



FOOTHILL COLLEGE

**PLANNING AND RESOURCE COUNCIL  
MINUTES**

February 16, 2011

**IN ATTENDANCE:**

Anderson, Balducci, ~~Bourquin~~, Bowie, Casey, Chenoweth, Davison, Day, ~~Dehnad~~, Gallagher, Heiser, Hueg, Kuo, ~~McAlpin~~, Meade, Miner, Murphy, ~~Murray~~, Myers, Noone, Oeh, Ong, Okamura, Orrell, Patyk, Schreiber, Southerby, Starer, Stenger, Swett, Taketa, ~~Treanor~~

**ANNOUNCEMENTS AND INTRODUCTIONS – MINER**

Guests: Chris White, Fatima Jinnah, Suzanne Yamada, Stephanie Franco, Elaine Piparo, Tita Shields, Vivian Cohen, Pam Wilkes, Mike Legarza, Judy Baker, Anne Johnson

Jerry Cellilo will replace Mike Murphy on the Workforce Workgroup

**APPROVAL OF MINUTES FOR FEBRUARY 2, 2010**

APPROVED BY CONSENSUS

**ITEM I - ACCREDITATION UPDATE – HUEG**

The Draft of Standard IV is ready to be reviewed by our community and is posted on the Accreditation website. Several of the standards should be ready by end of February – then March 16 will be submitted to PaRC for feedback and review. Will be notified by email when entire document is ready. Should contact John Mummert of the team for corrections. Will go out in PDF format - you can then use hard copy, soft copy or email to submit your corrections.

March 25 - last day for first round of standard feedback to teams

April 6 - first reading of 2<sup>nd</sup> draft at PaRC – including the introductory section

April 20 - PaRC discusses 2<sup>nd</sup> and final version

May – PaRC approves

June 6 - Board approval

Visit Date is confirmed for Oct. 24 – 27

The Accreditation Report will serve as the “State of the College” report to board (June 6).

**ITEM II - DIVISION PLANS**

**COUNSELING - BALDUCCI**

See Powerpoint 2.16.11 meeting

#### Mission Statement:

To help students make appropriate and successful educational decisions, set achievable goals, adjust to changing roles in a global society and resolve personal concerns that can interfere with the ability to succeed in their college experience.

#### Who we are:

- Counseling
  - Assessment & Testing
  - Matriculation (pre-requisite clearances, academic standing issues, holds, etc.)
  - Evaluations
  - Transfer
  - Career

#### Comprised of:

- 21 Full time Counselors
- 7 Part time & Article 19 Counselors
- 8 Staff members
- 1 Dean

#### Who served:

Counseling numbers generated through SARS data:

Appointments: 9,125

Drop-ins: 18,311

Additional Contacts (phone, email, faxes, on-campus, TAGs, On-line forum): 10,244

**Total Student Counseling Contacts:** 37,680 - doesn't include transfer

#### Resource Requests:

- Continuation of part-time Counselors
- 1 additional full time College Evaluator
- 1 Testing Proctor
- 1 Administrative Assistant I (Counseling Office - front desk)
- 1 Administrative Assistant I (Career and Transfer Center)
- Continuation of student workers
- Continue support of B budget expenditures for SARS, marketing, and general supplies (printers, paper, etc.)
- Increase in Transfer Center budget
- Increase in Career Center budget

**ACTION:** Need unduplicated count for contact per student

## **LEARNING RESOURCES – STARER**

See Powerpoint 2.16.11 meeting

#### Consists of:

- Library
- Tutorial Center
- Media Center

Serves:

- Average 1200 Students a Day (gate data)
- Nearly 11,000 Circulation A Quarter
- Average 60-100 Reference Questions A Day
- 2000-2500 A Week in the Media Center
- Tutorial Average 500+ Students A Quarter
- Contact Hours Average 7000+ A Quarter

Goals:

- To maintain current level of service
- To plan for major remodel in 4-6 years
- To complete mini project (double electrical outlets)
- To explore new “discovery service” - “discovery service” is an intuitive search and inquiry tool.

Resource Requests:

\$315 Instructional Equip

\$150 “B” Budget

Staffing:

- A full-time reference librarian (faculty)
- A full-time staff member (floating)
- A tutorial center staff member (cover)

## **LANUGAGE ARTS – STARER**

See Powerpoint 2.16.11 meeting

Who are we:

- English
- ESL
- Foreign Languages
  - Spanish
  - Japanese
  - Chinese

Goals - English

- Continue Integrated Reading and Writing
- Expand/Diversify Our Lit Offerings
- Refine/Streamline Creative Writing

Goals - ESL

- Continue Curriculum Review
- Continue to Serve Underserved Students
- Continue Quality Composition Instruction

Goals Foreign Languages

- Stabilize and Maintain Core Offerings
- Streamline Course Placement

Resource requests:

- A full-time English instructor (generalist)
- A full-time ESL instructor (composition)
- Instructional Tech—English
- Instructional Tech—ESL
- \$15k Ongoing B Increase

ACTION: Need to negotiate with district and buy alarm for a campus wide contract to reduce costs of individual departments

## **FINE ARTS – ANDERSON**

Who we are:

SEE [www.foothillmusictech.com/FA](http://www.foothillmusictech.com/FA)

Resource Request:

Refresh/repair AV display in the Idea Lab

## **ADAPTIVE LEARNING - DEFERRED TO MARCH 15**

### **ITEM III - MINER**

QUESTIONS/RUMORS/ANNOUNCEMENTS

Rumor that Obama might be coming to our district tomorrow – touring on education, green tech.

Student government working on the “March in March” on the 14th by CCs, UCs and CSUs. Will request to make presentations to classes to recruit participants; students, faculty and staff.

Campus police responded to the wind damage last night blown temp fencing into the loop road – many thanks to them for their quick response.

New Distance Ed Committee is being formed, Dolores Davison will be the chair for the state-wide committee.

Scholar athlete ceremony was well attended by students and parents and staff.

“Working” winter musical, will open this Friday.

### **BUDGET UPDATE - Miner**

Plan to stay focused on work at hand. Important to not be paralyzed nor get frantic on the worst case scenarios that have been revealed. Chancellor’s staff retreat will discuss how we prepare for the scenarios.....concluded that we would address what we know and what we do know is a 10M cut to FHDA. Carry over balance will cover us for 11-12 along with stability fund, the medical stabilization fund, and ending balances of CS, FH and DA. By end of year need 3.3 million savings over and above the decrease in the 1320 budget....equates to 25 FTEF and this is best case. Won’t rush to do serious cuts when we don’t know what the state will fund or not fund the

coming year. Semester cap of 90 units on any students attendance - equating to 135 quarter units. Would not get funded beyond that \$250M savings. Enrollment fees up to \$44/qu \$66/sem institutions effective fall. \$55m savings to eliminate any apportionment to intercollegiate athletics. Emphasizing these details were a "leak" and not officially reported.

The cuts will require us not to do some things. Question we need to ask: what do we need to protect first, where do we put the highest priority and where do we want to go as a college? Want to stress quality over quantity - what do we do well. Will build summer/fall as large as we have in the past. Always easier to cut back rather than scrambling at the last minute to add on. Continuing with faculty searches - 11 at this time. If the tax extensions fail, legislative relief may be asked to extend the deadline for March 15 notices. We are better off than many other places as some colleges may even anticipate closing. Will surely lose students due to the enrollment fees going up.

The fee hikes and athletic proposal is subject to scrutiny in disproportionately affecting underrepresented students. We CCs will feel it most because of the students we serve.

OPC met - were charged with looking at guiding principles. Some members said it didn't seem to be very transparent procedure. We want to make sure that we have a very transparent process. Invite recommendations as how to improve that. Anything that didn't seem transparent was not using names of layoff list. It was agreed in PaRC that names would not be used. Hesitant to change much of anything based on one or two complaints and because of how productive the process was last time.