



FOOTHILL COLLEGE

PLANNING & RESOURCE COUNCIL

AGENDA

October 20, 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 20, 2010	AGENDA TOPIC	DISCUSSION LEADER	EXPECTED OUTCOME
1:30 - 1:35	Introduction of Guests	Miner	
1:35 - 1:40	Approval of Minutes for October 6, 2010*	Miner	Approval
1:40 - 2:10	•OPC budget & FTEF Additional Requests update	Patyk/Schreiber Spragge	Information/Discussion
2:10 - 2:15	•Research Update	Orrell	Information/Discussion
2:15 - 2:35	•Presentation of ESMP Appendices plans: #1 - Basic Skills Workgroup #2 - Workforce Workgroup	Starer/Noone/Wilkes Anderson/Oeh/Peter	Information/Discussion
	ACTION ITEMS:		
2:35 - 2:45	•Governance Handbook - further amendments	Orrell	Approval
2:45 - 3:00	•Questions/Rumors/Announcements	Miner	

*ATTACHMENTS:

PaRC Membership List 2010-2011

Minutes Oct. 6, 2010

Governance Handbook Changes

IP&B Restructure

IP&B New Structure Chart (corrected)

PaRC Master Calendar (with revisions)

FILE:

Escrow 2 & Deferment

Division Summary Form - Faculty Request

Classified Requests

FTEF Priority Rankings

FTEF Requests



FOOTHILL COLLEGE
Office of the President

2010-2011 PLANNING AND RESOURCE COUNCIL
1:30 -3:00 pm
PRESIDENT'S CONFERENCE ROOM

CHAIRS:

College President	Judy Miner	7201
Academic Senate President	Dolores Davison	7196
Classified Senate President	Gigi Gallagher	7454

MEMBERS:

ASFC President	Gustavo Okamura	7062
ASFC Student Trustee	Etienne Bowie	6204
ASFC Student Member	Tatiana Dehnad	Email
ASFC Student Member	Cynthia Southerby	Email

Core Mission Workgroups & Operations Planning

CLASSIFIED:

Operations	Shelley Schreiber	7262
Transfer	Maureen Chenoweth	7235
Workforce	Karen Oeh	7744
Basic Skills	Leslye Noone	7250

FACULTY:

Operations	Jay Patyk	7471
Transfer	Bernie Day	7225
Workforce	Karl Peter	7203
Basic Skills	Pam Wilkes	7690

ADMINISTRATORS:

Operations	Phyllis Spragge	7730
Transfer	Laureen Balducci	7463
Workforce	Mark Anderson	7156
Basic Skills	Paul Starer	7227

EX-OFFICIO:

FA Representative	Meredith Heiser	7649
ACE representative, Foothill	Shelley Schreiber	7395
CSEA Representative	Michael Bourquin	6156
MSA Representative	Victoria Taketa	7215
Teamsters Representative	Judi McAlpin	6953
VP of Inst.& Ed Resources	Shirley Treanor	7364
VP Workforce Ed &	Richard Galope	7070
VP of Stu. Devel. & Instruc.	Rose Myers	7228
VP Instruc. & Inst. Res. (interim)	Eloise Orrell	7209
Assoc. VP External Relations	Kurt Hueg	7645
Assoc. VP Mdfld.	Denise Swett	6952
Institutional Research	Elaine Kuo	6198
OE3	Jeff Mead	7313
Confidential	Mia Casey	7408

SECRETARY: Annette Stenger, 7200

DISTRIBUTION ONLY: Darya Gilani 7240, Daphne Small 7218

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
<p>New Business</p> <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) 	<p>New Business</p>
<p>Reports/Discussion</p> <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. 	<p>Reports/Discussion</p> <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 Workgroup
<p>Action Items</p> <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 -Confidential were left out of the book when we removed them from Bargaining units. 	<p>Action Items</p> <ul style="list-style-type: none"> • Governance Handbook <ul style="list-style-type: none"> - Further amendments?
<p>Note: Student Success Conference in Orange County after this mtg.</p> <p>Note: Emergency FTEF 2011-2012 Requests due to Shirley October 8</p>	

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: #3 – Transfer Workgroup #4 - Sustainability #5 – Tech Task Force
Action Items	Action Items <ul style="list-style-type: none">• Prioritization and approval of 2011-2012 FTEF hires
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: #6 – Distance Education Plan#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: #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 <p>Presentations:</p> <p>Non Credit Student Services</p>
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 – Self Study First Draft posted online• Learning Outcome Assessment update Presentation of Division Plans, including Resource Requests: 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 Presentation of Division Plans, including Resource Requests: 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 – Update on Self Study Feedback• 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 - First read 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 – Second Read, Approval• 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 – Self-Study Final Draft Approval (If necessary)• 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 update - Self-Study Final Draft Approval (If necessary)• Learning outcomes and Assessment update
Action Items <ul style="list-style-type: none">• Updates to ESMP including Core Missions and Appendices Plans• Approve updated version of ESMP (Version 2.0)	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

**PLANNING AND RESOURCE COUNCIL
MINUTES
October 6, 2010**

IN ATTENDANCE:

Anderson, ~~Baldacci~~, ~~Bourquin~~, Bowie, Casey, Chenoweth, Davison, Day, Dehnad, Gallagher, Galope, Heiser, Hueg, Kuo, ~~McAlpin~~, Meade, Miner, Myers, Noone, Oeh, Okamura, Orrell, Patyk, Peter, Schreiber, Southerby, Sprague, ~~Starer~~, Stenger, ~~Swett~~, Taketa, Treanor, Wilkes

ANNOUNCEMENTS AND INTRODUCTIONS – MINER

Introduced new members to PaRC: Bowie, Chenoweth, Dehnad, Gallagher, Heiser, Kuo, Oeh, Okamura, Southerby, Taketa.

Guests were introduced: Darya Gilani, Peter Murray, Ashley Oropeza, Chris White

APPROVAL OF MINUTES FOR JUNE 16, 2010

APPROVED AS WRITTEN

ITEM I - ORRELL

IP&B TASK FORCE UPDATE

The Task Force met over the summer to review and reflect on the spring survey, which reflected the need to streamline the processes of PaRC. The new structure was the result of those meetings. The group decided the core missions of basic skills, transfer and workforce education needed to be more closely connected to PaRC. These committees are now called "workgroups" and incorporate the Strategic Initiatives into their goal planning. Each of these workgroups will then be able to work in tandem ultimately reporting to PaRC. (see structure flow chart attachment). A new calendar was also developed for PaRC and will cover a 3-year cycle (attachment).

ACTION: After presentation, it was decided that the flow chart arrows for: Resource Requests for "Core Missions and Departments," should be changed to reflect a communication flow between both groups - will be changed to a double arrow. It was further noted that FTEF should remain at PaRC rather than going through OPC first.

ITEM II - MINER

FTEF PRIORITIZATION

It was noted that no new requests for faculty positions other than retirement and resignations will be reviewed.

ACTION: PaRC will next need to rank positions 7-12 and should we win the parcel tax, the plan is to go forward with all 12.

Noted that OPC would provide clarification of data that PaRC would then use for prioritizations. They could also verify that requests are in line with guidelines. Form content will also be adjusted to insure consistency.

ITEM II - ORRELL

PROGRAM REVIEW UPDATE

All programs are being asked to review two sections; 4 & 10 and Student Services 4 & 6 - all are on the website are due end of Fall quarter.

This will allow us to prioritize classified positions so that we can keep positions if we succeed with parcel tax. Would then ask PaRC to prioritize six (6) full time equivalent classified staff (FTEC) that could be funded above and beyond Escrow 2 and deferment 1 positions. They would be allocated to a special fund that would have accountability and transparency in the event we could renew the parcel tax in six years.

ITEM III - ORRELL/HUEG

ACCREDITATION FOLLOW UP REPORT & SUBSTANTIVE CHANGES

Reports have been submitted to ACCJC and approved by FHDA board. Is also now posted on the Office of Instruction.

The first draft of our timeline has been distributed and is subject to change;
November 8 - first draft deadline
Oct. 22 - distributing survey (students)
April 20 - PaRC will approve final draft and to board
June - to Board for final approval

ITEM IV - MINER

HANDBOOK PROPOSED REVISIONS

It was requested that an additional change will be included making it revision #3. Currently it states classified reps are appointed by Classified Senate. Change to state that; "Appointments will be made by Classified Senate as authorized by their collective bargaining agents." This is change would be in addition to language presented in handout.

ACTION: approved as written

It was also suggested that with regard to voting vs. non-voting members, PaRC would approve to proceed upon consensus with the exception of resource allocations. Those would require a majority vote.

ACTION: approved

It was further noted that "Terms of Service" for PaRC membership should be changed to "term limit."

ACTION: approved

ITEM V - MINER

QUESTIONS/RUMORS/ANNOUNCEMENTS

- Opening day contest is available on line
- Introduced new researcher Elaine Kuo
- Reminder of fire drill on Oct. 14 9:30 am
- Professional development - note new website
- Classified Senate announced its survey aimed to get feedback from its constituents regarding increased participation in shared governance and to be sure senate is moving in right direction
- Sister to sister club fund raiser for breast cancer awareness Oct 30 in San Jose "Making Strides Walk"
- Language Arts has new and final home in 6406 join them for open house on October 29th or stop by anytime to say hello.

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)	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



FOOTHILL COLLEGE:

REQUEST FOR FACULTY FTE

Division summary sheet

Division:	Date Submitted:	
	Division Dean:	

Detailed List

Priority 1	Position:	
	Brief rationale:	
Priority 2	Position:	
	Brief rationale:	
Priority 3	Position:	
	Brief rationale:	
Priority 4	Position:	
	Brief rationale:	
Priority 5	Position:	
	Brief rationale:	
Priority 6	Position:	
	Brief rationale:	
Priority 7	Position:	
	Brief rationale:	
Priority 8	Position:	
	Brief rationale:	
Priority 9	Position:	
	Brief rationale:	

Classified Staff Requests going to PaRC 10/14/10

DIV	DIV PRIORITY	POSITION TITLE	FTE	MO	LEVEL	SOURCE POS	DEPT	
BH	1 of 2	PROGRAM COORDINATOR, SR/EVALUATIONS SPECIALIST SR	1.00	12	N56/N52	BH DIV		NEW
BH	2 of 2	LABORATORY TECH, VET TECH	1.00	12	N45	V T		NEW
CTIS	1 of 1	DIVISION ADMINISTRATIVE ASSISTANT	1.00	12	N44	CTIS		
COUNS	1 of 4	EVALUATIONS SPECIALIST	1.00	12	N46	COUNS		
COUNS	2 of 4	TESTING TECHNICIAN I	1.00	12	N41	COUNS		
COUNS	3 of 4	ADMINISTRATIVE ASSISTANT I, COUNSELING	1.00	12	N42	TESTING		
COUNS	4 of 4	ADMINISTRATIVE ASSISTANT I, CAREER CTR	1.00	12	N42	CAREER CTR		
LANG ARTS	1 of 2	INSTRUCTIONAL SUPPORT TECH, ESL	1.00	11	N45			
LANG ARTS	2 of 2	INSTRUCTIONAL SUPPORT TECH, English	1.00	11	N45			
KCI	1 of 1	ADMINISTRATIVE ASSISTANT II	1.00	12	N46	KCI		
PE	1 of 2	FACILITIES & EQUIPMENT ASST	1.00	10	N39	PE		
PE	2 of 2	TUTORIAL CENTER ASSISTANT - Learning Center Coordinator	1.00	10	N45	PE		
PSME	1 of 2	LABORATORY TECH, CHEMISTRY	1.00	11	N45	CHEM		
PSME	2 of 2	PSME LABORATORY INSTRUCTIONAL COORD	1.00	12	N52	PSME CTR		
MRKTG	1 o 1	WEB CONTENT DEVELOPER	1.00	12	N60	MRKTG		LISTED AS LEA
FIN AID	1 of 1	FINANCIAL AID OUTREACH ASSISTANT	1.00	12	N41	FINANCIAL AID		

PERM POSITION WAS ELIMINATED.ADMIN ASST WORKING OUT OF CLASS

ARNING CENTER COORDINATOR

2010/11 Foothill Faculty Requests as of October 14, 2010							
Already Approved 4/19/10							
DIV	Dept	DIV PRIORITY	POSITION TITLE	FTE	MO	SOURCE POS	Notes
Counseling	Counseling	1 of 1	General Counselor	1.00	11		
LA	ESL	1 of 3	ESL Instructor/Composition Specialist	1.00	10		
BSS	Anthropology	1 of 4	Anthropology Instructor	1.00	10		
PSME	Chemistry	1 of 3	Chemistry Instructor	1.00	10		
Library	Library	1 of 1	Library Coordinator	1.00	11		
LA	English	2 of 3	English Instructor	1.00	10		
To be prioritized, Nov. 2010.			<i>The following list includes #7 - 14 on the approved list dated 4-19-10 as well as new requests submitted this Fall.</i>				
ALD	SPED	1 of 2	INSTRUCTOR	1.00	?		Request not completed with numbers. TTW - Transition to Work Program
ALD	SPED	2 of 2	LEARNING DISABILITY SPECIALIST/COUNSELOR/INSTRUCTOR	1.00	?		Request not completed with numbers
BSS	HIST	1 of 4	INSTRUCTOR	1.00	10		
BSS	CHLD	2 of 4	INSTRUCTOR	1.00	10		
BSS	PSYC	3 of 4	INSTRUCTOR	1.00	10		
BSS	BUSI	4 of 4	INSTRUCTOR	1.00	10		
CTIS	CAST/COIN	1 of 1	Instructor	1.00	10		
FINE ARTS	MUSIC TECH	1 of 1	INSTRUCTOR	1.00	10		
LANG ARTS	ENGL	1 of 4	INSTRUCTOR, ENGLISH COMPOSITION	1.00	10		
LANG ARTS	ENGL	2 of 4	INSTRUCTOR, ENGLISH COMPOSITION	1.00	10		
LANG ARTS	ESL	3 of 4	INSTRUCTOR, ESL COMPOSITION SPECIALIST	1.00	10		
LANG ARTS	CHIN	4 of 4	INSTRUCTOR, CHINESE	1.00	10		
LIBRARY	LIBRARY	1 of 1	LIBRARIAN, REFERENCE	1.00	10		
PE	PE	1 of 1	WOMEN'S SOFTBALL COACH/INSTRUCTOR, PE	1.00	10		
PSME	PHYS/ENGR	1 of 2	INSTRUCTOR	1.00	10		
PSME	MATH	2 of 2	INSTRUCTOR	1.00	10		

Classified Position Reductions List (10/11/10)

Deferment 1

Escrow 2

	Unit	Department	Position Title	Fund	Contract Reduction	Effective Date
2	ACE	Adapt Lrng & DisAbI Svcs	ALTERNATIVE MEDIA SPECIALIST	22	25%	6.30.10
5	ACE	Campus Abroad/KCI	PROGRAM COORDINATOR, SR	14		6.30.10
7	ACE	FH Global Access	INSTRUCTIONAL DESIGNER	14		6.30.10
13	ACE	Pass the Torch	ADMINISTRATIVE ASSISTANT I	14		6.30.10

22	ACE	Bio/Hlth Div	DIVISION ADMINISTRATIVE ASST	14		Escrow 2
23	ACE	Biology/BioTechnology	ADMINISTRATIVE ASSISTANT I	14		Escrow 2
24	ACE	Computers Tech & Info	INSTRUCTIONAL ASSOCIATE	14		Escrow 2
25	ACE	Computers Tech & Info	LABORATORY TECHNICIAN	14		Escrow 2
26	ACE	Computers Tech & Info	INSTRUCTIONAL ASSOCIATE	14		Escrow 2
27	ACE	Fine Arts	PERF ARTS COORD & ACCOMPANIST	14		Escrow 2
28	ACE	IDEA Lab-Fine Arts	INSTRUCTIONAL ASSOCIATE	14	40%	Escrow 2
29	ACE	Library	LIBRARY TECHNICIAN, SENIOR	14		Escrow 2
30	ACE	Outreach	OUTREACH SPECIALIST	14		Escrow 2
31	ACE	Photography	LABORATORY TECHNICIAN, PHOTO	14	50%	Escrow 2
32	ACE	Radio	RADIO STATION COORDINATOR	14		Escrow 2
33	ACE	Tutorial Center	ADMINISTRATIVE ASSISTANT I	14		Escrow 2
34	TMSTR	Admissions & Records	ADMISSIONS & RECORDS SUPV	14		Escrow 2

All managers submitted documentation indicating their need to keep all positions on the Deferment I and Escrow II lists above.

10/14/10

Planning and Resource Committee (PaRC)

Restructure

September 8, 2010

Core Mission Work Groups

- The seated membership of the Core Mission Work Groups
 - Vice President (Rose Myers, Transfer, Eloise Orrell, Basic Skills, Richard Galope, Workforce)
 - 1-2 Dean(s) related field
 - 3-5 Faculty from related fields/appointed by the Academic Senate
 - 2-3 Student Services/Classified staff/appointed by the Classified Senate
 - 1-2 Student Representatives
 - The ideal committee member has experience or expertise in or with Core Mission.
 - Seated members will reach consensus in establishing goals, priorities and resource requests.
- Core Mission Work Group's purpose and charges
 - To evaluate the effectiveness of the Core Mission.
 - Referencing Educational and Strategic Master Plan
 - Referencing research and identifying research needs.
 - To develop short and long-term goals to strengthen the Core Mission.
 - Align the goals to the Strategic Initiatives.
 - Identify common goals among the Core Missions
 - Meet on monthly basis.

Core Mission Work Group's Planning Process

- During the fall quarter Core Mission work groups develop their plans and goals for the year. The plans and goals will be placed in alignment with the Strategic Initiatives.
- Work group members present the Core Mission Work Group plans and goals to PaRC.
- With the direction of the President, PaRC determines Core Mission goals of the highest priority to the college.
- The core mission work groups meet on a monthly basis to handle their day-to-day business and to determine what steps to take to meet their goals, both long and short term.

Planning and Resource Committee (PaRC)

Restructure

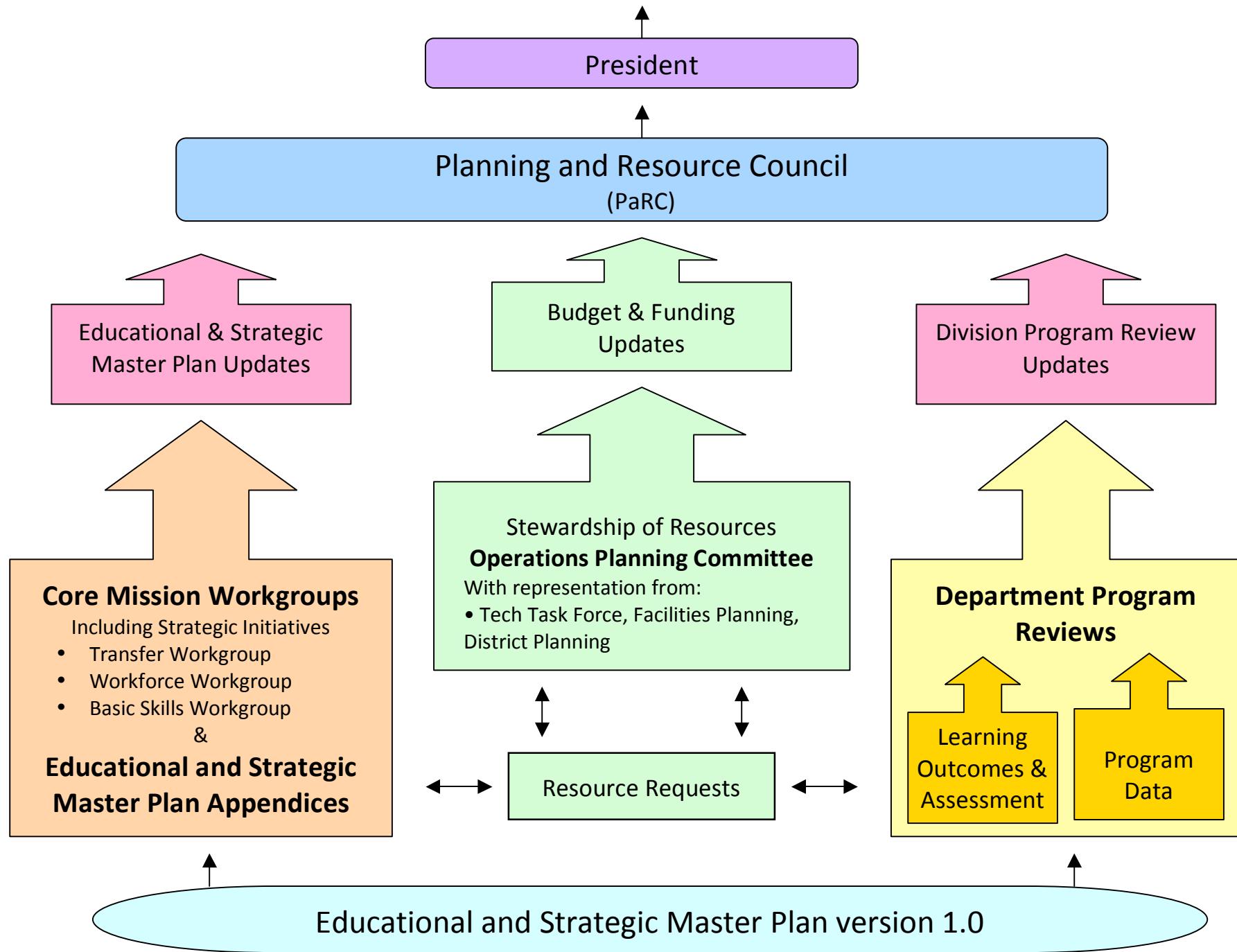
September 8, 2010

- At the end of each quarter the Core Mission Work Group's update PaRC on the progress toward their long-term goals. This information feeds directly into the ESMP.

Operations Planning Committee and Resource Allocation Process

- In the fall, The OPC meets and develops the resource request forms and instructions for 2011-2012. **They may decide to create separate forms for Perkins funding and Facilities.**
- All divisions and departments, instructional and student services, submit their requests to the OPC
- Divisions and Departments may bring their requests to a Core Mission Work Groups first to gain more information or support. This may also reduce any duplicate requests (for example, a request from the Transfer Center for more staff, and a request from the Core Mission Transfer Committee for the same staff).
- Core Mission Work Groups may submit their own requests to OPC.
- The OPC will review all requests for the following Academic Year in the current Winter Quarter, and provide recommendations to PaRC in the Spring.

Educational and Strategic Master Plan version 2.0



Draft Addendum to Governance Handbook Draft 2
Complete list for finalization and approval

REVISION #1

(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 #2

(Replace text on page 8 with following)

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. Prioritized requests from divisions, departments and Core Missions, are submitted to the Operations Planning Committee.
2. Divisions and Departments may bring their requests to one or more Core Mission Workgroups first to gain more information or support. Core Mission Workgroups may submit their own requests.
3. All resource requests submitted to the OPC are vetted for accuracy in data and metrics and are then presented to the Planning and Resource Council (PaRC) for final prioritization in alignment with the Educational and Strategic Master Plan.

Draft Addendum to Governance Handbook Draft 2
Complete list for finalization and approval

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.

REVISION #3

(Replace org chart on page 9 with attached new chart)

REVISION #4

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

Terms of Service

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. Appointments will be made by the Classified Senate as authorized by the collective bargaining units.

**(Page 10, Delete paragraph starting with “There will be the same...” and everything
after, insert following)**

Core Mission Workgroups

- The seated membership of the Core Mission Workgroups
 - Vice President (1-2 Dean(s) related field)
 - 3-5 Faculty from related fields/appointed by the Academic Senate
 - 2-3 Student Services/Classified staff/appointed by the Classified Senate
 - 1-2 Student Representatives
 - The ideal committee member has experience or expertise in or with Core Mission.
 - Seated members will reach consensus in establishing goals, priorities and resource requests.
 - To ensure broad participation- one individual can only participate on one of the planning subcommittees of PaRC
 - To ensure open lines of communication- one faculty and one classified member must be a member of their executive senate

Draft Addendum to Governance Handbook Draft 2
Complete list for finalization and approval

REVISION #5

(Replace all of page 13 with the following)

Core Mission Workgroups

There will be three (3) Core Mission Workgroups. Currently they are: Basic Skills, Transfer and Workforce.

- To ensure broad participation- one individual can only participate on one of the planning subcommittees of PaRC
- To ensure open lines of communication- one faculty and one classified member must be a member of their executive senate

Core Mission Workgroup Composition

Each of the separate Core Mission Workgroups has 6 voting members, 1 *ex officio* member:

- Chairs (3)
 - Faculty (1)
 - Classified (1)
 - Dean/Director (1)
- Members (3):
 - Student (1)
 - Classified (1)
 - Faculty (1)
- Ex Officio:
 - Vice President (1)

Core Mission Work Group's Purpose and Charges

- To evaluate the effectiveness of the Core Mission.
 - Referencing Educational and Strategic Master Plan
 - Referencing research and identifying research needs.
- To develop short and long-term goals to strengthen the Core Mission.
- Align the goals to the Strategic Initiatives.
- Identify common goals among the Core Missions
- Meet on monthly basis.

Core Mission Work Group's Planning Process

- During the fall quarter Core Mission work groups develop their plans and goals for the year. The plans and goals will be placed in alignment with the Strategic Initiatives.
- Work group members present the Core Mission Work Group plans and goals to PaRC.

Draft Addendum to Governance Handbook Draft 2
Complete list for finalization and approval

- With the direction of the President, PaRC determines Core Mission goals of the highest priority to the college.
- The core mission work groups meet on a monthly basis to handle their day-to-day business and to determine what steps to take to meet their goals, both long and short term.
- At the end of each quarter the Core Mission Work Group's update PaRC on the progress toward their long-term goals. This information feeds directly into the ESMP.

REVISION #6

(On page 14, update bullets below “Operations Planning Committee Role” to the following)

Operations Planning Committee Role

- Develops and maintains the resource request forms and instructions for the resource allocation process.
- Recommends the process for the development of guidelines and calendar for preparation of budgets.
- Reviews Revenue projections for each upcoming Fiscal Year based on reported and estimated FTES allocations from the District
- Review division spending plans and makes recommendations to PaRC regarding division allocations
- Develops criteria for establishing division and unit operating budgets
- Prioritizes resource requests from divisions, departments and Core Missions, excluding faculty and staffing requests. Divisions and Departments may bring their requests to a Core Mission Work Groups first to gain more information or support. Core Mission Work Groups may submit their own requests to OPC.
- The OPC will review all requests for the following Academic Year in the current Winter Quarter, and provide recommendations to PaRC in the spring.