



FOOTHILL COLLEGE
Planning and Resource Council (PaRC)
Wednesday, June 4, 2014
DRAFT 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

ITEMS	TIME	TOPICS	LEADERS	EXPECTED OUTCOME
1	1:30-1:32	Welcome	Roberto Sias	
2	1:32-1:35	Approval of Minutes: May 21, 2014	Roberto Sias	Action
3	1:35-1:40	OPC/Resource Allocation Recommendations – 2 nd Read	OPC	Action
4	1:40-1:55	Facilities Master Plan – 1 st Read	Bernata Slater	Information
5	1:55-2:10	Student Equity Plan – 1 st Read	Student Equity Workgroup	Information
6	2:10-2:20	Accreditation Midterm Report – 1 st Read	Kimberlee Messina / Andrew LaManque	Information
7	2:20-2:30	Budget Update & May Revise	Bernata Slater	Information
8	2:30-2:35	Core Mission Workgroup Reflections: Basic Skills	Basic Skills Workgroup	Information
9	2:35-2:40	Core Mission Workgroup Reflections: Transfer	Transfer Workgroup	Information
10	2:40-2:45	Core Mission Workgroup Reflections: Workforce	Workforce Workgroup	Information
11	2:45-2:50	Core Mission Workgroup Reflections: Student Equity	Student Equity Workgroup	Information
12	2:50-2:55	Core Mission Workgroup Reflections: OPC	OPC Workgroup	Information
13	2:55-3:00	Questions/Concerns/Announcements	Roberto Sias	

Notes:

Events:

June 11 – Unveiling of the Foothill College Memorial Tree
June 18 – End of Year Celebration
June 19 – Welcome New Administrators – Coffee & Pastries
June 27 – 2014 Commencement!

ATTACHMENTS:

Item 2: Draft Minutes of May 21, 2014 Meeting
Item 3: OPC/Resource Allocation Recommendations
Item 5: Student Equity Plan
Item 8: Basic Skills Workgroup Reflections

Item 9: Transfer Workgroup Reflections
Item 10: Workforce Workgroup Reflections
Item 12: OPC Workgroup Reflections

Present:

Adiel Velasquez, Andrea Hanstein, April Henderson, Bernata Slater, Bernie Day, Casie Wheat, Craig Gawlick, Denise Perez, Denise Swett, Erica Onugha, Kimberlee Messina, Kurt Hueg, Meredith Heiser, Nanette Solvason, Paul Starer, Robert Cormia, Roberto Sias, Sarah Munoz

The meeting began at 1:30 PM.

Item 1: Welcome

Roberto Sias welcomed the group. Sias reminded PaRC that Judy Miner and Dolores Davison could not attend this meeting due to conference travel. Sias amended the agenda, stating that the Core Mission Workgroup Reflections: Workforce item would be presented as the second agenda item.

Item 2: Approval of Minutes: May 21, 2014

May 21, 2014 meeting minutes approved by consensus.

Item 3: OPC/Resource Allocation Recommendations – 2nd Read

Bernata Slater reviewed the OPC Resource Allocation Recommendations, noting only the top vice presidents' rated requests were rated by OPC. Slater stated that OPC's rating rationale was documented on each request rubric. Regarding the process, Slater commented that the President would review the requests over the summer and then report back to PaRC in the fall.

OPC/Resource Allocation Recommendations approved by consensus.

Item 4: Facilities Master Plan – 1st Read

Slater presented the draft Facilities Master Plan to PaRC. Slater emphasized that the plan was a rough draft and that the committee hoped to submit a final plan to PaRC on June 18, 2014. The fifty-page report summarized the facilities mission, goals, and plans for campus sustainability for the next three years. Slater stated that questions should be sent to her attention.

Item 5: Student Equity Plan – 1st Read

Erica Onugha, Paul Starer and Roberto Sias presented the Student Equity Plan as a first read to PaRC and reviewed a supplemental PowerPoint presentation, which outlined the Student Equity Plan. The presentation highlighted the history and evolution of the plan. Onugha commented that the current plan focused on achievable, realistic goals. In addition, the plan will be more data driven. Onugha stated that the Student Equity Workgroup worked to frame issues impacting student equity for the purposes of meaningful data collection that would drive action and progress. Onugha noted that data would not be used to conceal important equity conversations.

Starer stated that unless the campus was willing to engage in conversations about specific equity issues, the outcomes would not accomplish real, lasting change. Kimberlee Messina responded that the importance of conversation was valid, but so was action. Messina continued to state that California had a long history of conversation, but that there was not much change. Starer agreed that the data did not reflect much change in the last thirty years. Kurt Hueg commented that the campus needed to get to the core of what the community college was

actually doing in terms of student equity. Sias stated that Foothill had a history of addressing student equity with outreach to traditional ethnic communities; however, the campus now needed to touch on all facets of student access. Sias stated that there was a hope for the Core Mission Workgroups to collaborate and move forward with the student equity agenda.

Onugha noted that the executive summary was critical to define the data and research, and also provide context for the report. Onugha encouraged the campus to review the summary.

Item 6: Accreditation Midterm Report – 1st Read

Messina reviewed the first read of the Accreditation Midterm Report, noting that the document presented was a newly improved draft of the report that was shared at the May 21 PaRC meeting. Messina described the Midterm Report as an update on the college's progress since the last ACCJC site visit. Messina commented that the report was not due to the ACCJC until October 2014 and that Foothill would submit the report to the Board of Trustees alongside De Anza. Messina asked that all feedback on the report be directed to Andrew LaManque.

Item 7: Budget Update & May Revise

Slater gave a budget update and reported out on the Governor's May Revise with two handouts. Slater highlighted some of the revise provisions, which included: a scaling of restoration (growth); a COLA increase from eighty-five percent to eighty-six percent; the removal of instructional equipment from the scheduled maintenance funds; and the elimination of deferrals. Slater reported that the Senate also reviewed the Governor's May Revise and proposed some changes. Slater noted the following Senate provisions: a restoration of categorical programs and also an allocation for part-time office hours.

Slater then gave an analysis of the district's FTES. Slater reported that during the 2012-13 fiscal year, the district lost more than seven million dollars in FTES. This year, the district lost an additional three million FTES ongoing funding. Slater commented that the district had one-time monies from stability funding; however, Slater continued, the district must make up for funding lost in previous years or future funding would also be lost. Slater noted that enrollment was down and this was not uncommon when the economy was doing well. Slater announced that Vice Chancellor of Business Services Kevin McElroy would give a Multi-Year Projection Presentation at the June 18 PaRC meeting.

Item 8: Core Mission Workgroup Reflections: Basic Skills

April Henderson and Sarah Munoz presented three reflections on the following Basic Skills Workgroup goals: 1) Support pathways to move students successfully through basic skills course sequences; 2) Provide learning support to increase basic skills students' success in transfer level courses; 3) Expand Basic Skills Math Bridge Program to serve one hundred and twenty students, with a focus on increasing the math placement level for underrepresented students (Latino, African American and Filipino/PI students) and expanding the existing/potential collaborative efforts between Math, ESSL/English, and Counseling.

Henderson presented the first objective's reflection, noting that the pilot tutor program implementation had a positive response. Henderson stated that the tutoring program was embedded in classes that were transferable (such as history, psychology and economics) and had basic skills student enrollment. Meredith Heiser asked how the basic skills students, which enrolled in the tutoring program, were identified. Katie Ha, who oversaw the tutoring program, stated that the faculty did not want to know who the students were so to avoid special treatment, but that she knew who the basic skills students were.

Munoz reflected on the second objective of the Basic Skills Workgroup, which was to expand the Math Bridge Program and collaboration efforts. Munoz reported that ninety-two percent of students that attended the first week of the program completed the program, while ninety-one percent of those students that attend the second week completed the program. Munoz noted that last year the program offered Counseling 5, but many of the students had already taken that course; this year the program will offer an informational session on the last day of the program, which will inform students about the available services on campus. Munoz announced that the program's registration was currently open.

Henderson reported on the progress made on the third objective, which was to improve student outcomes, close the achievement gap, and conduct data analysis regarding student needs with special focus on underrepresented populations. Henderson mentioned that Basic Skills Workgroup hoped to collaborate with Student Equity Workgroup for this goal. The Workgroup was receiving assessment data from the Testing Center and also from the Math Bridge Program.

Item 9: Core Mission Workgroup Reflections: Transfer

Hueg presented the Transfer Workgroup's reflections on their objective, which was to increase the number of students from all student populations on the pathway to successful transfer. Hueg noted that their objective was quite broad and next year the group would establish more specific and achievable goals. Hueg went on to report that the Workgroup had successful meetings with Basic Skills Workgroup and other groups on campus that supported transfer. In addition, the Workgroup planned to hold a Transfer Recognition Dinner on June 10, 2014. Hueg reported the following challenges: the Transfer Center was in need of a counselor to help with transfer questions; there was a need for the college to help students address UC and CSU enrollment, in response to the impacted UC system; the need to provide more information on private universities to students; and increase transfer degree visibility. Hueg stated that Marketing was creating a webpage on transfer to meet some of the previously mentioned challenges. Hueg reported that next year's efforts would be focused on UC and CSU transfer, transfer degrees, efforts to support student equity, and increasing the success of underrepresented student populations.

Item 10: Core Mission Workgroup Reflections: Workforce

Bob Cormia reported on the following Workforce Workgroup objective reflections: 1) Continue to verify and improve the use of Perkins funding at Foothill College; 2) Continue to increase awareness and improve information access related to all Workforce and Career and Technical Education (CTE) programs at Foothill College; 3) Improve the visibility and functionality of the Workforce webpage www.foothill.edu/workforce

Cormia stated that the success of the Workgroup's first objective included: creating a funding rubric, allocating data used in program reviews and in the funding rubrics, advisory board members included a minimum of fifty-percent industry professionals, and programs were kept up to date per state regulations. Cormia reported that the challenge for this objective was that the limited amount of Perkins funding could not meet the 2014-15 requests.

Cormia commented that the Workgroup achieved objective two by: having Workforce and CTE programs at Workforce Workgroup monthly meetings; updating the "In Demand Training for Rewarding Careers;" and identifying CTE programs offered through the Bay Area Community College Consortium (BACCC). Cormia reported that the challenges for this objective were: technology updates, and developing regional contacts within the local sector.

Cormia reported that the last objective, to improve the Workforce website, had the following successes: meeting members, schedules, minutes and agendas were uploaded; a list of CTE programs was included; added access to Gainful Employment reports and disclosures;

and added access to Workforce sub-committee reports and employer survey updates. Lastly, Cormia listed the challenges for the third objective, which included: constant updates of the website required coordination with the webmaster, and the need for evaluation of the webpage's structure.

Item 11: Core Mission Workgroup Reflections: Student Equity

Starer and Onugha presented the Student Equity reflections to PaRC. The Workgroup's objective was to enhance the ethos of equity on campus and its relevance to student success. Starer reported that the Workgroup issued the Student Equity Plan. Also, the Workgroup helped to organize a professional development day with an equity theme. Starer noted that the challenges that the Workgroup faced included: inconsistent member participation in meetings; the ability to get the campus to invest in the equity agenda; and a lack of a point person or support for equity coordination efforts. Onugha commented that the Workgroup would need the entire campus's participation to make progress and see change.

Item 12: Core Mission Workgroup Reflections: OPC

Slater presented OPC's reflections on behalf of the Workgroup. Slater stated that OPC was successful in achieving the following: the OPC rubric was revised to better review and service requests; the committee provided recommendations on lottery funds; and OPC provided a policy on the 2013-14 B Budget carryover. Slater noted that the challenges for the objectives included: a need for more data to prioritize various equipment and software requests; concerns about the expiration of Measure C funding; and the proposed prioritization process in reference to PRC's recommendations (funding recommendations for 'yellow' or 'red' rated programs).

Regarding the expiration of Measure C funds, Messina asked how the college could address the purchase of equipment with maintenance expenses. Slater suggested that departments assess the total ownership of equipment prior to purchase. Nanette Solvason asked if there was funding for maintenance expenses. Messina replied that the state does not provide maintenance funding and departments should use their B Budgets.

Item 13: Questions/Concerns/Announcements

Adiel Valesquez announced that the Global Gala, which was cohosted by ASFC and the International Student Program, had three hundred attendees. Also, Valesquez reported that the new Student Trustee and ASFC President might attend the next PaRC meeting.

Sias reminded PaRC about the June 11 Memorial Tree Unveiling and the June 18 Year End Celebration.

Sias adjourned the meeting in honor of student equity.