



FOOTHILL COLLEGE

## PLANNING AND RESOURCE COUNCIL MINUTES

March 17, 2010

### IN ATTENDANCE:

Anderson E., Anderson M., Balducci, Barker, Bourquin/Dunlap, Casey, Chan, White, Courtney, Davison, Day, Erickson, Olsen, Galepe, Garrido, Hueg, McAlpin, Meade, Mostafa, Myers, Noone, Oropeza, Orrell, Patyk, Peck, Schreiber, Sias, Spragge, Starer, Stenger, Swett, Wilkes.

APPROVAL OF MINUTES FOR MARCH 3, 2010 & JANUARY 20, 2010

APPROVED AS WRITTEN

GUESTS: Darya Gilani, Matelund Dunlap attended for CSEA

### **ITEM I**

#### GOVERNANCE HANDBOOK 1<sup>ST</sup> REVIEW – MINER

Noone – have not had a ~~forum~~ quorum in attendance at Classified Senate meetings to vote on the Handbook.

Davison – Academic Senate approved with understanding that this is 1<sup>st</sup> reading and there are still issues and concerns - would make changes based on feedback from all constituent groups.

Davison - At accreditation planning meeting, concern raised that required us to show sustained assessment and one is that the mission statements be reviewed and approved by the Board and that we have a process to continue review so that it is clear when we reviewed it, when changes were made etc. The cycle went from once a year to two to three years. That needs to be added to the Handbook. The new mission was not approved by Board....is in the Catalog and will be approved by the Board at a future meeting.

Peter - Is there anything that needs to be put on a similar cycle?

Peck – We probably want to add one for all of our large processes, ie budgeting, planning etc. so that it is all in one place. We don't have to change just because we are reviewing, the review is the important indicator.

Miner – We should develop an annual calendar for PaRC to document process timetables.

Sias – It should be in sync with board review of district mission statement etc.

Miner – If we go for parcel tax we need to make it clear to the community what we ask of them by way of what we commit to in the way of a Master Plan.

Miner – How could Classified Senate move forward?

Noone – All of the voting members should have the Handbook and may need to take the vote electronically.

Garrido – Corrections to Handbook at his first look include; Confidentials should not be under list of bargaining units and the representation numbers need to be corrected.

Miner – Advised that a polling process be discussed and approved by Classified Senate to adjust operating rules to accommodate voting without a quorum.

Davison – It's important to stress to classified that if you want to have a voice on substantive decisions you need to attend meetings and managers should be encouraged to release them to attend meetings.

Miner – Lets plan to adopt Handbook with revisions at the next PaRC meeting and will look at it again next year during Spring quarter after we have lived with it for 2 years.

## **ITEM II**

### **ED MASTER PLAN UPDATE – PECK**

There are documents and processes being shared (links will be shared).

Davison suggested we wait till 1<sup>st</sup> week of Spring quarter to send it.

What PaRC needs to ask as they review the Master Plan:

Is it clear

Complete

Achievable

Do we know what we need to measure?

Does it include all the directions we are going at the college?

Special thanks to Darya and Daniel for their hard work.

## **ITEM III**

### **OPC UPDATE – BARKER**

Barker - In the event finances become available, we could pull some of the positions off of the layoff list. Patyk could develop an index and several criteria to make decisions as to who stays to keep decision-making objective.

Olsen – we didn't know the logic that was used in the original decisions. How do we know we are using the same logic that management used?

Miner – The elements were shared at last PaRC meeting and was what we used to make those decisions.

## **ITEM IV**

### **FACULTY HIRING UPDATE – MINER/BARKER**

Barker - Have received to-date two requests for new FTE's  
Chemistry  
Director Pharmacy Tech Program

FTEF Guiding Principles from PaRC Guidelines guide the need to fill the FTEFs

We don't have a process to approve filling these right now?

Miner – Math was allocated one position and there were two great candidates. In looking at the needs in Math, even with increase in PT faculty, we still have wait lists. Peter was authorized to fill second position and used FTE from the vacant library position.

Wilkes – Expressed her concern that Librarians have gone from 6 FT faculty to 3  $\frac{3}{4}$  and are being stretched too thin and questioned how long they could continue to work to efficiency so short staffed.

Miner – Some relief will come as we will be able to hire PT librarians. It was a difficult decision. Library could still come forward 2011-2012 to request their position to be refilled.

Sias - They would have to advocate to push this position through to get it back – she would have to go through Ed Resources?

Miner – it doesn't compete with Language Arts requests – it can be two sets of priorities.

Garrido – when retirement/resignations happen, will they come to this body to be addressed right away?

Miner – When a program is in jeopardy of closing down we can address it mid year. It runs the risk that we can't find someone due to the demand for positions and many aren't hiring, but we may be in better position.

Miner – Asked for a show of hands of who affirms Math, Chemistry and Pharmacy Tech position allocations?  
There was one abstention  
Passed by majority

## **ITEM V**

### **BUDGET UPDATE – MINER**

Many groups have advocated for saving positions and areas in the special meeting on March 12.

Areas that have been removed from the June 30, 2010 list are;  
Disability Assistant – contract reduction  
Admin Assist - Pass the Torch  
Instructional Designer - FH Global Access  
Sr. Program Coordinator – KCI

We haven't seen DeAnza's final list as yet.

Sias – What will be the future as the Writing Center is being eliminated - is there a vision being developed to cover responsibilities of the Writing Center - perhaps in the Tutorial Center?

Miner – Dollars are simply not there from the State to cover the operational costs since it was not apportionment generating. Miner did not have details on Language Arts vision for future services.

Barker – Basic Skills Committee charged to find best practices for services – trying to find best practice and then redesign our learning resources area to meet those needs. That is the greater vision.

## **ITEM VI**

### **QUESTIONS/RUMORS – MINER**

Gilani - Will PaRC be reviewing FTEF this round of requests directly or will be going first to SIP committee?

Miner - The current list will go directly to PaRC but am still counting on going through SIP in next round.

Davision – Concerned that we don't have the language yet to review FTEF requests since goals are not as clear as they should be. It worked so well in the Fall at PaRC why change a good thing and make it a more convoluted process?

OUTCOME: PaRC agreed that Faculty FTE will be prioritized by PaRC and not go through SIPS this year only – will follow same procedures we use in the Fall.