated that the vice presidents prioritized this request based upon the dean's comments, which stated that the program was adequately staffed. The next request for a biology instructor was prioritized at seventeen because the department was viewed adequately staffed. However, Nanette Solavason commented, next year there would be a great need for instructors in this area. The request for faculty for the paramedic program was ranked at eighteen. The request for an anthropology instructor was ranked as priority twenty because the dean and vice presidents felt that the program was adequately staffed. The Child Development Program's request for faculty was ranked as priority twenty-one because the program had two full-time instructors and there was no growth in enrollment.

Mummert presented the request for full-time softball and women's tennis coaches as priorities twenty-one and twenty-two. Mummert commented that the current coaches were part-time, but that the division would like to have these positions as full-time. Messina stated that the next request for an ESL generalist was as ranked priority twenty-three because the department was adequately staffed. Messina stated that priority twenty-four, the request for a Graphics and Interactive Design (GID) instructor, was ranked lower because the current GID instructor has not yet retired. Messina then presented the communications faculty request as priority twenty-five because the division dean ranked this request as a low priority as well. Lastly, Messina stated that the remaining faculty requests were not ranked by the program directors/deans; thus there was no need for the vice presidents to rank them either.

Miner stated that the district would file the annual enrollment report in July and then analyze the budget before notifying the colleges of new positions. Miner commented that Foothill should be above the faculty requirement number, but that the campus needed to be aware of fifty-percent law. Miner noted that Bernata Slater was doing a great job of moving general funds to categorical funds so that the monies would not count against the college. Miner continued on to state that in the fall of 2013, Foothill was given eight positions by the district and

that it was possible that the campus might be given four more in coming fall. Miner then requested that PaRC prioritize the top ten faculty positions in anticipation of the district's announcement next fall.

Messina reviewed the Vice Presidents' Prioritization – Full-Time & Part-Time Staff, noting that many classified positions would probably not be filled in the coming year; therefore, the vice presidents only presented their top three priorities. The request for an instructional designer was the top priority. Messina commented that this position would work with Judy Baker to help faculty design accessible online coursework. Currently, there was only one position supporting Baker to do this work, but about thirty-percent of Foothill courses were offered online and would need to utilize accessibility training services. Peter Murray commented on the second prioritized request for a fifty-percent administrative assistant for the Physical Science, Math and Engineering (PSME) Division. Murray noted that the division had grown and the current administrative assistant could not fulfill the needs of the PSME students and staff. Swett presented the third priority, which was the request to change the current part-time Disability Support Programs and Services (DSPS) shuttle driver position to a full-time position. By making this position full-time, DSPS could provide shuttle service to students during the evening hours; currently, the shuttle service was only available during the day. Swett noted that this position might be funded with categorical dollars.

Messina then repeated that the vice presidents only prioritized three requests because the administration does not believe that there would be funding to support new staff positions. Miner commented that the college's productivity was low. Slater noted that college productivity was down ten points, meaning that the college was costing the district about three million dollars. Roberto Sias asked if the merge of the Computer Information Science (CIS) department within the PSME division would affect funding for staff positions. Miner responded that this would depend upon the organization of the division. Messina noted that the merger would occur over the next academic year.

Miner then moved to present the President's Prioritization of Full-Time and Part-Time Staff Requests. The first priority was for a research assistant for the Office of Instruction & Institutional Research. Miner commented that this position would be presented to Chancellor's Cabinet, as it should be a district funded priority from the Office of Institutional Research. The second priority was for an administrative assistant for the Office of the Vice President of Finance and Administrative Services. Slater reported that there was already funding for this position and that it was being presented to PaRC for information only purposes. The funding for this position came from the elimination of a confidential position in the President's Office.

Swett presented the request for an associate vice president (AVP) position in Student Services as the third priority. Swett stated that Student Services would fund this position with reorganization monies derived from the EOPS director position (50% CTE grant fund) and funds from Admissions & Records, the Testing Center and Evaluations. Murray requested to know how the AVP position responsibilities would differ from those of the vice president of Student Services. Swett responded that the AVP would oversee the EOPS program and would also support Foothill programs that have witnessed major growth; these programs/projects included: the Map Your Future program, the Tech Conference, the Family Engagement Institute, the 3SP funding and leverage for counselors. Swett then reiterated that this position was originally introduced as being funded by 3SP funds; however, the AVP position would not require any additional college funding.

Roberto Sias requested an overview of the 3SP budget allocation details. Swett commented that the 3SP funding guidelines continued to change and therefore, Student Services was constantly evolving to meet these regulations to obtain funding. The SOAR events, which replaced Day on the Hill, were examples of the campus's efforts to meet the requirements of the 3SP regulations. Slater added that in the past the district was funded by categorical matriculation funds based on FTEs. The state considered this funding to be a blank check;

however, the state will now only allocate funds for specific activities. In addition, Slater mentioned, the state required that the college match each 3SP dollar spent with three general fund dollars. Slater provided a simplified example, stating that if the campus hired one counselor using 3SP funding, the campus would then also have to fund three counselor positions using general funds. Slater went on to comment that 3SP has many unknowns and that the college was doing the most to capture the funding, but would only do so responsibly. Starer noted that the Student Equity Workgroup would like to help develop a 3SP crosswalk in the future.

Elaine Kuo then asked for clarification on what exactly PaRC was required to rank on the Prioritization Survey. Miner stated that PaRC should review the vice presidents' prioritization presentation materials and rank their top ten faculty priorities and the top three staff priorities. Heiser noted that she would assume Ion Gregorio's vote. Heiser then asked when PaRC would vote. Kuo stated that the Prioritization Survey would open at the May 7 PaRC meeting. The results would be presented at the May 21 PaRC meeting.

Miner quickly commented on the President's Prioritization – Reassign Time, noting that the reassign time for the tenure review coordinator had already been approved. The increase in the amount of reassign time for this position was justified as the coordinator now oversaw more faculty during the tenure process. Messina added that the college had an understanding with the Faculty Association, which allowed this position to evolve with respect to the workload.

#### **4. Program Review Committee Recommendations – 1<sup>st</sup> Read**

Mummert presented the Program Review Committee Recommendations to PaRC, commenting that the program review process was much stronger this year and also that the process was still under review. PRC completed twenty-seven program reviews and assigned each program a green, yellow, or red rating. Mummert noted that the rubric, which was approved in the fall, underwent additional changes after some program had written their reviews. PRC was aware of this fact during the review process. This year PRC gave a yellow rating to seven programs. Mummert mentioned that of the seven yellow ratings, Spanish was the biggest concern for PRC due to the program's consistent decline in enrollment. Mummert reported that the Program Review Committee Recommendations would appear on the May 21 PaRC agenda as a second read for approval.

Mummert then noted that this year's process might have been too comprehensive. PRC did its best to adhere to the established deadlines, but the workload was immense. Messina commented on PRC's process for addressing a program's proficiency; asking if a program's enrollment continues to decline, what more can PRC do than to comment on the decline and review the program in the next academic year? Mummert responded by stating that PRC would need to consult PaRC on the reach of PRC, in terms of disciplinary authority. Kuo said that PRC could comment on program remediation. Miner noted that PRC's color rating system ensures that program eliminations would not come as a surprise to the campus. Starer commented on the Spanish program's yellow designation, stating that the division was aware of the program's situation. Starter continued on to note that there were process issues for a yellow designation, in that, once a program was assigned a yellow rating, the next steps for the program were unclear.

Messina then encouraged PaRC to review the program remediation process. Messina stated that once a program was identified as having a yellow rating, the dean and faculty should collaborate to address program issues or decide on program discontinuance. The program should be reviewed again in the following academic year; if the program received a red designation, the program should then be permanently reduced or discontinued. Messina noted that the campus should also understand why a program received a yellow rating. In some cases, a program in its first year of participating in a program review could receive a yellow rating because the review would not contain a student

learning outcome (SLO). Chris White echoed Starer and Messina's concerns for a yellow designation process. White reported that the remediation plan had not been solidified by PRC. Miner added that in the case of the overarching processes of instructional programs, remediation plans should look to establishing a three-year timeline. Kuo affirmed that remediation plans should be published by June 18.

Sam Connell represented the Anthropology Department, which received a yellow rating on their program review. Connell commented that the program was working to improve their review by connecting their outcomes to the college mission statement and also by provide better metrics. Craig Galwick reported that PRC process findings would be brought to Integrated Planning and Budget Committee (IP&B) over the summer so that the PRC process could be reviewed and improved. Bernie Day commented that instructional faculty might not be aware of the resources available for program review support. Miner then asked Starer, as a dean of a yellow designated program, if he felt that he was aware of the program review resources. Starer replied that the challenge for him was not a lack of resources, but the collaboration between faculty and administration during the program review process. The deans could always make recommendations, Starer noted, but ultimately it was responsibility of the faculty to act upon the recommendations. Messina concurred with Starer's statement and commented that faculty should be charged with meeting established benchmark requirements.

#### **5. PSME Emergency Hire – Math Faculty Position**

Murray presented the PSME Emergency Hire request to PaRC. With the recent passing of a full-time math faculty member and an increase in enrollment, Murray reported, the department was in need of an emergency hire. Messina requested to know the hiring committee's timeline. Murray responded that the department would like to hire in the spring, if a candidate could be found. Omar Zeitoun asked if PSME tutors could be considered for the position. Messina affirmed that this would be an open call for applications and that all interested parties should apply. Dolores Davison stated that the Academic Senate could not confer on the math faculty position until the next senate meeting. Murray replied that there would be a PSME Divison meeting on April 25, at which time the faculty could confer on the position.

#### **6. Accreditation Midterm Report Update**

Due to time constraints, Miner announced that this item would be presented at the next PaRC meeting on May 7, 2014.

#### **7. Accreditation Midterm Report Update**

Due to time constraints, Miner announced that this item would be presented at the next PaRC meeting on May 7, 2014.

#### **8. President's Office AUOs**

Due to time constraints, Miner announced that this item would be presented at the next PaRC meeting on May 7, 2014.

#### **9. ESMP Update (Standing Item)**

Due to time constraints, Miner announced that this item would be presented at the next PaRC meeting on May 7, 2014.

#### **10. Questions/Concerns/Announcements**

No comments were made.