



**FOOTHILL COLLEGE**  
**Planning and Resource Council (PaRC)**  
**Wednesday, April 19, 2017**  
**MEETING MINUTES**

**PURPOSE:** Participatory Governance Leaders Meeting  
**LOCATION:** Administration Building / Room 1901 / President's Conference Room  
**TIME:** 1:30 – 3:00 PM / First and Third Wednesdays

ITEM	TIME	TOPICS	LEADERS	EXPECTED OUTCOME
1	1:30 – 1:40	General Announcements & Reminders	PaRC Tri-Chairs	
2	1:40 – 1:50	President's Report (Board, Chancellor's Cabinet, President's Cabinet)	Nguyen	
3	1:50 – 1:55	Approve Meeting Minutes – March 15, 2017	PaRC Tri-Chairs	Approval
4	1:55 – 2:05	Program Creation Proposal – Social Justice AD-T – <i>3<sup>rd</sup> Read</i>	Fox	Approval
5	2:05 – 2:15	Faculty Out-Of-Cycle Request – Library – <i>2<sup>nd</sup> Read</i>	Agyare, Starer	Approval
6	2:15 – 2:30	Faculty Emergency Request – Respiratory Therapy – <i>1<sup>st</sup> Read</i>	Solvason	
7	2:30 – 2:35	Mission Statement Proposal – <i>2<sup>nd</sup> Read</i>	LaManque, Hanstein	Approval
8	2:35 – 2:50	FTES Comparisons & Budget Presentation	Watson	
9	2:50 – 3:00	Institutional Set Standards & Educational Master Plan - Updates	Ly	

**MEMBERS PRESENT:** Micaela Agyare, Veronica Bliss, Rachelle Campbell, Cleve Freeman, Carolyn Holcroft, Debbie Lee, Thuy Nguyen, Erin Ortiz, Ramiel Petros, Samah Shaiq, Lori Silverman, Paul Starer, Bret Watson, Teresa Zwack

**EX-OFFICIO PRESENT:** Karen Erickson, Andrea Hanstein, Andrew LaManque, Elaine Kuo, Lisa Ly, Justin Schultz, Nanette Solvason, Denise Swett

**GUESTS:** Karen Smith, Mary Thomas, Paul Szponar

**(1) GENERAL ANNOUNCEMENTS**

Ramiel Petros thanked the faculty and staff who publicized the upcoming ASFC election – every position is contested and the elections are scheduled for the first week in May. Cleve Freeman reminded everyone of the Transfer Achievement Celebration on June 14 from 6:00pm-8:00pm. Erin Ortiz thanked

everyone who partnered with Student Activities to make Welcome Week for Spring 2017 a success.

## **(2) PRESIDENT'S REPORT (*Board, Chancellor's Cabinet, President's Cabinet*)**

Thuy Nguyen noted that a lot of time has been spent in President's Cabinet and Chancellor's Cabinet around enrollment; enrollment is soft this spring. The consequence of low enrollment is a lower budget from the State. A major challenge is that early summer is no longer being offered ... the college response was to create Second Spring opportunities. Registration for these courses (95% online) will open on April 24. At the next PaRC meeting (May 03), a follow-up discussion on the current S.H.E.A. goals will take place, along with a start to the discussion around the 2017-2018 strategic objectives. It was emphasized that these objectives are being incorporated into the managers' evaluations ... that is how we will know the college is working on those areas.

## **(3) APPROVAL OF MEETING MINUTES (*MARCH 15, 2017*)**

Debbie Lee requested the following revision to the March 15, 2017 meeting minutes:

### **OLD: (8) FACULTY OUT-OF-CYCLE REQUEST – LIBRARY (1<sup>st</sup> READ)**

There was also confusion as to whether or not this should be considered an 'out-of-cycle' request or an 'emergency' request. ~~Due to specialization of the position, this request does meet the criteria for an 'emergency hire'.~~ Debbie suggested that IP&B re-assess the criteria for such a distinction, as other departments do not specialize and could not use that as a justification for their request – where as the Library and a few others departments may have individualized job descriptions.

### **NEW: (8) FACULTY OUT-OF-CYCLE REQUEST – LIBRARY (1<sup>st</sup> READ)**

There was also confusion as to whether or not this should be considered an 'out-of-cycle' request or an 'emergency' request. **Due to the specialization of the position, continued discussion is needed as to whether or not the request meets the criteria for 'emergency' or 'out-of-cycle'.** Debbie suggested that IP&B re-assess the criteria for such a distinction, as other departments do not specialize and could not use that as a justification for their request – where as the Library and a few others departments may have individualized job descriptions.

Pending revision (noted above), the meeting minutes from March 15 were approved by consensus.

## **(4) PROGRAM CREATION PROPOSAL – SOCIAL JUSTICE AD-T (*3rd Read for Approval*)**

Program Creation Proposal: <http://www.foothill.edu/president/parc/minutes/parc2016-17/04.19.17/Social-Justice-ADT-V9.docx>

This program creation proposal was approved by consensus.

## **(5) FACULTY OUT-OF-CYCLE REQUEST – LIBRARY (*2nd Read for Approval*)**

Although there are other library faculty who can be responsible for program review and student learning outcome assessment and reflection, the Technical Services Librarian has unique skills in cataloging, subject analysis, classification, authority control, and bibliographic maintenance and plays an integral role in making library materials accessible to students. This librarian is responsible for coordinating, supporting, and providing technical expertise for work performed by library technicians responsible for acquisitions, cataloging, serials control, and interlibrary loan. With increasing changes in technology and the development of diverse collections, the Technical Services Librarian's leadership role will be essential to help guide the department as its functions and procedures evolve to meet the changing environment of increasing digital resources. Future projects for the Technical Services Librarian include: (1) New Integrated Library System, (2) New Cataloging Code, and (3) Electronic Resources Management.

Debbie Lee expressed her concern that these types of requests have the potential for making the program review process obsolete by countering the goals of the process. Instead, all requests should be considered together and ranked in consideration of other department/division needs. It was further

emphasized that this position assists with compliance (Accreditation Standard 2B) and it is difficult to find adjuncts to fill such a specialized position. If approved, Paul Starer noted that it would be critical to get the search process started and have someone on board by the time of the Accreditation visit.

Faculty Out-of-Cycle Request: [http://www.foothill.edu/president/parc/minutes/parc2016-17/03.15.17/LIBR\\_OutofCycle.docx](http://www.foothill.edu/president/parc/minutes/parc2016-17/03.15.17/LIBR_OutofCycle.docx)

This request was approved by consensus; it will go to President's Cabinet for final discussion and approval.

#### **(6) FACULTY EMERGENCY REQUEST – RESPIRATORY THERAPY (1<sup>st</sup> Read for Approval)**

The Respiratory Therapy department submitted an 'emergency' faculty hiring request for a full-time faculty member/director. Per the Dean of Biological & Health Sciences, the position of Director of Clinical Education (DCE) in the Respiratory Therapy Department is mandated by the Commission of Accreditation for Respiratory Therapy (CoARC), the accrediting body for this program. CoARC further requires that this position be a full time faculty position in order to maintain our accreditation status. The previous DCE resigned as of May 31, 2017. In order to maintain our accreditation, we are requesting an out of cycle replacement of this full time faculty position.

Emergency Request: <http://www.foothill.edu/president/parc/minutes/parc2016-17/04.19.17/RSPT-EmergencyHire-Request.docx>

If approved, the search committee would be ready to go out immediately with a 6-week posting; the department would also let the accrediting body know of the active search. Due to the critical nature of the position, a motion was made to fully approve this request after a 1<sup>st</sup> Read and suspend the 2<sup>nd</sup> Read rule. This request was approved by consensus; it will go to President's Cabinet for final discussion and approval.

#### **(7) MISSION STATEMENT PROPOSAL (2<sup>nd</sup> Read)**

The following Mission Statement was approved by PaRC on April 19, 2017. This version will go to the Board of Trustees for approval on May 01.

Please note the changes in **red**.

*Believing a well-educated population is essential to sustaining and enhancing a democratic society, Foothill College offers programs and services that empower students to achieve their goals as members of the workforce, as future students, and as global citizens. We work to obtain equity in achievement of student outcomes for all California student populations, and are guided by our core values of honesty, integrity, trust, openness, transparency, forgiveness, and sustainability. **Foothill College offers associate degrees and certificates in multiple disciplines, and a baccalaureate degree in dental hygiene.***

#### **(8) FTES COMPARISONS & BUDGET PRESENTATION**

Bret Watson, *Interim Associate Vice President of Finance & Administrative Services*, briefly presented on the 2nd Quarter Report and FTES Comparisons:

2<sup>nd</sup> Quarter Report: <http://www.foothill.edu/president/parc/minutes/parc2016-17/04.19.17/2nd-Qtr-16-17.pdf>

- Non-Resident Enrollment is down (largely international student enrollment) – See Page 1
- We are spending more money on our certificated salaries (increased costs in adjunct faculty + benefits) – See Page 2
- Increase in deficit from \$6 million to approximately \$8.6 million – See Table 1, Page 4
- The Stability Fund is used to help with the deficit as we move year to year ... if we continue to see declines.
- Right now, the District is using up the stability fund faster than originally anticipated.

Karen Smith asked if the college is looking to save money by freezing or not hiring certain classified staff positions. Bret confirmed that the college is not freezing positions ... it is; however, saving money in between hiring as the search committees work on finding new hires ... this is just the standard savings involved with position vacancies.

FTEs Comparisons Report: [http://www.foothill.edu/president/parc/minutes/parc2016-17/04.19.17/FHDA\\_and\\_Basic\\_Aid\\_District\\_Analysis.pdf](http://www.foothill.edu/president/parc/minutes/parc2016-17/04.19.17/FHDA_and_Basic_Aid_District_Analysis.pdf)

The purpose of compiling this data and finding summary is to respond to an Audit and Finance Committee request to review the state apportionment revenue per full-time equivalent student (FTEs) available to the surrounding basic aid districts of San Jose-Evergreen, San Mateo, and West Valley-Mission as compared to Foothill-De Anza.

It was noted that San Jose – Evergreen, San Mateo, and West – Valley Mission are all basic aid districts, unlike Foothill – De Anza. Foothill – De Anza enrollment is significantly higher than all the other districts – while all have gone down in enrollment, it hurts FHDA more because our district relies on the state apportionment formula ... where as the other districts get their funding from property taxes (even though it is less money overall).

It was noted that the other districts serve a majority of students within their own service area, but FHDA serves a number of students outside of its service area. FHDA would need to lose approximately 6,000 FTEs in order to qualify as basic aid (e.g. the local property tax is enough to community-support the college).

## **(9) INSTITUTIONAL SET STANDARDS & EDUCATIONAL MASTER PLAN UPDATES**

### INSTITUTIONAL SET STANDARDS

Lisa Ly provided an update on the revised institutional set standards for the CTE programs, due to adjusted job placement data received from the State.

<http://www.foothill.edu/president/parc/minutes/parc2016-17/04.19.17/Revised-ACCJC-Inst-Standards-PaRC-04.19.17.pdf>

Changes noted on Slide 12. It was noted that the Workforce Workgroup has begun preliminary discussion around the workgroup serving as an advisory council for program with 'low' placement. The workgroup wants to help the non-linear CTE programs.

### EDUCATIONAL MASTER PLAN - INDICATORS

[http://www.foothill.edu/president/parc/minutes/parc2016-17/04.19.17/EMP\\_Goals\\_Indicators\\_List\\_v2\\_04.19.17.pdf](http://www.foothill.edu/president/parc/minutes/parc2016-17/04.19.17/EMP_Goals_Indicators_List_v2_04.19.17.pdf)

Lisa Ly presented preliminary indicators for each of the three Educational Master Plan goals.

- (1) Create a culture of equity that promotes student success particularly for underserved students.
  - Access
  - Course Success (Overall)
  - Course Success (Online)
  - Persistence (1- and 2-Term)
  - Degree/Certificate/Transfer Completion
  - Basic Skills Sequence Completion (English, Math, ESL)
  - CTE – Vocation Course
  - CTE Skills Builder Median Earnings Change
- (2) Strengthen a sense of community and commitment to the College's mission; expand participation from all constituencies in shared governance.
  - Career Development & College Preparation (CDCP, Non-Credit)
  - Internship Participation
- (3) Recognize and support a campus culture that value ongoing improvement and stewardship of resources.
  - FTEs

### HIGH SCHOOL ENROLLMENT

<http://www.foothill.edu/president/parc/minutes/parc2016-17/03.15.17/HS-Enrollment-Graduation.pdf>

Lisa Ly quickly summarized that there is slight enrollment growth at the local high schools, but the graduation rate is not growing.