

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
Confidentials	Mia Casey	7408

SECRETARY: Annette Stenger, 7200

DISTRIBUTION ONLY: Darya Gilani 7240, Daphne Small 7218

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Foothill College PaRC FTEF Request Prioritization 4-19-10
Weighted FTEF Ranking

	Overall Ranking	Total Score
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FOOTHILL COLLEGE:

REQUEST FOR FACULTY FTE

Division summary sheet

	Date Submitted:	
Division:	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 of 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

.RNING CENTER COORDINATOR

2010/11 Foothill Faculty Requests as of October 14, 2010

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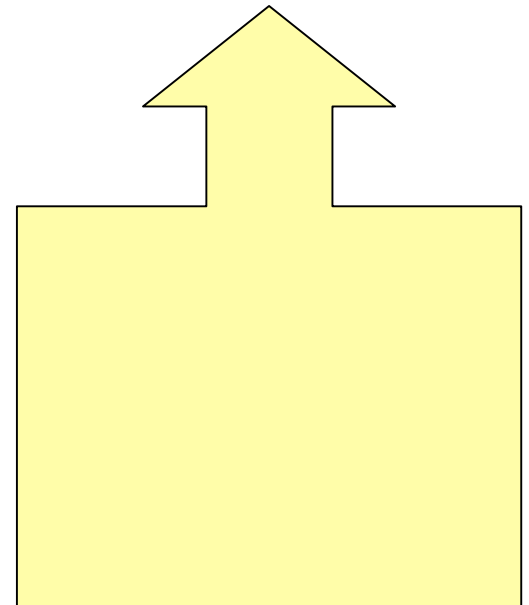
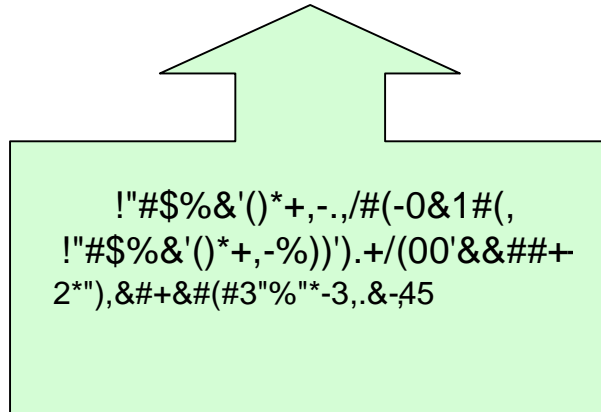
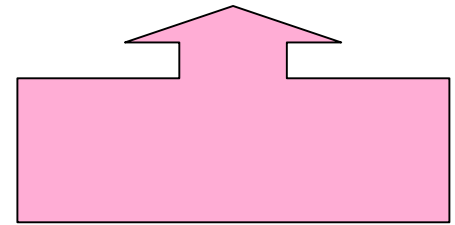
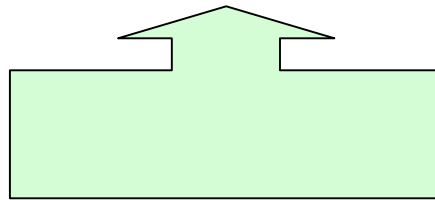
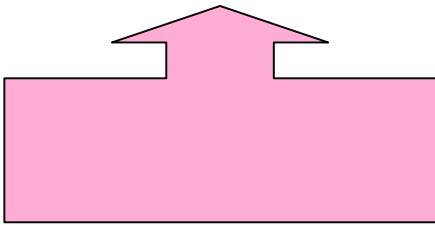
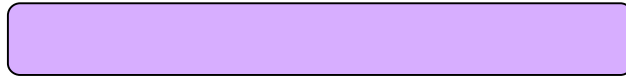
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Draft Addendum to Governance Handbook Draft 2
Complete list for finalization and approval

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 employment 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, 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 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

(

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.

- o To ensure broad participation- one individual can only participate on one of the planning subcommittees of PaRC
- o 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, one ex officio

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~~ **their-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 Groups 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 estimate 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 PO.
- ¥ The OPC will review all requests for the following Academic Year in the current Winter Quarter, and provide recommendations to PaRC in the spring.