



PLANNING & RESOURCE COUNCIL

AGENDA

October 6, 2010

Purpose: **Participatory Governance Leaders Meeting**
 Location: **PRESIDENTS CONFERENCE ROOM**
 Time: **1st & 3rd Wednesday - 1:30 p.m. to 3:00 p.m.**

DATE October 6, 2010	AGENDA TOPIC	DISCUSSION LEADER	EXPECTED OUTCOME
1:30 – 1:35	Welcome Back & Introductions	Miner	Information
1:35 – 1:40	Approval of Minutes for JUNE 16, 2010*	Miner	Approval
1:40 – 1:55	<ul style="list-style-type: none"> • IP&B Task Force Update <input type="checkbox"/> Modified Integrated Planning & Budget structure. <input type="checkbox"/> New structure flow chart* <input type="checkbox"/> Annual Agenda* <input type="checkbox"/> ESMP Update (Submitted appendices to present to PaRC at the beginning of the year and end of the year) 	Orrell	Information/Discussion
1:55 – 2:05	• OPC budget and FTEF update*	Treanor/Miner	Information/Discussion
2:05 – 2:15	• Program Review Update	Orrell	Information
2:15 – 2:25	• Accreditation Follow up Report & Substantive Changes	Orrell	Ratification
2:25 – 2:30	• Accreditation Update	Hueg	Information
	ACTION ITEMS:		
2:30 – 2:45	<ul style="list-style-type: none"> • Governance Handbook Proposed Revisions* -Amend Planning Structure/ Add flow chart -Amend to include service terms -Include Confidentials 	Miner	Information/Discussion
2:45 – 3:00	• Questions/Rumors/ Announcements	Miner	

*ATTACHMENTS:

Minutes June 16, 2010

IP&B Annual Agenda 8.31.10

IP&B-New Structure FINAL 9.13.10
FTEF Request Prioritization List
Handbook Proposed Revisions



FOOTHILL COLLEGE

PENDING APPROVAL
OCTOBER 6, 2010 MEETING

PLANNING AND RESOURCE COUNCIL

MINUTES

JUNE 16, 2010

IN ATTENDANCE:

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

ANNOUNCEMENTS AND INTRODUCTIONS – MINER

Introduced Dolores Davison and she outlined her responsibilities for next year

Leslye Noone introduced Classified Senate officers – Gigi Gallagher – President, Chris White – Vice President, John Dubois - Outreach, Maureen Chenoweth -

Miner thanked both Presidents for their outstanding leadership.

APPROVAL OF MINUTES FOR JUNE 2, 2010

APPROVED AS WRITTEN

GUESTS: MUMMERT, GALLAGHER, DUBOIS, CHENOWETH

ITEM I - TREANOR

OPC RESOURCE ALLOCATION RECOMMENDATION AND UPDATE

Miner – it was decided that the top 3 from each group will be supported (see attachment – “OPC Recommendations and Funding Sources Of Top SIP Priorities” June 1, 2010).

They are:

Library Resources and LRC workers - \$100,000

Renew SARS site license - \$8,500

MMW Interns - \$65,000

Grad Student Tutors - \$55,000

ETUDES CMS Services - \$115,000

Will commit \$100,000 for the Library, but will have to wait till year-end budget. Further recommending that dollars in departmental budgets stay with the departments since we will not have the usual allocation of b-budget. The Shared Governance Survey will further guide what goes to SIPS vs. PaRC.

ITEM II - ORRELL

SHARED GOVERNANCE SURVEY RESULTS– see handout

Board submittal document reflects what PaRC has decided and will go to Board Monday as well as posted on website.

MINER – noted how pleased she was with the candor everyone expressed in the feedback and felt that it was very positive and constructive.

ACTION Items resulting from Discussion:

- possible error in calculation, will verify the number of respondents
- taskforce will work on survey and bring back to PaRC at the fall meeting
- will be available on line and will be emailed to PaRC
- graphs will be separated so the duplicate roles are not on the same graph
- cautioned how neutral answers are interpreted, not always a positive answer

MINER – charged the taskforce (which will meet during the summer) to develop directions we need to respond to next year.

ITEM III - ORRELL

Orrell presented ESMP Version 1.0 for final approval. Each year, any changes will be notated by version, ie. 2.0 for 10-11 year etc.

It was MSC to approve Version 1.0 with one correction:

Correct the agenda entry to reflect: “Expected Outcome” to “Approval” not “Information.”

This version will be presented to the Board on Monday June 21 at the State of the College.

ITEM IV - QUESTIONS/RUMORS /ANNOUNCEMENTS

MINER – PA City Council, Palo Alto Unified School District and FHDA Board of Trustees will be presenting their respective interests in developing the Cubberly (Middlefield) site. We are seeking real estate consultation to find a permanent home for Middlefield programs.

There was a special Board meeting Monday (June 14) exploring a parcel tax ballot measure for Nov. 2, 2010. The current proposal under consideration is \$69 per parcel for 6 years. The polling results indicate that our community wants to support sciences, math, English, library, core classes, and disabled students. If we are going forward, we cannot campaign for the parcel tax on site or during work hours. We cannot use any district resources and any work must be done after hours with volunteers.

DAVISON – Shared a special commendation for Darya Gilani on her extensive work on the ESMP while she was also graduating with her master degree from SCU.

CHENOWETH – presentation at statewide senate retreat on accreditation – the audience represented colleges that were on “probation” or “show cause.” At those colleges, Classified are not encouraged to participate in the accreditation process. We at Foothill, could boast and be proud of how classified are included in all aspects.

MINER – term limits – asked that all members return for another year and invited Gigi, as incoming Senate President, to work with chairs of ACE and Teamsters and talk about how we will populate the classified positions; the tri chair and SIP chairs.

Extended gratitude for everyone’s participation this year. While we did struggle, our work allocated \$343,500 of one time dollars to high need areas and was determined in a collective way. We also identified 10 faculty positions that will be hired for next year (11-

12). The respect of our core mission as well as the outcome directives showed that close attention was paid to the data. She thanked and saluted all.

Educational and Strategic Master Plan version 2.0

Planning and Resource Council
(PaRC)

Educational and Strategic
Master Plan Updates

Budget and Funding
Updates

Division Program Review
Updates

Stewardship of Resources
**Operations Planning
Committee**

With representation from:

- Tech Task Force
- Facilities Planning
- District Planning

**Department Program
Reviews**

Learning
Outcomes &
Assessment

Program
Data

Core Mission Workgroups

Including Strategic Initiatives

- Transfer Workgroup
- Workforce Workgroup
- Basic Skills Workgroup
&

**Educational and Strategic
Master Plan Appendices**

Resource
Requests
from Core
Missions

Resource
Requests
from
depts.

Educational and Strategic Master Plan version 1.0

Planning and Resource Council Planning Calendar
2010-2011

3-Year Cycle Summary

Cycle Component	Summer	Fall	Winter	Spring
Core Mission Work Groups		Present their plans		
Divisions			Present their plans	
Departments/Programs		Complete Program Review	Submit Resource Requests	
Educational and Strategic Master Plan				Updated
Governance Handbook	IP & B Task force meets	Update and Revise as needed		Governance Survey distributed and discussed
Learning Outcomes Assessment Cycle	Institutional Research makes adjustments to process	Course Level – 3 rd week Program Level – 12 th week	Course Level – 3 rd week	Course Level – 3 rd week
Resource Allocation		Review next year's FTEF prioritizations	Collect all other resource requests	Prioritize FTEF for hire the year after coming Fall
Year 1 Additions (09-10)		Revisit Mission and Vision		
Year 2 Additions (10-11)			Re-visit Planning Agendas and Self-Study	Terms expire in PaRC
Year 3 Additions (11-12)	New members appointed to PaRC			

Planning and Resource Council Planning Calendar
2010-2011

Fall Quarter, Year 2 of Cycle

October 6 PaRC Meeting	October 20 PaRC Meeting
New Business <ul style="list-style-type: none"> • Welcome Back • Orientation • (Approval of 6/16/10 Minutes) • IP&B Task Force update <ul style="list-style-type: none"> -Modified Integrated Planning & Budget structure. -Show new flow chart -Annual agenda with reports -ESMP Update (Submitted appendices to present to PaRC at the beginning of the year and end of the year) 	New Business
Reports/Discussion <ul style="list-style-type: none"> • OPC budget, FTEF update • Accreditation Update • Program Review Update <ul style="list-style-type: none"> - Describe relationship between Program Learning Outcomes and resource requests. 	Reports/Discussion <ul style="list-style-type: none"> • Report out from Core Mission meetings Professional Development update from Denise Swett • OPC budget, FTEF Additional Requests update • Research update • Presentation of ESMP Appendices plans: <ul style="list-style-type: none"> #1 – Basic Skills Workgroup #2 – Workforce Advisory Group
Action Items <ul style="list-style-type: none"> • Substantive Change Report – for approval • Midterm report to ACCJC – for approval • Governance Handbook <ul style="list-style-type: none"> -Amend Planning Structure/Add flow chart -Amend to include how many years a person serves -Confidentials were left out of the book when we removed them from Bargaining units. 	Action Items <ul style="list-style-type: none"> • Governance Handbook <ul style="list-style-type: none"> - Further amendments? • Approve updated version of ESMP (Version 2.0) • Prioritization and approval of 2011-2012 FTEF hires
Note: Student Success Conference in Orange County after this mtg. Note: Emergency FTEF 2011-2012 Requests due to Shirley October 8	

Planning and Resource Council Planning Calendar
2010-2011

Fall Quarter, Year 2 of Cycle

November 3 PaRC Meeting	November 17 PaRC Meeting
New Business	New Business
Reports/Discussion	Reports/Discussion <ul style="list-style-type: none"> • Report out from Core Mission meetings • Professional Development/ Non Credit update from Denise Swett • OPC budget update • Learning Outcomes Update • Presentation of Appendices Plans: <ul style="list-style-type: none"> #3 – Transfer Advisory Committee #4 - Sustainability #5 – Tech Task Force
Action Items	Action Items
Note: STEM Conference in Orlando, Florida	

Planning and Resource Council Planning Calendar
2010-2011

Fall Quarter, Year 2 of Cycle

December 1 PaRC Meeting	December 15 PaRC Meeting
New Business	New Business
Reports/Discussion <ul style="list-style-type: none"> • Report out from Core Mission meetings • Accreditation Update • Presentation of Appendices Plans: <ul style="list-style-type: none"> #6 – Distance Education #7 – Student Equity Plan #8 – Facilities Plan 	Reports/Discussion <ul style="list-style-type: none"> • Report out from Core Mission meetings. • Professional Development update • OPC budget update • Presentation of Appendices Plans: <ul style="list-style-type: none"> #9 – Fiscal/Staffing Plan, #10 – DSPS plan
Action Items	Action Items

Planning and Resource Council Planning Calendar
2010-2011

Winter Quarter, Year 2 of Cycle

January 5 PaRC Meeting	January 19 PaRC Meeting
New Business	New Business
Reports/Discussion <ul style="list-style-type: none"> • Report out from Core Mission meetings • Accreditation Update • OPC budget update • Program Review update 	Reports/Discussion <ul style="list-style-type: none"> • Report out from Core Mission meetings. • Professional Development update • OPC budget update Presentations: Non Credit Student Services
Action Items	Action Items

Planning and Resource Council Planning Calendar
2010-2011

Winter Quarter, Year 2 of Cycle

February 9 PaRC Meeting	February 23 PaRC Meeting
New Business	New Business
Reports/Discussion <ul style="list-style-type: none"> • Report out from Core Mission meetings. • Accreditation Update • Learning Outcome Assessment update <i>Presentation of Division Plans, including Resource Requests:</i> BHS Division Plan – 10 minutes BSS Division Plan – 10 minutes FA Division Plan – 10 minutes	Reports/Discussion <ul style="list-style-type: none"> • Report out from Core Mission meetings. • Professional Development update <i>Presentation of Division Plans, including Resource Requests:</i> HP Division Plan – 10 minutes Counseling Division Plan – 10 minutes Learning Resource Center – 10 minutes LA Division Plan – 10 Minutes
Action Items	Action Items
Note: All Resource Requests are due to OPC	

Planning and Resource Council Planning Calendar
2010-2011

Winter Quarter, Year 2 of Cycle

March 2 PaRC Meeting	March 16 PaRC Meeting
New Business	New Business
Reports/Discussion	Reports/Discussion <ul style="list-style-type: none"> • Report out from Core Mission meetings • Accreditation update - Possible first draft of Self Study • Professional Development update <i>Presentation of Division Plans, including Resource Requests:</i> PSME Division Plan – 10 Minutes AL Division Plan – 10 Minutes CTIS Division Plan – 10 Minutes
Action Items	Action Items
Note: League Conference in San Diego	

Planning and Resource Council Planning Calendar
2010-2011

Spring Quarter, Year 2 of Cycle

April 6 PaRC Meeting	April 20 PaRC Meeting
New Business	New Business
Reports/Discussion <ul style="list-style-type: none"> • Report out from Core Mission meetings. • Accreditation update - Possible first draft of Self Study • OPC presents preliminary Resource Allocation update 	Reports/Discussion <ul style="list-style-type: none"> • Report out from Core Mission meetings. • Professional Development update • Accreditation Self-Study first Draft • Learning outcomes and Assessment update • OPC/Resource Allocation update
Action Items	Action Items <ul style="list-style-type: none"> • Updates to ESMP including Core Missions and Appendices Plans

Planning and Resource Council Planning Calendar
2010-2011

Spring Quarter, Year 2 of Cycle

May 4 PaRC Meeting	May 18 PaRC Meeting
New Business	New Business
Reports/Discussion <ul style="list-style-type: none"> • Report out from Core Mission meetings. • Accreditation update • Review ARCC Report • OPC/Resource Allocation update 	Reports/Discussion <ul style="list-style-type: none"> • Report out from Core Mission meetings. • Professional Development update • Accreditation Self-Study Final Draft • Learning outcomes and Assessment update
Action Items <ul style="list-style-type: none"> • Updates to ESMP including Core Missions and Appendices Plans 	Action Items <ul style="list-style-type: none"> • Final approval of Resource Allocation Recommendations • Final approval of ESMP • Initiate IP&B Survey for Planning & Resource Allocation Assessment

Planning and Resource Council Planning Calendar
2010-2011

Spring Quarter, Year 2 of Cycle

June 1 PaRC Meeting	June 15 PaRC Meeting
New Business	New Business
Reports/Discussion <ul style="list-style-type: none">• Review of PaRC's self assessment, discussion on how to make improvements	Reports/Discussion <ul style="list-style-type: none">• Final Meeting of 2010-2011
Action Items <ul style="list-style-type: none">• Re-convene summer Task Force	Action Items <ul style="list-style-type: none">• End of 2-year term for members

Foothill College PaRC FTEF Request Prioritization 4-19-10

Weighted FTEF Ranking

	Overall Ranking	Total Score
General Counselor in Counseling (Division rank 1 of 1)	1	130
ESL Instructor/Composition Specialist (Division rank 1 of 3)	2	128
Anthropology Faculty (Division rank 1 of 4)	3	127
Chemistry Faculty (Division rank 1 of 3)	4	126
Librarian, Director - 11 months (Division rank 1 of 1)	5	113
English Instructor Composition (Division rank 2 of 3)	6	107
Engineering Faculty (Division rank 2 of 3)	7	83
Psychology Faculty (Division rank 2 of 4)	8	78
Child Development Faculty (Division rank 3 of 4)	8	78
Full Time Counselor in Adaptive Learning (Division rank 1 of 1)	10	75
Music Technology Instructor (Division rank 1 of 1) REMOVED BY DEAN	11	72
Math Faculty (Division rank 3 of 3)	12	60
Business Faculty (Division rank 4 of 4)	13	51
Chinese Language Instructor (Division rank 3 of 3)	14	42
		N=12

"Total Score" is the sum of all weighted rankings, where a rank of 1 would be given a weight of 14; a rank of 2 would be given a weight of 13; and so on such that a rank of 14 would be given a weight of 1. The total score sums all the weighted rankings.

"Overall Ranking" is the rank order of all Total Scores. "N" is the number of participants.

IR&P DAP

REVISION #2

(Beginning on page 8 of Governance Handbook Draft 2)

Resource Alignment Process

Resource allocation and resource redirection requests should be made through the annual Resource Alignment Process. All resource requests (personnel, B-budget, facilities, technology, equipment) are forwarded to and prioritized by the appropriate academic, administrative or student services division or by the subcommittee for prioritization of committee plans. All programs and services must participate in the program review process that includes annual updates in the years a program does not complete a full review. Program review and program review updates, Student Learning Outcomes and Assessment, and related supporting data will be reviewed as part of each request.

1. Each division or service area forwards their prioritized list of resource requests, most often contained in program review, to the Operations Planning Committee and the Core Mission Workgroup.
2. Requests will be further reviewed and prioritized at the level of each Core Mission Workgroup.
3. All resource prioritizations will be sent from the workgroups to the Planning and Resource Council (PaRC) for final prioritization in alignment with the Strategic Plans.
4. Final prioritizations are then forwarded to the College President for consideration.

Emergency Requests

Unexpected resource needs that occur outside the normal allocation calendar may be submitted to cabinet by the responsible administrator. Allocations that are granted will be reported back to PaRC.

Draft Addendum to Governance Handbook Draft 2
For the PaRC Review, Fall 2010

REVISION #2

(Add to “Classified Staff Participation” section, which ends on page 5:)

CONFIDENTIALS – Meet and Confer Group

“Confidential Employee” is an employee of the District who, in the regular course of his/her duties, has access to confidential information that contributed to the development of management proposals and decisions with respect to employer-employee relations.

(Government Code Section 3540.1(c)) As such, they are not a bargaining unit, but rather a meet and confer unit.

REVISION #3

(Add to “Planning Membership Structures” page 10:)

Term Limits

To ensure broad, yet effective participation, appointed members to PaRC serve a minimum of two years with the option of additional two-year terms subject to the approval of their respective bodies.