


FOOTHILL COLLEGE
Planning and Resource Council (PaRC)
Wednesday, October 25, 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 - 1:45	President's Report (<i>Board, Chancellor's Cabinet, President's Cabinet</i>)	Nguyen	
3	1:45 - 1:46	Approve October 11, 2017 PaRC minutes	PaRC Tri-Chairs, and all participants	Approval
4	1:46 - 1:55	Accreditation Debrief	LaManque	
5	1:55 - 2:00	Leadership Council on Governance Redesign <ul style="list-style-type: none"> • Announcement of Appointments 	ASFC; Academic Senate; Classified Senate; Nguyen	
6	2:00 - 2:20	Budget Reduction <ul style="list-style-type: none"> • November 8, 2017, 3pm - 4pm, President's Town Hall 	Nguyen	
7	2:20 - 2:40	IP&B Updates <ul style="list-style-type: none"> • Program Review Template • New Initiative Form 	LaManque	
8	2:40 - 2:50	New Program <ul style="list-style-type: none"> • NonCredit ESL Certificate (<i>second reading</i>) 	Starer	Approval
9	2:50 - 3:00	New Program <ul style="list-style-type: none"> • Interventional Pulmonology (<i>first reading</i>) 	Solvason	Approval

Voting Members Present: Danya Adib, Micaela Agyare, Isaac Escoto, Cleve Freeman, Chinwe Idaka, Debbie Lee, Thuy Nguyen, Erin Ortiz, Denise Perez, Donna Wolf, Suzanne Yamada, Lan Truong, Ram Subramaniam, Adrienne Hypolite, Ray Kaupp

Non-Voting Members Present: Anthony Cervantes, Peter Chow (note taker), Andrea Hanstein, April Henderson, Elaine Kuo, Andrew LaManque, Nanette Solvason, Paul Starer, Kevin Harral, Amy Edwards, Eoin O'Farrell, Marcel Vermeer

(1) Public Comments and General Announcements

1. ASFC is working on a special election on the ECO-Pass measure. Anyone is welcome to help with organizing the election. The election date is not set yet, but ASFC is planning to have the election on the week of November 6, 2017.
2. Health Center update: The TB test for faculty, staff and students reminds at \$10. The TB test can now be done at the Foothill Health Center.

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

Thuy Nguyen reported during the November 2017 Board of Trustee meeting, the Board members will get the poll results of general obligation bond measure. Nguyen explained one more time that the general obligation bond is for facility improvements, and the Board hired a political consultant to conduct a poll at the local community. The Board would like to know if the community is interested in a general obligation bond, as well as the amount of the bond. The Board will analyze the results of the poll at the Board meeting, but it is not certain that if the Board will make a decision during the November meeting. The Board can make the decision by early March 2018.

PaRC member asked if the District decided how many new faculty will be hired. Nguyen answered that the decision has not been made because Kevin McElroy and Bret Watson were attending the Association of Chief Business Officials (ACBO) conference. The number of new faculty will be decided by the next Chancellor's Cabinet meeting on October 31, 2017.

Nguyen addressed the concerns about the printing services on campus. PaRC members pointed out that some faculty members prefer to print out the course materials, and some faculty members might worry about students not being able to access the electronic version of course materials. The cost of printing services might also pass to students because some students do not

own a laptop, and they need to print out their own course materials. Please refer to the *Managed Print Services Project Assessment Announcement* email sent out by Paula Norsell for more details regarding to the printing services.

(3) Approve October 11, 2017 PaRC minutes

Approved.

(4) Accreditation Debrief

Nguyen mentioned during the week of accreditation team visit, she sent out communiqués to the whole campus, in order for the whole campus to engage in the conversation. Nguyen thinks the accreditation is successful and she thanked everyone who worked hard and involved in the accreditation process. Nguyen also thinks the accreditation team members were impressed by the October 11, 2017 PaRC meeting because PaRC members asked some challenging questions at the meeting. Nguyen commented that PaRC is part of the governance structure and PaRC should discuss more topics that could improve the college effectiveness.

Andrew LaManque debriefed the accreditation exit report

(<https://foothill.edu/president/parc/2017docs/AccreditationVisitNextSteps.docx>). LaManque pointed out the evaluation report is not available yet; after the college received the report, the college can respond any factual error. The accreditation team will then send the corrected report to the commission for final decision. In either late January 2018 or early February, the college will get the final verbal recommendations and follow up from the commission.

LaManque showed some standards that were cited during the accreditation exit report recommendations, which are about regular review of Board policies and procedures. LaManque explained that the standard was dated in 1990s. LaManque would like to reflect to the accreditation team that the college has been regularly reviewing policies and procedures since 2013, which shows the college is following the standards. The list of policies and procedures are on the October 27, 2017 Chancellor's Advisory Meeting agenda for discussion.

Another recommendation from the exit report is the usage of assessment data to improve the institutional effectiveness.

LaManque included the standards in the document he presented.

After the college received the final report, the college can show follow up information to the commission, in order to prove that the college is on the right track of improving effectiveness.

PaRC members asked what the standards stand for in LaManque's presentation. LaManque answered that they are the standards the accreditation team cited verbally during the exit report. The standards were cited anytime when recommendations are given out, to show that the standards were not met. An example is there are some policies about release and reassign time that is dated in 1996; however the policies have not been changed ever since, so there was not any formal update on the policies.

ASFC representatives asked if the accreditation team commentated on the student government. Nguyen answered that the meeting with students impressed the accreditation team.

Nguyen added that Dr. Linda Rose, the accreditation team chair, said that Foothill College has a lot of amazing classes and programs, and the college culture is one of the highlights of the exit report commendations. Please refer to Nguyen's communiqués on accreditation for more comments from the accreditation team.

(5) Leadership Council on Governance Redesign

- **Announcement of Appointments**

Nguyen recapped the new leadership council model consists of 4 administrators, 4 classified professionals, 4 faculty members (2 full-time faculty and 2 adjunct faculty) and 4 student representatives.

Isaac Escodo introduced himself and Amy Edwards are the 2 full-time faculty representatives, and the adjunct faculty representatives will be decided during the Academic Senate meeting on October 30, 2017.

Erin Ortiz, Anthony Cerventas, Denise Perez and Christine Mangiameli are the classified professional representatives.

Thuy Nguyen, Andrew LaManque, Paul Starer and Laureen Balducci are the administrator representatives.

Danya Adib and Chinwe Idaka are the ASFC representatives, and 2 more representatives will be appointed by the November 1, 2017 PaRC meeting. Adib introduced Eoin O'Farrell and Marcel Vermeer as the two extra PaRC representatives.

The first Leadership Council on Governance Redesign meeting will be on Monday, November 6, 2017, 3:30pm to 5pm. The leadership council will report to PaRC after the Governance Redesign meeting.

(6) Budget Reduction

- **November 8, 2017, 3pm - 4pm, President's Town Hall**

The President's Town Hall event has been rescheduled to November 8, 2017, 3pm to 4pm.

Nguyen repeated that the budget reduction for 2017-18 academic year will be \$700,000, one time carry over reduction. For 2018-19 academic year, the budget reduction will be \$1.05 million plus \$700,000 carry over, which is \$1.75 million total. The budget reduction is a reflection of the lost on FTES in the 2016-17 academic year. Nguyen mentioned that the District-wide FTES for 2017-18 has actually improved because of the increase of summer quarter enrollment. But because De Anza College is facing decrease in FTES during 2017-18 summer and fall quarter, FTES might also decrease in winter and spring quarter.

Nguyen requested PaRC and President's Cabinet to host the Town Hall event. During the event, PaRC and Cabinet will listen to comments from the college community regarding budget reduction process. On November 9, 2017, there will be an Admin Council event, which will act the same as the Town Hall, but Admin Council listen to the comments from administrators. On November 13, 2017, the President's Cabinet will have a retreat and conduct a "table top" activity to review the feedback and comments gathered from the whole campus. During the November 15, 2017 PaRC meeting, the Cabinet will present the conclusion on all the comments on budget reduction.

PaRC member asked which department or program will reduce budget, Nguyen answer that the initial idea is 10% from President's Office and Marketing, 10% from Finance and Administration, 30% from Instruction and 50% from Student Services. The numbers will be changed after all comments are gathered and discussed from various events. Nguyen is planning to organize a second meeting during winter quarter to gather more feedback, so the whole campus can express their ideas. PaRC member suggested showing a preview of current budget distribution, so the participants of the events will have more background information.

PaRC member also wondered if there is any one-time fund to help with the budget reduction. Nguyen answered that the budget reduction is an on going reduction, but there might be a slight chance of getting a one-time fund support. The budget reduction will be 3 years reduction, so one-time fund will not help the whole 3 years of reduction.

(7) IP&B Updates

- **Program Review Template**
- **New Initiative Form**

For the program review template, one comment about the template is fixing the links in the template.

For new initiative form, LaManque recapped that the purpose of the form is to be filled out and submitted to PaRC for notification. During 2016-17 PaRC meetings, there were discussions regarding to this form, and the decision of having this form was postponed. In 2017-18 summer, IP&B discussed about this topic and no decision was made; the conclusion is how to include and inform the campus about new initiatives.

PaRC member expressed that when new programs are proposed, there are some communication issues within the campus. PaRC member also clarified that the purpose of this form is an announcement. The questions on the form are to generate thoughts and conversations on resources needed to make the program successful, and bring to PaRC for a formal announcement to the community to get feedbacks.

LaManque talked about the definition of new initiative, which is “significant program expansions, or other initiatives” and “has the potential to have a college-wide impact on resources, and involves direct service to students.”

PaRC member expressed that PaRC is a good place to announce new initiatives, because the submitter has to think through and work with his/her own group to fill out the form, which improves the communication during the process.

Nguyen said one of the challenges of governance is communication; a form is only one of the ways to communicate within the campus. She said that PaRC is a location to discuss about the new initiatives, but PaRC is a governance group, not a operational group. It is challenging to only have discussions instead of talking about operations during meetings.

PaRC member questioned about the next step after the form is submitted. LaManque answered that the form is essentially a “FYI”, it notify people on campus that a new initiative is created. PaRC members also questioned about how the creation of new initiative is notified throughout campus. Other PaRC members answered that the PaRC representatives are responsible for sharing information to their own group.

Nguyen used STEM Core and Umoja as examples to explain the process of starting new initiatives. Nguyen explained that STEM Core is funded by District grant, all the process was done at the District office, so the college management team had limited information regarding to the set up of STEM Core. Umoja program was developed by the Equity Plan, so the set up also did not managed by the governance team. Nguyen used Early College Promise as another example to explain the process of setting up new initiative; the idea of Early College Promise was brought to PaRC during the 2016-17 academic year before the new initiative form was filled out. Nguyen would like the college to promote innovation and improve communication at the same time.

A motion was made by PaRC member to include this conversation as part of the governance redesign.

(8) New Program

- **NonCredit ESL Certificate** (*second reading*)

Approved

(9) New Program

- **Interventional Pulmonology** (*first reading*)

Solvson introduced the Interventional Pulmonology certificate program. It is a new workforce certificate program. El Camino Hospital contacted Instructor Brenda Hanning regarding new types of pulmonology equipment and technology; the new equipment and technology can improve the effectiveness of lung surgery and biopsy, etc. The certificate is developed for currently employed respiratory therapists and nurses, so they can be certified to use the new equipment and technology. The certificate consists of 7 to 8 online classes and the class size will be about 25 to 30 students. New equipment will be needed for the courses, and the request of new equipment will be made through the Workforce Department.