



FOOTHILL COLLEGE

**PLANNING AND RESOURCE COUNCIL
MINUTES**

March 21, 2012

IN ATTENDANCE:

Anderson, Balducci, Casey, Cellilo, Chenoweth, Day, Dobbins, Dye, Georgiou, Gilani, Heiser, Holcroft, Kuo, Larhnimi, Dobbins, Messina, Miner, Mummert, Murray, Otayde, Stenger, Swett, Taketa, Tran, Treanor, White

ANNOUNCEMENTS AND INTRODUCTIONS – MINER

Guests: Ken Horowitz, Phyllis Spragge

APPROVAL OF MINUTES FOR MARCH 7, 2012

APPROVED BY CONSENSUS.

ITEM I - OPC RUBRIC – FINAL READING

Shirley Barker presented the OPC Rubric for a final reading. The rubric was reviewed by Senates as well as OPC. They are asking for approval today, with one change (removing Divisional priority criteria). Ken Horowitz suggested that health elements/impacts be considered in the rubric for decision-making. He would like the health impacts reviewed when beginning a new program. He gave the example of a boxing program-students getting injured from blows to the head. He also mentioned the negative health consequences of other sports, such as Football and the number of head injuries. Shirley responded that health and safety are part of the guiding principles that are used in evaluation of funding. Judy indicated this is one way of reminding us that while the rubric is for prioritizing items, she feels that health and safety do need to be considered as part of the bigger charge for PaRC. Carolyn Holcroft mentioned that this would also be considered as part of the Program Review process. Judy asked that OPC consider whether Ken's consideration should be included into OPC, or whether the document should be adopted as is. *PaRC accepted the Rubric as is, by consensus.*

ITEM II - CORE MISSION GROUP REPORTS

Workforce Workgroup/Mark Anderson. The Workforce Group worked on three objectives this year:

Objective 1. Verify and improve the use of Perkins funding; process codified last year and improved upon this year. Group very happy with the process.

Objective 2. Increase awareness and improve information access related to all workforce and CTE programs.

Objective 3. Improve contacts with potential employers, leading to an increase in student-employer contact of at least 10% over the next 3 years (have not worked as much on this goal yet, have been focusing on goals 1 & 2). Plans to form a workforce advisory board. John Mummert commented that at their last meeting they were discussing who would be on the advisory board and their purpose.

Basic Skills Group/Darya Gilani. The Basic Skills Group focused on two objectives:

Objective 1. Creation of a summer bridge program. This is a two-week program for basic skills math students. Program is a 'boot camp' for math instruction in morning followed by Counseling 50 in afternoon. The session would conclude with an assessment test and registration into appropriate math course. The group will share information on the program by tabling at Day on the Hill. They will also work with marketing to spread the word about the program. Discussion followed comparing the current Math Academy (run by Teresa Ong primarily for DRC students) to the Summer Bridge Program. Math Academy serves about 30 students. The Summer Bridge Program is hoping to serve 90 students. They will be including athletes who may need to bring their math skills up to par. The Group plans to visit Cabrillo College to learn about their bridge program, as well as another college to see their STEM program. Meredith Heiser followed with two questions: 1) can students sign up online like a regular class? Darya indicated that yes, you can register for the program online. Question 2: What happened to the English portion of the program? Darya indicated they are looking for English instructors to do three afternoons as part of the program, but so far have not found any. The Program will be part of Summer Session B. Discussion included the types of students who will benefit (athletes, DRC students, referrals from Dean), as well as follow-up possibilities, how DegreeWorks could play in to project; and that it is a good intervention tool to diagnose learning disabilities and help students to get into DRC for support. Jerry Cellilo asked if the Program will delay students from registering for fall classes? Darya indicated that the Program will be completed prior to the registration window, and that students will receive early registration.

Objective 2: Support course sequences and pathways to move students successfully through basic skills course sequences. Working to enroll students in integrated reading & writing, and to provide resources to the Math My Way program to increase number of students.

Transfer Group Report/Starer. (postponed)

ITEM III – PERKINS FUNDING/JOHN MUMMERT

John gave an overview of how formula for Perkins funding works. Workforce group receives the requests. They have new forms for funding requests that align with government forms (with new request form, can cut and paste to put into the complex forms that go to state for Perkins). Shared the budget planning process, and how certain items may be referred to Measure C funding/lottery/etc. Presented findings to OPC last Monday to solicit their input. Hope to improve the alignment process with OPC for next year. Discussion followed regarding things like software that is also being used at DeAnza (i.e. Eureka software) to consider if we could save by group

purchasing. John mentioned that one thing that happens each year, the allocation amount shifts (it was upped for this year). The group has included planning for the shift (it goes up, we will go this direction / if it goes down, we will go this way). Jerry Cellilo mentioned they are also looking at the burn rate monthly to see who is not using funding so it might be reallocated. *Accepted by consensus of PaRC.*

ITEM V - FTE REQUESTS

John Mummert presented an emergency FTEF request to fill the vacant Paramedic Instructor/Program Director position. The program needs the care and oversight of full time director. The program has an accreditation coming up soon. There is a temporary Director in place, however this person does not hold a bachelor's degree. He received an exception due to the emergency need. While he is doing a good job, the lack of credential poses a concern with regards to accreditation. Meredith asked about the procedure with regard to emergency staffing. Judy responded that in specific emergency situations she would need to make a decision, however normally the request would be presented, discussed and voted on by PaRC. *PaRC approved the request by consensus.*

ITEM IV- MINER

QUESTIONS/RUMORS/ANNOUNCEMENTS

OPC Item: Meredith Heiser brought up an OPC concern. While working on what the group thought were their major responsibilities (basically purchasing stuff) it was asked that they should be looking at reassigned time, and also classified hiring. However in looking at the current governance book, the language states that their role excludes "faculty and staffing requests." Does it make sense for OPC to make general recommendations to PaRC on these items that can then be discussed at PaRC and voted on? Should it also include faculty staffing recommendations? Meredith is asking for clarification so OPC knows how to proceed. She feels that they could add valuable information for PaRC to consider and indicates this is not meant as a power grab. They have already begun to assign what each person does. They were planning to make recommendations in May.

Peter Murray felt we should not change current policy at the moment, but perhaps review changing it for next year. He felt the process last year for staffing request went smoothly. Chris White commented that she did not feel the process was that smooth last year – only about 8 people voted, and they were mainly faculty. Meredith proposed the reverse— let OPC try to do a systematic review of things this year and see how it goes. Judy offered a suggestion. She would like OPC to present language for a revision that would be presented at the next PaRC meeting. This would give people time to think and discuss how PaRC wants to proceed. Darya Gilani agreed with Peter that we should leave it the way it is for now, and work on language changes or updates for next year. Peter commented further that it is PaRC's charge to be informed, and feels that if OPC does the homework for PaRC, it will have a negative impact. Judy reiterated that OPC can come back to PaRC and there could be further discussion and voting whether or not to expand OPC's role. As far as reassigned time, Judy stated that this is really OPC's charge, because it basically comes from B-Budget and is not a staffing issue. So the issue is really about whether they should advise on

staffing positions. Shirley sees it all as being tied together and ultimately impacting the B-budget. Meredith is asking for inservice to happen for PaRC on budget issues so they are more informed. Also, she asked if ex-officio's are allowed to vote. Judy indicated that ex-officio's do not vote.

Celebrity Forum. Ken Horowitz had a question regarding the Foothill Celebrity Forum. Next year's budget for the Celebrity Forum was just approved by the Board of Trustees. Ken noted that the speaker fees have gone up dramatically, particularly because they are bringing Bill Clinton in next year. He is concerned because the fees are going to be upwards of \$1M. He was asking if the Celebrity Forum income will be able to cover the costs for this program? Shirley responded that the Celebrity Forum has consistently paid for itself, as well as bringing in dollars to help the college in other areas. Judy noted that in 1993 when President Clinton spoke as part of the Celebrity Forum Series, there were increased subscription rates, and the ticket prices were higher, which accommodated

CCCSE Survey. Elaine Kuo wanted to share that in spring quarter, the Community College Survey of Student Engagement will take place. Class sections will be randomly sampled. Faculty will receive notices if their class is selected to participate in the survey. It is a 45-50 minute survey for students. They really need a large return in order to be a reliable sample. The survey will help in decision-making and also provide information for our follow-up report for ACCJC. Please encourage faculty to participate and students to take the survey.

Student Task Force Recommendations. Maureen Chenoweth announced that on April 18 during College Hour there will be a Panel on the Statewide Student Task Force recommendations.

Meeting adjourned.