


**FOOTHILL COLLEGE**  
**Planning and Resource Council (PaRC)**  
**Wednesday, November 01, 2017**  
**MEETING MINUTES**

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

| ITEM | TIME        | TOPICS  | FACILITATOR (S)                                 | ACTION   |
|------|-------------|---|---|----------|
| 1    | 1:30 - 1:35 | Public Comments and General Announcements   | PaRC Tri-Chairs, and all participants           |          |
| 2    | 1:35 - 1:50 | President's Report ( <i>Board, Chancellor's Cabinet, President's Cabinet</i> )  | Nguyen  |          |
| 3    | 1:50 - 1:51 | Approve October 25, 2017 PaRC minutes   | PaRC Tri-Chairs, and all participants           | Approval |
| 4    | 1:52 - 2:20 | President's Town Hall on Budget Reduction, November 8, 2017, 3pm - 4pm <ul style="list-style-type: none"> <li>• Draft Agenda               <ol style="list-style-type: none"> <li>1. <a href="#">President's Town Hall on Budget Reduction PowerPoint</a></li> </ol> </li> </ul>  | Nguyen, Watson                                  |          |
| 5    | 2:20 - 2:50 | Institutional Effectiveness<br><br>Report on E <sup>2</sup> SG <ol style="list-style-type: none"> <li>1. Service Leadership Projects               <ol style="list-style-type: none"> <li>1. <a href="#">Educational Master Plan</a></li> <li>2. <a href="#">2017-18 Strategic Objectives</a></li> <li>3. <a href="#">Service Leadership Infographic</a></li> <li>4. <a href="#">Foothill College Values</a></li> <li>5. <a href="#">Institutional Learning Outcomes</a></li> </ol> </li> </ol> | Nguyen  |          |
| 6    | 2:40 - 2:45 | Student Success Collaborative Integrated Plan Update <ul style="list-style-type: none"> <li>• Report on Deadline Extension</li> </ul>   | 3SP, SEW, Basic Skills Collaborative Tri-Chairs |          |
| 7    | 2:45 - 3:00 | New Program <ul style="list-style-type: none"> <li>• Interventional Pulmonology (<i>second reading</i>)               <ol style="list-style-type: none"> <li>1. <a href="#">Program Creation Form</a></li> </ol> </li> </ul>  | Solvason  | Approval |

Voting Members Present: Micaela Agyare, Isaac Escoto, Debbie Lee, Thuy Nguyen, Erin Ortiz, Denise Perez, Donna Wolf, Suzanne Yamada, Lan Truong, Ram Subramaniam, Adrienne Hypolite, Bret Watson

Non-Voting Members Present: Anthony Cervantes, Peter Chow (note taker), April Henderson, Andrew LaManque, Paul Starer, Kevin Harral, Amy Edwards, Eoin O'Farrell, Marcel Vermeer, Vanessa Smith, Brenda Hanning, Kristy Lisle

## **(1) Public Comments and General Announcements**

Thuy Nguyen mentioned We Care Club organized a fund raising event on November 1, 2017. The fund raised by We Care Club will be donated to Salvation Army to help with the victims from the Northern California fire. We Care Club was selling boba milktea donated by Tpumps.

Erin Ortiz thanked Nguyen for attending the student inter-club meeting. Around 80 students attended the meeting. Nguyen presented the Service Leadership Scholarship at the meeting; three clubs will be chosen for the scholarship. Ortiz also reported there might be a second club day in late November. There will also be an annual ASFC Thanksgiving event on November 15, 2017, from 12pm to 1pm. The location will be at Dining Hal. The food will be first come first serve for 400 students. Please promote this event to students in need. Salvation Army will be at the event to collect donations. Ortiz also announced that Classified Senate and ASFC will organize a holiday drive for emergency kits. They will collect gift cards, backpack and other supplies to help the veteran first responders. Please drop off your donation items in the bins around the Foothill campus.

Isaac Escoto announced the Governance Council adjunct faculty representatives are Brendon Mah and Katherine Schaefer.

Lan Truong reported a donor from the Foundation donated gift cards to homeless students last year. The students wrote thank you letters to the donor and the donor was touched. So this year the donor decided to help homeless students again, and besides gift cards, the donor also donated personal necessities. Please notify Truong if anyone is interested in donating to homeless students.

Anthony Cervantes mentioned the tamale sale for scholarship is still going on, and the deadline is November 10, 2017. The tamales are \$20 per dozen. Please contact Cervantes if anyone is interested in supporting the scholarship and purchasing tamales.

Ortiz also reminded PaRC that November is the Native American Month, there will be various events on campus.

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

Nguyen reported there was a Halloween event on Foothill campus on October 31, 2017.

Nguyen reported she went to the Assembly Select Committee on Master Plan for Higher Education event on November 1, 2017. Please follow Nguyen's Twitter (<https://twitter.com/FoothillPrez>) for comments during the event. Nguyen pointed out Foothill faculty and staff worked hard on the stackable degree program, which includes the apprenticeship program. Nguyen also pointed out the adult higher education was discussed during the event. Nguyen mentioned Foothill is on the right track for adult higher education, she also talked about Washington Post ranked Foothill College third for top two-year college for

adult learners ([https://www.washingtonpost.com/local/education/here-are-some-new-top-20-schools-virginia-tech-and-montgomery-college/2017/09/01/a7476fe2-8e83-11e7-84c0-02cc069f2c37\\_story.html?utm\\_term=.6433936ec1e1](https://www.washingtonpost.com/local/education/here-are-some-new-top-20-schools-virginia-tech-and-montgomery-college/2017/09/01/a7476fe2-8e83-11e7-84c0-02cc069f2c37_story.html?utm_term=.6433936ec1e1)).

Nguyen reported on the Senior Administrator Meeting. During the meeting, Foothill Administrators met with the State Lobbyist. The State Lobbyist presented on the College Promise Program. The College Promise Program is still a framework, but the governor will put this Program in the proposal for funding. If Foothill positions itself well, Foothill and other college students will be getting free tuition in Fall 2018. PaRC member wondered what Foothill has to align with in order to get the funding. Nguyen answered Foothill has to align political-wise in order to get the funding. Secondly, the College Promise is built on the Guided Pathway Program, so Foothill has to adopt and implement the Guided Pathway Program, such as trainings for the team. Nguyen pointed out at Foothill, Guided Pathway is called as Educational Pathway, and it is one of the two quality focused essays through accreditation process. Foothill has been working on the Educational Pathway but the Guided Pathway has specific regulations and requirements given by the State Chancellor, so Foothill has to follow the rules.

There is actual guideline from the state for the guided pathway.

PaRC member questioned what if students drop the classes, and will they owe the tuition to the college. Nguyen answered it is not sure if the students would owe the tuition, because, there are lots of details need to be addressed for the Program. Nguyen used the Board of Governor Fee Waiver (BOG) as an example, which there are lots of details have to be reviewed, because some people criticize the BOG Waiver favors towards the middle class families. Nguyen pointed out there is limited fund in Prop 98, and there are always arguments regarding how the fund is allocated. Nguyen said she will focus on low-income students and their college expensed such as housing, transportation and course materials. Nguyen also said that the College Promise will improve and evolve into a better program. The Early College Promise at Foothill fits perfectly into the State College Promise Program.

Ortiz brought up the topic of student housing on campus. Ortiz mentioned there are some empty spaces next to tennis court, and some part of the space is occupied by broken equipment. The college could utilize the space and turn it into student and faculty housing.

PaRC member questioned about governance, some people on campus are unclear about what is governance. PaRC member suggested the college should have a clear definition and goal of governance. If the definition is not clear and the goal is not set, people on campus might think it is not time worthy in involving in governance.

ASPC representative expressed that any kind of financial aid would help the students a lot, so ASFC will support the President's decision on College Promise Program.

### **(3) Approve October 25, 2017 PaRC minutes**

Approved.

### **(4) President's Town Hall on Budget Reduction, November 8, 2017, 3pm - 4pm**

- **Draft Agenda**  
**[President's Town Hall on Budget Reduction PowerPoint](#)**

Nguyen announced that President's Town Hall will be on Wednesday, November 8, 2017, 3pm to 4:15pm. President's Cabinet and PaRC will sponsor the event. Escoto and Ortiz will help Nguyen to facilitate the event.

Watson presented the PowerPoint that will be presented during the Town Hall (**[President's Town Hall on Budget Reduction PowerPoint](#)**).

PaRC member asked what is a one-time and on-going cut and would like to have an example. Watson answered the college is using the college saving account. There is \$12.3 million in the designated fund balance, and Foothill has about \$5 million. For 2017-18, Foothill will use part of the money from the fund balance. For on-going cut, it is a permanent cut.

PaRC member also wanted to clarify for 2018-19 to 2019-20, will there be \$1.75 million on-going budget cut. Watson answered yes because it is carrying over reduction.

PaRC member also asked will there be any new hire for vacant positions. Watson answered the college should hire strategically.

PaRC member expressed that faculty and staff from Student Services needs better explanation on the 50% reduction because they might misinterpret the area of reduction. PaRC member suggested explaining more on the different types of funds.

PaRC member pointed out that the projection of future enrollment will stay the same, but looking at enrollment from past years, it shows that the enrollment is decreasing. PaRC member worried that the enrollment will keep decreasing. Kristy Lisle responded the college has to put in effort to keep up the FTES, so the enrollment will not decrease. As a matter of fact, the FTES has been increasing since summer 2017.

PaRC member asked why De Anza College does not have dual enrollment program. Nguyen answered De Anza College chose not to have the program.

PaRC member pointed out online students cannot add into the class at the later time of the quarter because of census day. That will also decrease the number of FTES. Lisle responded this is a good point and she will take a look into this issue.

Nguyen concluded there is a link to submit feedback online (**[foothill.edu/president/feedback.html](http://foothill.edu/president/feedback.html)**).

## **(5) Institutional Effectiveness**

### **Report on E<sup>2</sup>SG**

- **Service Leadership Projects**
  - [Educational Master Plan](#)
  - [2017-18 Strategic Objectives](#)
  - [Service Leadership Infographic](#)
  - [Foothill College Values](#)
  - [Institutional Learning Outcomes](#)

Nguyen presented the Foothill College Values, and she pointed out some values such as equity and innovation is missing from the values.

Nguyen also presented the Educational Master Plan to point out the concept of service leadership is in the Master Plan.

#### **(6) Student Success Collaborative Integrated Plan Update**

- **Report on Deadline Extension**

LaManque updated that the deadline of the Integrated Plan is extended to the end of January 2018. The drafted Integrated Plan will be available on the November 15, 2017 PaRC meeting.

#### **(7) New Program**

- **Interventional Pulmonology (*second reading*)**
  - [Program Creation Form](#)

Approved.