


**FOOTHILL COLLEGE**  
**Planning and Resource Council (PaRC)**  
**Wednesday, October 11, 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 - 1:50	Welcome and PaRC Orientation	Nguyen, LaManque	
2	1:50 – 1:55	President's Report ( <i>Board, Chancellor's Cabinet, President's Cabinet</i> )	Nguyen, Watson	
3	1:55 - 2:00	Public Comments and General Announcements	PaRC Tri-Chairs, and all participants	
4	2:00 - 2:01	Approve June 21, 2017 PaRC Minutes	PaRC Tri-Chairs	Approval
5	2:01 - 2:02	Approve September 14, 2017 Governance Summit Minutes	PaRC Tri-Chairs	Approval
6	2:02 - 2:15	Governance Summit Report Out <ul style="list-style-type: none"> <li>• E<sup>2</sup>SG</li> <li>• Budget Reduction</li> <li>• Leadership Council for Governance Redesign (Approval Needed for Adjunct Faculty Representation and Additional Classified Professionals Representation)</li> </ul>	Nguyen	Approval
7	2:15 - 2:30	2017-18 Strategic Objectives (E <sup>2</sup> SG) Update	Nguyen	
8	2:30 - 2:40	Student Success Collaborative Integrated Plan Update	3SP, SEW, Basic Skills Collaborative Tri-Chairs	
9	2:40 - 2:50	IP&B Update <ul style="list-style-type: none"> <li>• Program Review Template</li> </ul>	LaManque	
10	2:50 - 3:00	New Program – NonCredit ESL Certificate ( <i>first reading</i> )	Starer	

Voting Members Present: Danya Adib, Micaela Agyare, Isaac Escoto, Cleve Freeman, Dawn Girardelli, Chinwe Idaka, Debbie Lee, Thuy Nguyen, Erin Ortiz, Denise Perez, Bret Watson, Donna Wolf, Suzanne Yamada

Non-Voting Members Present: Laureen Balducci, Anthony Cervantes, Peter Chow (note taker), Lisa DeLapo, Amy Edwards, Andrea Hanstein, April Henderson, Freddy Hernandez, Carolyn Holcroft, Gay Krause, Elaine Kuo,

Andrew LaManque, Lisa Ly, Mike Mohebbi, Teresa Ong, Simon Pennington, Nanette Solvason, Paul Starer, Marcel Vermeer

Guests (Accreditation Team Members): Dr. Markus Geissler, Dr. Sherry Guerrero, Ms. Carol Rains-Heisdorf, Mr. Gregory Ramirez

## **(1) Welcome and PaRC Orientation**

Thuy Nguyen welcomed the accreditation team members, faculty, staff, and student representatives for attending the first PaRC meeting of academic year. Nguyen also thanked faculty and staff for helping victims of Florida hurricane and Northern California wildfire.

Nguyen introduced and explained the tri-chair system of PaRC; it is a system that consists of academic president, classified president and administrator.

Andrew LaManque introduced and explained the purpose of PaRC (<https://foothill.edu/president/parc/2017docs/PaRC-Orientation-2017-18.pptx>). LaManque explained that PaRC is an advisory council to the President. The role of PaRC is to discuss matters related to the planning and resource allocation of the college, such as reporting of OPC, program review committee reporting and new programs approval. Workgroups also represent and report at the PaRC meetings. The planning is based on the College Mission, Master Plan and Strategic Objectives. LaManque also presented the planning and resource process.

PaRC members asked about the relationship between Board of Trustee and PaRC; LaManque answered that all decisions such as new programs that are proposed and approved by PaRC, will be presented to Board of Trustee for final approval. LaManque also talked about Collegial Consultation, which means PaRC meetings ensure all faculty, staff and students have the opportunity to express their opinions. PaRC meetings are open to anybody in the college for discussions. The role of PaRC representatives is to share the feedbacks from PaRC meetings to their own groups.

Dr. Sherry Guerrero asked why reviewing governance structure is included as an item in the Quality Focus Essay (QFE). Nguyen answered that for the past 2 years, there were governance surveys conducted at the end of the academic year, and Nguyen realized that the campus should review the governance structure after the survey. There was a Governance Retreat in November 2016 and various governance topics were discussed. Two of the major topics were educational pathway and governance redesign.

Nguyen introduced the Buddy System for the PaRC, which is faculty and staff are assigned to student representatives in order to guide student representatives to understand PaRC meeting contents.

## **(2) President's Report**

1. The Board of Trustee is exploring to issue a general obligation bond. The bond is for general facility needs. The idea of the bond is to get resources from local community to help with facility improvements as well as the Foothill Facility Master Plan. The Board hired a consultant to test out some questions and learning the interest of the community. The consultant will also propose the amount of the bond, however the exact amount is not yet decided.
2. Bret Watson reported that the President and President's Cabinet approved the highlighted items on the 2016-17 OPC final resource prioritization spreadsheet ([https://foothill.edu/president/parc/minutes/parc2017-18/OPCforPARC\\_2017\\_8\\_28\\_17.pdf](https://foothill.edu/president/parc/minutes/parc2017-18/OPCforPARC_2017_8_28_17.pdf)) for funding. The next step will be the budget transfer for the funding. The Departments and Deans will be notified regarding the budget transfer. The Deans will deliver the budget transfer information to their faculty and staff.  
Nguyen pointed out during the President's Cabinet retreat, the Cabinet commented on the spreadsheet that some items are requested for instructional supplies and some items less than \$200. Some of the requests have been waiting for funding for about 1 year. Red Lucas is communicating with Kristy Lisle to approve the funding for these instructional supplies and items.

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

There were no public comments and general announcements.

### **(4) Approve June 21, 2017 PaRC Minutes**

[https://foothill.edu/president/parc/minutes/parc2016-17/06.21.17/PaRC\\_Minutes\\_06.21.17.pdf](https://foothill.edu/president/parc/minutes/parc2016-17/06.21.17/PaRC_Minutes_06.21.17.pdf)

Approved.

### **(5) Approve September 14, 2017 Governance Summit Minutes**

[https://foothill.edu/president/parc/2017docs/GovernanceRetreat2017Notes\\_RS.docx](https://foothill.edu/president/parc/2017docs/GovernanceRetreat2017Notes_RS.docx)

Approved.

### **(6) Governance Summit Report Out**

The Governance Summit was on September 14, 2017 at Foothill Sunnyvale Center, more than 50 people attended. The goal of the Summit was to bring all the governance structures and committees together. For next 2018's Governance Summit, all the committees should reaffirm the persons in charge, understand the timeline for the year, understand the tasks and duties strategically of the committees and communicate with each other. Budget and annual strategic objectives should also be approved by next year's Summit.

Three items were approved during the Summit.

1) The 2017-18 Strategic Objectives; E<sup>2</sup>SG.

2) The budget reduction of \$700,000. It will be a one-time carryover reduction. Nguyen reaffirmed that even though there will be a budget reduction, the college will keep focusing on the college's Mission, student services and student success. There will be a Town Hall event on November 8, 2017 regarding budget reduction. On the October 25, 2017 PaRC meeting, details of the Town Hall event will be discussed.

3) The establishment of Leadership Council. The Leadership Council will adopt the "Noah's Ark" concept, which consist 2 classified representatives appointed by Classified Senate President, 2 faculty representatives appointed by Academic Senate President, 2 student representatives appointed by ASFC President and 2 administrator representatives appointed by the President.

Academic Senate made additional request of 2 adjunct faculty representatives, in order to promote more engagement. In order to balance the number of representatives, 2 more classified representatives will also be added to the Leadership Council. 2 more student representatives might also be added to the Leadership Council, ASFC will have a meeting regarding to this rearrangement.

PaRC members moved this topic for more discussion. PaRC members pointed out that the council should be mindful of inclusion and diversity during the representatives' appointment.

PaRC approved the concept of 4 classified representatives, 4 faculty representatives, 2 (or 4) student representatives and 2 administrator representatives.

## **(7) 2017-18 Strategic Objectives (E<sup>2</sup>SG) Updates**

Nguyen mentioned that the 2017-18 Strategic Objectives (E<sup>2</sup>SG) have been approved during the Governance Summit. Nguyen explained that the idea of E<sup>2</sup> is to blend Equity into Enrollment. In order to promote equity as well as improving enrollment, one of the methods is due-enrollment for underserved communities at local high schools; it closes the achievement gap and increases First Time Enrollment Students (FTES) at the same time. Another example is retention of enrolled students, because the drop out rate of students is high during the first week of class and census date, so keeping the enrolled students can also improve enrollment.

Kristy Lisle reported the enrollment update. (<https://foothill.edu/president/parc/2017docs/Enrollment-Update-Lisle-10-11-17.pptx>) The enrollment increased by 6% since Summer 2017. Retention rate from first day of class to second week of class dropped by 15 FTES, while 2016 dropped by 9 FTES. For online students retention rate, it dropped by 106 FTES while in 2016 it dropped by FTES. Lisle thanked everyone who worked hard to keep online students from dropping the classes before census date. Nguyen added that on August 1, 2017, the enrollment rate was down by more than 9%; during first day of class, the enrollment rate was down by more than 3%; and on the census day, the enrollment rate was up 0.4%. Nguyen also thanked all the people who put in effort to help with enrollment.

Nguyen used the Opening Day examples (<https://foothill.edu/president/pdf/opening-day-2017-ppt-9-22.pdf>) to explain Service Leadership. Nguyen mentioned the Foothill Celebrity Forum event (<http://www.celebrityforum.net>) will be fund raising for service leadership programs. There will also be a service leadership fund raising event in May 2018, organizing by Dick Henning who taught service leadership at Foothill College before. Nguyen also mentioned The Script (<https://foothillscript.com>), a student published newspaper, as an example of service leadership.

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

The Student Success Collaborative Integrated Plan will be available in November 2017 PaRC meetings for first and second read, and it will be submitted to the Board in December 2017. Paul Starer reported on the Integrated Plan update ([https://foothill.edu/president/parc/minutes/parc2017-18/integrated-plan-goals\\_draft\\_PaRC.pptx](https://foothill.edu/president/parc/minutes/parc2017-18/integrated-plan-goals_draft_PaRC.pptx)). Starer explained that mission based workgroups are required to submit integrated plans. The California State of Education would like Foothill to merge the three existing plans into one plan, which consist of Basic Skills Initiative plan, Student Equity Plan and Student Success and Support Program Plan. The reason of merging these 3 plans is because these 3 groups should work together as 1 group. The merged plan is due on December 15, 2017.

Lisa Ly explained the target population of the plan. The target populations are FTES that are placed in non-transferrable English or ESL classes, as well as non-degree applicable Mathematics classes.

Isaac Escoto presented the Integrated Plan Goals Draft ([https://foothill.edu/president/parc/2017docs/integrated-plan-goals\\_draft.pdf](https://foothill.edu/president/parc/2017docs/integrated-plan-goals_draft.pdf)). The main outcome of the plan is the completion of Basic Skills classes. 5 goals from the plan will be identified to support the main outcome.

## **(9) IP&B Updates**

LaManque discussed IP&B 2017 Summery (<https://foothill.edu/president/parc/2017docs/IPB2017Summaryv2forPaRC.pdf>). LaManque pointed out that some of the items on the list were not discussed and deferred during the 2016-17 IP&B meetings due to time limit. The new initiatives proposal form and instructional program review template will move forward in the upcoming PaRC meetings. For the program review template, it will focus on equity and enrollment. The language of the template will also be more reader friendly. The template will additionally focus on faculty professional development, which is in the Appendix A of the template.

## **(10) New Program - NonCredit ESL Certificate (first read)**

Starer introduced the new NonCredit ESL Certificate Program. Starer explained some faculty members conducted a need analysis for ESL needs in food services. Starer and the faculty members developed some courses that help students in the food services especially in the tech industries. This program will help the students to be successful and advance in their careers, because this program helps students to break the language barrier. There is also one course in the program that helps students with job search. ESL instructors will teach the classes and the classes will take place at Foothill Sunnyvale Center.