PaRC Feb 17 and March 2
To BoardDocs by February 24 for Chancellor's Cabinet review on March 1

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Section Page

Foothill College Sunnyvale Center as of February 2016

## RELATIONSHIP TO THE INSTITUTION'S STATED MISSION

Foothill College's mission statement includes a focus on meeting workforce needs. The new facility will continue to house a range of curricular options that are particularly geared to supporting the needs of the workforce.

Foothill College Mission Statement (adopted in December 2015):
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.

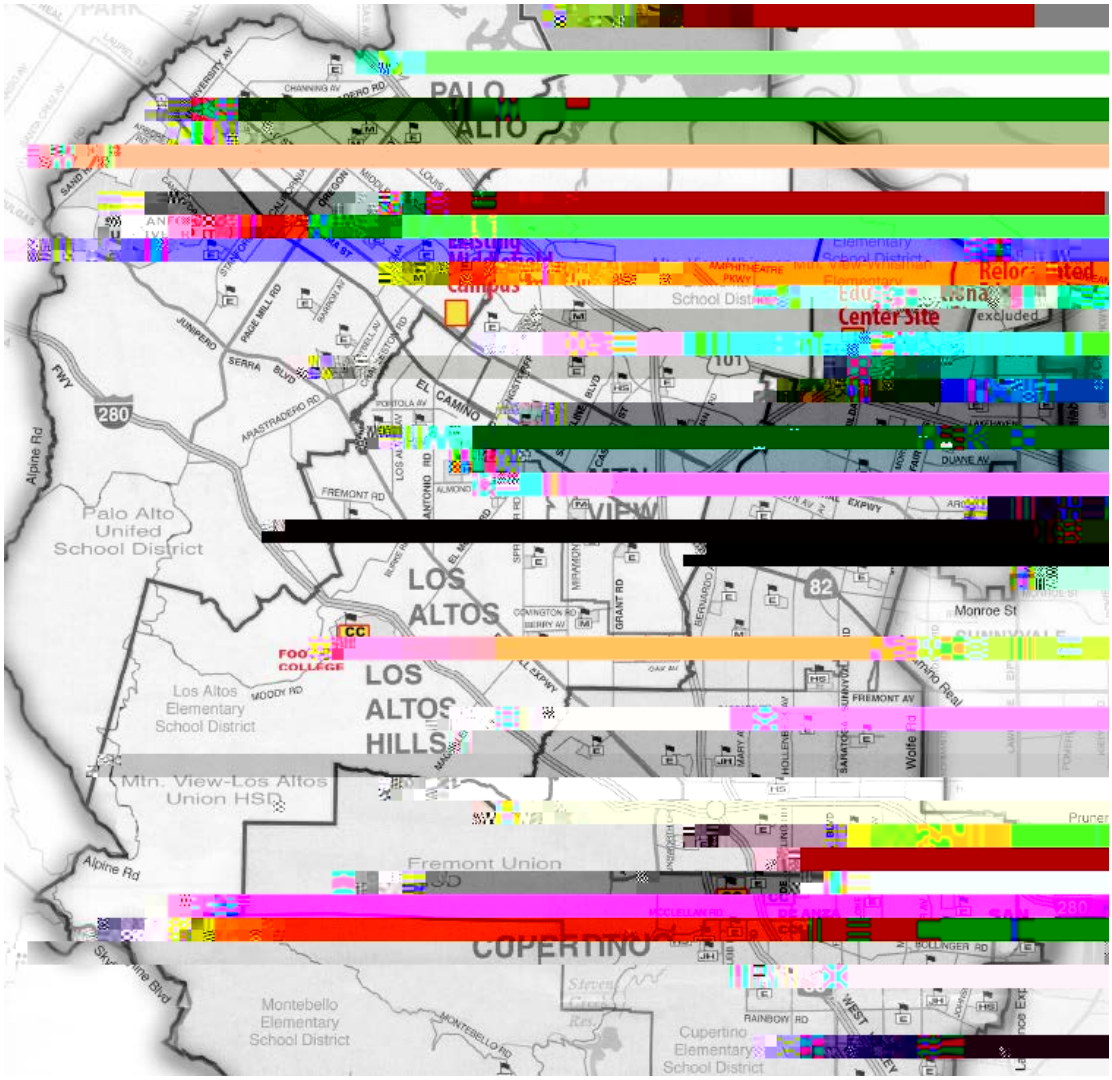
## DISCUSSION OF THE RATIONALE FOR THE CHANGE

Changing the Center's location will address the instability of a leased site and better accommodate the changing needs of our student population.

The current educational center operates in circa 1950s converted high school facilities in Palo Alto that have not been upgraded since their original construction. There is an extensive list of unfunded and backlogged deferred maintenance for these facilities. These facilities are no longer

high technology industry. Current occupants include Google, Juniper Networks and Yahoo, and over two million square feet of office space are under development intended for high technology tenants. The new location (see Figure 1 below) in a vibrant high technology business park creates opportunities for complementary new academic programs.

**Figure 1 – Sunnyvale Center Located on District Map**




The site enjoys excellent freeway access and public transportation services. Located immediately adjacent to the intersection of interstate highway 101 and highway 237, freeway access is readily available. Two Valley Transit Authority light rail stops bracket the site, each a safe and easy walk away. Several Valley Transit Authority bus routes serve the area to support the light rail stations, and shuttles connect the site with the Caltrain rail line linking San Francisco to San Jose. Bicycling is already a popular means of transportation to the business park and bike lanes are being expanded as the area is developed (including a new lane fronting the site).

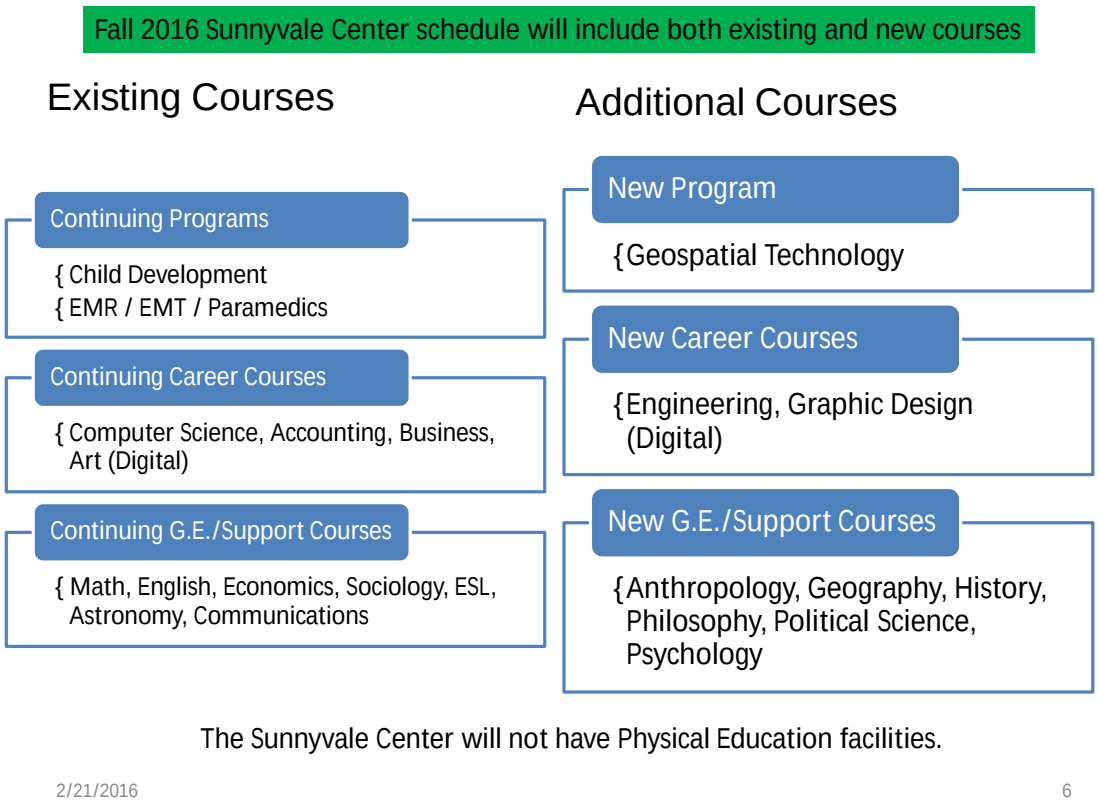
The Foothill College 2014 Facilities Master Plan Update included a discussion of the goals for the new center. The goals continued the emphasis on taking advantage of the centers' location.

**Figure 4 – Sunnyvale Center Projected FTES Claimed for Apportionment**

## A DESCRIPTION OF THE PROGRAM TO BE OFFERED

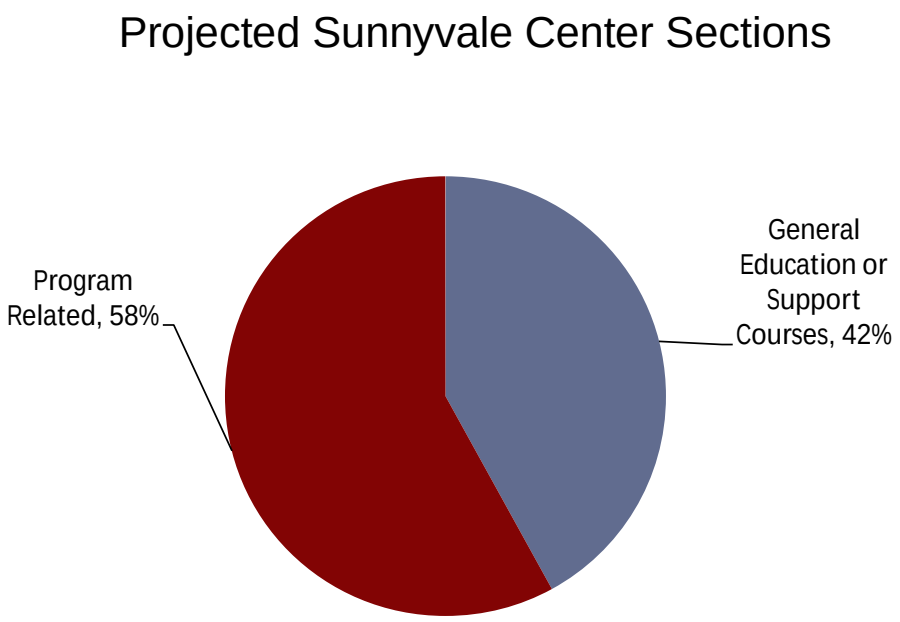
The center currently offers a full range of courses and houses the Paramedic / Emergency Medical Services and Child Development programs which will continue at the new location. Courses will be offered (both face to face and hybrid / online formats) in Accounting, Business, Computer Science, and Geographic Information Systems Technology

**Figure 5 – Anticipated Academic Programming at Sunnyvale Center**




Given the focus on program and career oriented courses for working professionals, a majority of the courses to be run in fall 2016 will be program related (program / major courses and career oriented courses) and taught in the evening (Figure 6).

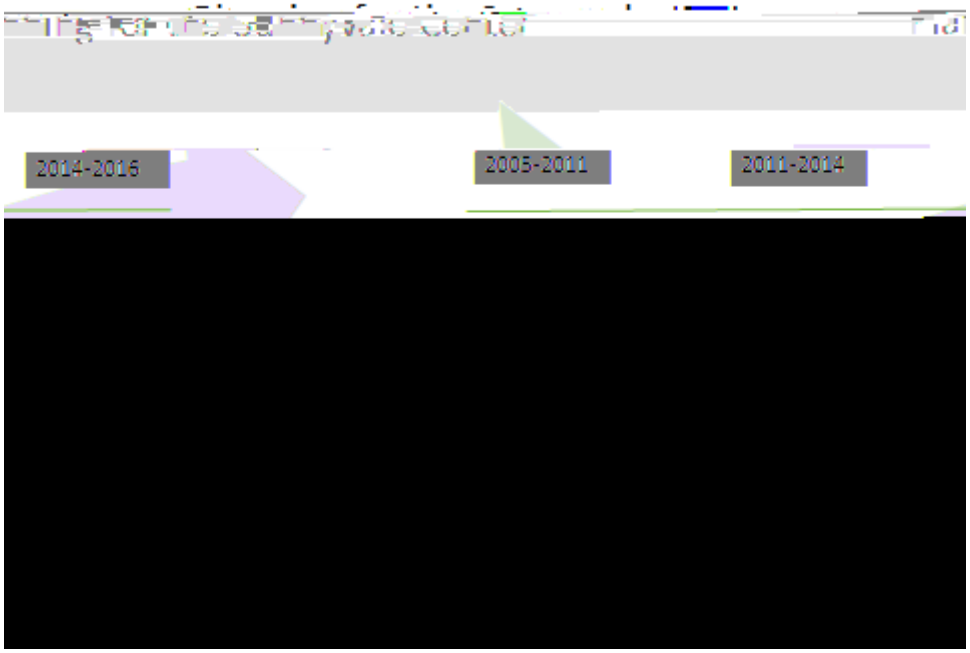
**Figure 6 – Projected Sunnyvale Sections Scheduled by Course Type and Time of Day**



## THE PLANNING PROCESS WHICH LED TO THE REQUEST FOR THE CHANGE

As depicted in Figure 7 below, planning for the change in location for the Center has taken place in three phases over the last 10+ years.

**Figure 7 – Planning Timeline for the Sunnyvale Center**




**Phase I: Measure C Planning (Community Support and Funding)**

The first phase of planning involved the decision to include a new facility in the Measure C bond. The Board received feedback from the community via a survey of residents on its plans for a bond, including a new site for the Center, on 12/12/05. Prior to that, population projections were presented outlining the need for a location at the northern part of the district (12/5/05 Population Demographics for Growth and Facilities Planning).

After voter approval in 2006, work began by a district led group to determine and secure a new site. This work was driven by data on our students, the labor market, and population projections (Data Related to Middlefield Site Options April 7, 2008) as well as Board priorities for an environmentally friendly construction and a location accessible by multiple modes of transportation. (Board Minutes January 31, 2011)

The District initially explored purchasing land from Palo Alto Unified School District at the current Middlefield Campus site or from the City of Palo Alto at an adjacent site, but those agencies allocated the sites for future K-12 school use and declined to sell. A formal Request for Offers was issued by the District seeking a site within the District boundary, but because of the high demand for property in the District's Silicon Valley location, only a single offer for a site in

Figure 8 below provides a timeline for the research and planning supporting the Sunnyvale Center.

Figure 8 – Planning Timeline and Evidence for the Sunnyvale Center

**~~Phase I: Measure C Planning (Community Support and Funding)~~**

| # | Year | Date | Topic |
|---|---|---|---|
| 1 | 2005 | December 5, 2005 | Presentation to Board on Population Demographics for Growth and Facilities Planning.<br>FHDA Board of Trustees presentation, December 5, 2005 Hodingays3 an 4<br>FHDA Board of Trustees minutes, December 5, 2005 |
| 2 | | December 12, 2005 | Presentation to Board on Bond Feasibility Study, noting the need for a new education center.<br>FHDA Board of Trustees minutes and presentation, December 12, 2005 |
| 3 | 2006 | June | |

**Phase II: Site Selection**

| # | Year | Date | Topic |
|---|---|---|---|
| 7 | 2011 | August 8, 2011 | Board identified the property at the former Onizuka Air Force Station as its preferred location for a permanent home for education center.<br>Board of Trustees minutes, August 8 2011 |
| 8 | | December 19, 2011 | Public Benefit Conveyance Application submitted to U.S. Department of Education. |

Phase III: Current Operational Planning

| # | Year | Date | Topic |
|---|---|---|---|
| 17 | 2014 | May 5, 2014 | Foothill College Dean Dawn Girardelli presented plans to the FHDA Board of Trustees for the new eduQ0 2 Tc d |

| # | Year | Date | Topic |
|---|---|---|---|
| 23 | 2015 | February 14, 2015 | Utilization Report for 2014-2015 submitted to U.S. Department of Education<br>Utilization Report for 2014-2015 |
| 24 | | May 4, 2015 | Board approved Foothill College independent contractor agreement for scheduling expertise.<br>Board of Trustees minutes, May 4, 2015 |
| 25 | | May 7, 2015 | Construction commences for newly named Sunnyvale Center.<br>Construction Schedule |
| 26 | | May 13, 2015 | Educational Master Plan Retreat. Community feedback recorded regarding Sunnyvale Center.<br>EMP retreat minutes, May 13, 2015 |
| 27 | | July 1, 2015 | Middlefield to Sunnyvale Center Task Force convenes for weekly planning meetings.<br>Agendas and minutes |
| 28 | | July 30, 2015 | Foothill College, Dean's Retreat. Discussed and planned FTES goals for Sunnyvale Center and how to schedule classes for robust enrollment.<br>Dean's Retreat agenda and minutes, July 30, 2015 |
| 29 | | August 3, 2015 | FHDA Board of Trustees study session. Interim President Kimberlee Messina provided an update regarding construction and education planning for new center.<br>Board of Trustees presentation, August, 3, 2015<br>Board of Trustees minutes, August 3, 2015 |
| 30 | | September 8, 2015 | Foothill College, Dean's Retreat. Discussed and planned Sunnyvale Center course scheduling.<br>Dean's Retreat agenda, September 8, 2015 |
| 31 | | August 18, 2015 | Education Center Relocation Checklist for CCC Educational Center and Colleges Letter of Intent submitted to California Community Colleges 204 25l7.16 292.801 42.1 Chancellor's Office<br>Letter of Intent 793 pages |
| 32 | | December 18, 2015 | Foothill College and Mission College Student Services Planning meetings. Task force convenes to discuss serving students at both colleges at Sunnyvale Center.<br>Agenda and minutes |
| 33 | 2016 | January 14, 2016 | Foothill College Organizational Meeting, Sunnyvale Center.<br>Agenda and minutes CHECK |
| 34 | | February 11, 2016 | Utilization R Tw 12 -0 0 12 13[T72016 |

## THE CHANGE'S RELATIONSHIP TO THE INSTITUTION'S PLANNING, EVALUATION, AND STATED MISSION

As outlined below discussions about the center's location have been integrated into institutional discussions for many years.

More recently, the 2014 Foothill College Facilities Master Plan Update included an explicit recognition of the role the center plays in the colleges' enrollment strategies aimed at meeting the needs of students:

> "Enrollment management to focus on growth in online learning opportunities, at the Foothill-De Anza Education Center, and at other off-campus locations."

The Sunnyvale Center will play a significant role in helping the college achieve the Foothill

The Center is included as an administrative unit for program review.  All program review

## A DESCRIPTION OF THE PREPARATION AND PLANNING PROCESS FOR THE CHANGE, I.E., WHEN WILL THE CHANGE GO INTO EFFECT

On February 6, 2016 a electronic newsletter was sent to all Middlefield students outlining the

**4. Will I be able to see a Counselor for an appointment at Sunnyvale Center?**
Yes!
Services to students (including Financial Aid, Health Services, Counseling, and many more) will expand from the limited services currently offered at Middlefield Campus.

**5. I heard a rumor that Mission College will hold classes at the new Center. Is that true?**
Yes again. Mission College is partnering with Foothill College to hold a limited amount of classes at Sunnyvale Center. More info about this to come out in Spring 2016.

**6. Is the new building ready yet?**
Not quite, but we're working as fast as we can. Much more information, as well as a time lapse video of construction, can be found at:
http://www.foothill.edu/sunnyvale/

**7. How long will it take to get from Sunnyvale Center to the Middlefield Campus?**

## ADEQUATE AND ACCESSIBLE STUDENT SUPPORT SERVICES

The relocated Center will provide comprehensive student services support which includes and is not limited to the following (see also listing below): Admissions & Records; Bookstore; academic, career and personal Counseling; Financial Aid; Library; Testing & Assessment Center; Computer Lab; Tutoring; and services for veterans, disabled and EOPS students. The Educational Center staff will work with Student Services to provide health services such as flu clinics; Planned Parenthood and contracting with a mobile health provider.

Student support services will be evaluated throughout the year using a contracted partner service (DropThought) that allows for real-time feedback from students who are using services. The college receives continuous student feedback, can track trends, respond to commeing l(g)10(h)-10(o l(g)17j(nt)-(

Other services will include:

## Counseling

Counseling Office is located on the first floor in Suite 109

Operating Hours:

| | |
|---|---|
| Monday | 10:00am-6:30pm |
| Wednesday | 10:00am-6:30pm |
| Virtual Counselor (TRF) | 10:00am-6:30pm |

Description of Services:

**Counseling: Academic, Personal, Career & Transfer**
Workshops & Orientations
Disability Resource Counseling and Advising
8 hours/week in person, Drop In (time & day based on enrollment)
Individual appointments available through SARS (In-person @ main campus, phone, chat or Zoom)
DegreeWorks available online 24/7 through Portal
StudentLingo student success video workshops, available online 24/7
Information Module available 24/7 through Go2Orientation
Virtual Counseling*

*Virtual Counseling Office: Students needing counseling services when a counselor is not on site will have the option of contacting a counselor through the counseling virtual office which is located on the first floor in room xxx. Virtual counseling is provided through a telepresence system and will be available during regular counseling hours at the main campus.

**Behavioral Issues & Student Discipline**

- Disruptive behavior by any person at the Center shall be handled by the Campus Supervisor and/or Dean
- Disruptive behavior, cheating or plagiarism in a class will be handled by the college offering the class through their designated process
- ADVOCATE online reporting program for student behavioral issues and concerns is available 24/7 (Foothill College)
- ADVOCATE for reporting Title IX complaints and concerns is available 24/7 (Foothill College)

## FINANCIAL AID

Financial Aid Office is located on the first floor in Suite 109

Operating Hours

Tuesday

## EOPS

Workshops in person or via Telepresence
Individual appointments with specific EOPS counselors or staff available through SARS (In-person at main campus, phone, chat or Zoom)
Information Module available 24/7 through Go2Orientation

## SATELLITE LOUNGE

Operating Hours:

Monday-Thursday 7:00am-10:00pm
Friday 8:00am-2:00pm

The Satellite Lounge is located on the first floor (Room 105) and is a flexible space where students can eat, study or meet in groups. The Lounge also has a dedicated bookstore space and will house student outreach events & activities including health clinics (flu shots) and college, career and internships fairs.

The following are examples of services available inside of the Satellite Lounge:

**Bookstore:**

- Will open the week prior to each term and the first two weeks of classes for students to purchase books and supplies. The bookstore will also be open the last week of school for textbook buyback.
- The bookstore will be located inside the Satellite Lounge on the first floor
  - **x**

- Foothill Student Services Mobile App (Guidebook)
- StudentLingo

## ADDITIONAL STUDENT SUPPORT SERVICES

**Veterans Services:**

Center administration will work with Foothill's Veteran's Services to coordinate outreach, programs & services at the Center.

Description of Services:

- Workshops in person or via Telepresence
- Individual appointments with specific Veterans counselors available through SARS (In-person at main campus, phone, chat or Zoom)
- Information Module available 24/7 through Go2Orientation
- Job & Career Fairs
- Job placement, internship and job shadowing opportunities

**Career & Transfer Center:**

Center administration will work with Foothill Career and Transfer Center in coordinating activities and events at the Center.

Description of Services:

- Individual appointments with counselors available through SARS (In-person @ main campus, phone, chat or Zoom)
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## PROFESSIONAL DEVELOPMENT FOR FACULTY AND STAFF TO EFFECT AND SUSTAIN THE CHANGE

The

## APPROPRIATE EQUIPMENT AND FACILITIES

Construction of the new center is scheduled to be completed in July 2016 with classes scheduled to be offered in Fall 2016. Construction of the new building is funded by the Measure C General Obligation Bond, passed in 2006. Total construction budget is $40,676,885.

Furniture, state of the art multimedia and classroom equipment is also funded from Measure C proceeds:**d n d**

There is an option for the EMS area to include computerized manikins that students can practice on as well as to be examined while being monitored by the faculty.

The two fixed desktop computer classrooms are used for classes requiring either high-performance graphic engines or both Windows and Apple operating systems. One classroom will have 40 large desktop Apple computers which are dual booted and can be used for art, graphics, 3-D printing, iPad/iPhone and Android development, and other unique programs. The second unique room will have 44 Windows-based 24 inch screens for doing GIS, CAD, 3-D printing, video development and other similar programs. This room will also have eight small 3-D printers that can be used during class as part of their projects and hands-on learning experience.

The five classrooms that have virtualized thin client laptops are available for the full range of courses that are offered at Foothill College. For classes that don't require computers there will be a tray in the front of each of the tables where the students can place the laptops and have more room in her work area. These classrooms will be connected to a six processor server farm also co-located at the center. The server farm's computers will have high-speed graphics cards included to be able to support unique graphics programs such as 3-D rendering as well as video presentation to the classrooms. The server farm will also have a state-of-the-art solid-state storage system which can support all the functions required in virtualization as well as offering storage to both faculty and students to remove the need to carry around memory sticks or other devices which can be lost or corrupted. This system will be a near mirror image to the system that will be installed at the Foothill College campus some time in 2016 or 17. All of the computers including the desktops will be able to connect to both the local center servers or to the Foothill server including the ones a

The last element of technology used at the Sunnyvale Center which is similar to the paragraph above in

**Figure 14 – Sunny**

## SUSTAINABLE FISCAL RESOURCES INCLUDING THE INITIAL AND LONG-TERM AMOUNT AND SOURCES OF FUNDING FOR THE PROPOSED CHANGE AND AN ANALYSIS OF FISCAL IMPACT ON THE INSTITUTION'S BUDGET

The district is one of the largest in the state in terms of enrollment, with full-time equivalent

## A COMPARATIVE ANALYSIS OF THE BUDGET, ENROLLMENT, AND RESOURCES; IDENTIFY NEW OR REALLOCATED FUNDS

Instead of annual lease payments, available funding will now support maintenance, supplies, utilities, instructional programs, and new positions added to support the center. Figure 15 below details current operating costs while Figure 16 outlines the new spending plan for the Center.

Figure 15 – Sunnyvale Center Projected Operating Costs

Projected New Operating Cos (Change of addres

| | | | |
|---|---|---|---|
| Bulbs, filters, belts, etc. | | $ | 5,000.00 |
| Custodial Supplies equipment | | $ | 25,000.00 |
| Operating/Maintenance Contracts: | Elevator | | $10,000.00 |
| | Fire Alarm | $ | 5,000.00 |
| | Pest Control | $ | 2,500.00 |
| | Fire Extingushers | | 8,000.00 |
| | pressure wash sidewalk | | 500.00 |
| | window cleaning | | 25,000.00 |
| Street lamps, streets, curbs,side walks contingency: | | $ | 50,000.00 |
| [redacted] | Total | $ | 131,000.00 |

Per S

[redacted]

[redacted]

Overall there will be no additional fiscal impact on district's budget: Middlefield operating budget of $1.9M will be sufficient to serve the needs of relocated center in Sunnyvale.

**Figure 16 – Middlefield and Sunnyvale Center Comparative Analysis of Budget**

| Current Budget: | | | |
|---|---|---|---|
| | | | Notes: |
| Revenue | State Approved Center Basic Allocation | 1,134,123 | *same* |
| | District Funding-Existing Funding for Staffing and Expenses | 805,878 | *same* |
| Total Funding for Middlefield Campus/Center | | 1,940,001 | *same* |
| Expenses | Middlefield lease *(including operating costs)* | 1,066,080 | *See Note 1* |
| | Salaries and Benefits | 759,921 | |
| | B Budget-college allocation | 114,000 | *same* |
| Total Expenses | | 1,940,001 | |
| Net (Reveue less Expenses) | | 0 | |

Notes:

1) Middlefield Campus lease cost savings of $1M will pay for operating expenses (maintenance, utilities, etc.) in addition to increased staffing and program costs.

2) District is committed to support of relocated center allocating the same resources as used for grandfathered Middlefield Center/Campus.

## A PLAN FOR MONITORING ACHIEVEMENT OF THE DESIRED OUTCOMES OF THE PROPOSED CHANGE

The primary outcome of the change is location will be reflected in an enrollment that meets the needs of the community. Monitoring will continue to occur on an ongoing basis through Dean's meetings and annual presentations to the Board of Trustees. The Sunnyvale Center taskforce will continue to meet to monitor progress of the move.

## EVALUATION AND ASSESSMENT OF STUDENT LEARNING OUTCOMES, ACHIEVEMENT, RETENTION, AND COMPLETION

Evaluation and assessment will continue to utilize existing curricular and planning processes. The Center completes an Administrative Unit program review reflecting on the achievement of its goals. In addition, instructional units include center courses in their analysis of outcomes and achievement data. Program Review data is disaggregated by location.

## EVIDENCE THAT THE INSTITUTION HAS RECEIVED ALL NECESSARY INTERNAL OR EXTERNAL APPROVALS

**Including:**

1. **A clear statement of what faculty, administrative, governing board, or regulatory**

## EVIDENCE THAT EACH ELIGIBILITY REQUIREMENT (ERS) WILL BE FULFILLED SPECIFICALLY RELATED TO THE CHANGE

Foothill College will continue to meet all Eligibility Requirements, Accreditation Standards, and Commission Policies while changing the location of the center.

Eligibility Standards

**1. Authority**
Foothill College is a public community college operating under the authority of the state of California, the Board of Governors of the California Community Colleges and the Board of Trustees of the Foothill-De Anza Community College District. Foothill College is accredited by the Accrediting Commission for Community & Junior Colleges of the Western Association of Schools & Colleges. Foothill College is also accredited by the American Veterinary Medical Association, American Dental Association Commission on Dental Accreditation, American Medical Association Council on Medical Education, and Commission on Accreditation of Allied Health Education Programs.

**2. Operational Status**
Foothill College is fully operational, with most students actively pursuing the college's degree programs.

**3. Degrees**
In fall 2014 more than 90% of credit course sections run were degree applicable, including certificates and associates degrees.

**4. Chief Executive Officer**
Foothill College's chief executive officer is Kimberlee Messina, Ed.D.. The chief executive officer is appointed to her role as president by the board and her primary responsibility is to the institution. The board delegates to the president the authority to administer board policies for the college. Neither the college president nor the district chancellor serves as chair of the board.

**5. Financial Accountability**
Annual financial audits are conducted by externally contracted certified public accountants. The board of trustees reviews these audit reports on an annual basis. The financial audit and management responses to any exceptions are reviewed and discussed in public sessions.

**6. Mission**
Foothill College's educational mission statement is clearly defined, adopted, and published by the board of trustees. The board of trustees publicly affirms the college's educational mission statement, and reviews and updates it regularly. The mission statement appears in the Educational Master Plan and is published in the official course catalog. It is also published on the college website (http://www.foothill.edu/president/mission.php).

Sunnyvale Center programs are consistent with the college mission statement to focus on “career preparation and enhancement.” Foothill College has a long history of serving students for career preparation and enhancement offering a range of Allied Health and other Career and Technical Education programs.

**7. Governing Board**

The seven-member board of trustees of the Foothill-De Anza Community College District is an independent policymaking board, which ensures that the district’s educational mission and the missions of both colleges are being implemented. The board also ensures the quality, integrity, and financial stability of Foothill and De Anza colleges. Members are elected to staggered four-year terms by voters who reside within the district. Board members have no employment, family or personal financial interest in the colleges or the district. A student trustee from each college serves as a representative to the board. Student trustees, who are elected annually by the student body of each college, serve in an advisory capacity.

**8. Administrative Capacity**

Administrative staff members at Foothill College support the services necessary to carry out the institution’s mission and purpose. Their preparation and experience are scrutinized through an open and competitive employment proc(m)-2(e)4(und )10(pur)3(pole)5.943 ( )Tj EMC /P <</MCID 4 >>BI

**12. General Education**

In 2009, the Foothill College Curriculum Committee reviewed and revised the general education requirements. The revisions standardized the criteria for courses to qualify as meeting requirements in each of seven areas: Humanities, English, Natural Sciences (with lab), Social and Behavioral Sciences, Communication and Analytical Thinking, United States Cultures and Communities, and Lifelong Learning. All degree programs require a minimum of 30–35 units of general education to ensure breadth of knowledge and to promote intellectual inquiry. Mathematics and writing requirements are also stipulated in the above requirements. The institution's general education program is scrutinized for rigor and quality by the college curriculum committee.

**18. Financial Resources**
The college maintains and documents a funding base, financial resources, and plans for financial development adequate to support student learning programs and services, to improve institutional effectiveness, and to assure financial stability.

The Center's financial plan is sustainable and adequate to support the student learning programs and services for Center students.

**19. Institutional Planning and Evaluation**
The college has continued to foster a culture of evidence that serves as the foundation for a critical and continuous cycle of assessing and improving campus programs and policies. Institutional planning and program evaluation is systematic for all departments and divisions of the college, including instruction, student services and administrative services. The focus in all three areas is to enhance student learning.

Foothill College's current planning model, first implemented in 2009–2010, has become an institutionalized process for planning and resource prioritization. The Planning and Resource Council (PaRC) serves as the main shared governance body, with representatives from all campus constituents, including Academic Senate, Classified Senate, Associated Students of Foothill College (ASFC), Administrative Council and President's Cabinet. PaRC is the centralized body where planning discussions and decisions occur. PaRC recommendations are sent to the college president. A systematic cycle of evaluation, planning, resource allocation, implementation and re-evaluation is an integral aspect of the PaRC process each year. Data play a significant role in guiding discussion at PaRC and in other shared governance settings to ensure that recommendations to the president are evidence-driven.

**20. Integrity in Communication with the Public**
Foothill College publishes its catalog and schedule of classes in both print and electronic formats available through its website. The schedule of classes is available online. Foothill College publishes in its catalog and schedule, and posts on its website, precise and up-to-date information on the following: General information, including educational mission; course, program and degree offerings; academic calendar and program length; academic freedom statement; available student financial aid; available learning resources; names and degrees of administrators and faculty; and names of board of trustees members; as well as requirements, including admissions; student fees and other financial obligations; and degree, certificate, graduation, and transfer requirements; and major policies affecting students.

**21. Integrity in Relations with the Accrediting Commission**
The college describes itself in identical terms to all its accrediting agencies, communicates any changes in its accredited status, and agrees to disclose information required by the commission to carry out accrediting responsibilities. All disclosures by the college are complete, accurate and honest.

## EVIDENCE THAT EACH ACCREDITATION STANDARD WILL BE FULFILLED SPECIFICALLY RELATED TO THE CHANGE AND THAT ALL RELEVANT COMMISSION POLICIES ARE ADDRESSED

## Standard II: Student Learning Programs and Services

The institution offers high-quality instructional programs, student support services, and library and learning support services that facilitate and demonstrate the achievement of stated student learning outcomes. The institution provides an environment that supports learning, enhances student understanding and appreciation of diversity, and encourages personal and civic responsibility as well as intellectual, aesthetic, and personal development for all of its students.
Instructional Programs:

As of the 2012–2013 planning cycle, Foothill College formalized the program review process to make student learning outcomes a prominent focus, especially as it relates to assessment, dialogue and reflection. With the establishment of the Program Review Committee (PRC), which

- Testing & Assessment Center
- Computer Lab
- Tutoring
- Disability Resource Center
- Veteran Services

Individual Study Space:
There are multiples spaces within the Student Resource Center where students have dedicated quiet space to study.

Group Study Rooms:
There are 4 group study rooms which can be reserved for 2-6 individuals. Reservations can be made through on-line system on same day and up to 2 weeks prior to requested reservation.

Testing & Assessment Center:
• Provides placement testing in Math, English, Chemistry and English as a Second Language
• Provides Accommodated testing for Disability Resource Center (DRC) students
• On-line appointments are available for scheduling placement and accommodated testing.

Teaching & Learning Center:
The Teaching & Learning Center offers FREE one-on-one 20-minute tutoring sessions for ANY Foothill class and also topic based 40 minute workshops.

**Figure 11 -- Summary of Services for the Student Resource Center at the Sunnyvale Center**

Library Services

pickup/return. If a student has a research project and not familiar with how to access the resources they can call the Foothill Library Librarian, use Zoom for face-2-face or send an email. There is also extensive online assistance for doing research papers through the Foothill website.

## Student Resource Center

Operating Hours:

| | |
|---|---|
| Monday-Thursday | 7am-10pm |
| Friday | 7am-2pm |

The Student Resource Center is located on the second floor and includes the following services:

Library Services

| | |
|---|---|
| Textbook Loaning: | Students, Faculty and Staff with valid ID can check out textbooks or request textbooks or non-print materials from the main campus Library. |
| Research Help: | Foothill College has a virtual research help desk to assist off-campus |

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## ADDITIONAL ELEMENTS FOR INCLUSION IN SELECTED SUBSTANTIVE CHANGES - CHANGE IN LOCATION

1. **Projected date of the start of operations at the additional location**

   Fall quarter, 2016 –September 26, 2016

2. **Address and distance from main campus; transportation available for students**

   1070 Innovation Way, Sunnyvale CA 94089.

   Per Google Maps:

   Foothill College Main Campus to Sunnyvale Education Center: 6.17 miles straight line; 12.5 miles driving distance.

   Middlefield Center to Sunnyvale Education Center 4.44 miles straight line; 5.44 miles driving distance.

   Street transportation and public transportation serving the Ed Center site was described in the LOI and I've attached the map that went there. Carla edited the

3. **Evidence of need for the additional location; description of how outcomes of the new location will be assessed**

Several research studies have documented the need for a center in the northern part of the district to serve the projected population growth in Santa Clara County.

| # | Year | Date | Topic |
|---|---|---|---|
| 1 | 2005 | December 5, 2005 | Presentation to Board on Population Demographics for Growth and Facilities Planning.<br>FHDA Board of Trustees presentation, December 5, 2005<br>FHDA Board of Trustees minutes, December 5, 2005 |
| 2 | | December 12, 2005 | Presentation to Board on Bond Feasibility Study, noting the need for a new education center.<br>FHDA Board of Trustees minutes and presentation, December 12, 2005 |
| 3 | 2010 | May 3, 2010 | FHDA Strategic Plan 2010 – 2016, approved by the Board of Trustees.<br>FHDA Board of Trustees agenda, May 3, 2010<br>FHDA Board of Trustees minutes, May 3, 2010 |
| 4 | 2011 | January 31, 2011 | Presentation to Board on Santa Clara County Population Projections 2010-2035 and FHDA enrollment trends.<br>FHDA Board of Trustees presentation, January 31, 2011<br>FHDA Board of Trustee minutes, January 31, 2011 |
| | | | |

Outcomes of the center will be assessed through regular college processes, including program review. The center completes an administrative unit program review while instructional departments with courses scheduled at the center include those courses in their program review self-evaluations. In addition, institutional metrics, reported annually include data disaggregated by campus location. This information is presented to shared governance groups annually.

4. **Evidence that the institution will maintain sufficient control of the location to guarantee that it meets Eligibility Requirements, Accreditation Standards, and Commission policies (together Commission's Standards)**

As noted earlier the Sunnyvale Center is managed by a Dean located on site. The Dean reports to the Vice President of Instruction and services on college committees such as the Workforce Mission Workgroup and the Planning and Resource Council (PaRC). Student Services, such as Records and Admissions are overseen by administrators on the main campus. Supervision of faculty is maintained by Dean's from the subject area of the courses offered at the Center.

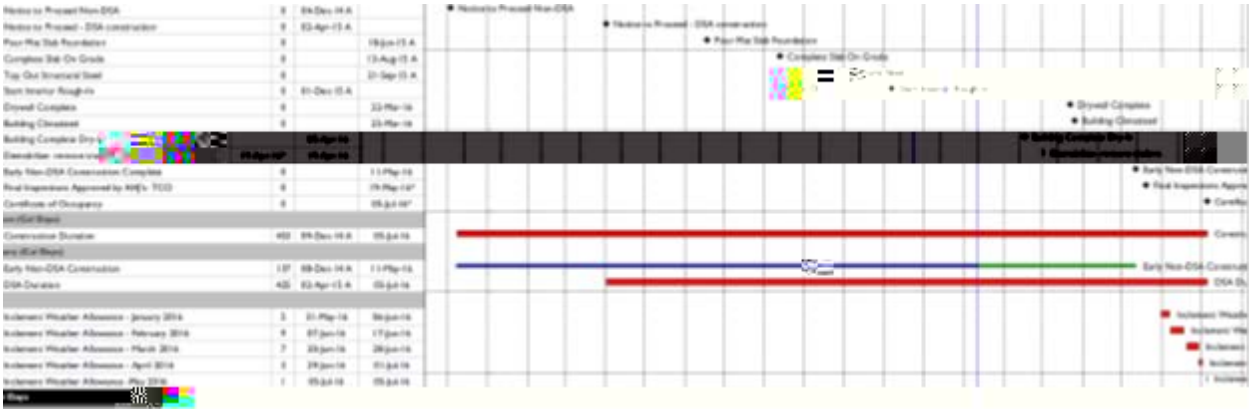
5. **Evidence of official approval by the governing board**

   Board of Trustees Approval of Substantive Change Request, March 7, 2016

6. **Evidence that the location will be ready to begin operation at the time of the substantive change approval**

   Construction is proceeding on schedule and is being monitored by district staff.

**Figure 17 - Project Plan Update as of January 13, 2016**



7. **Evidence of sufficient fiscal, physical, and technology resources to support and sustain the additional location and an analysis of fiscal impact on the institution's budget**

The district is one of the largest in the state in terms of enrollment, with full-time equivalent (FTE) students totaling about 32,000 in FY 2014/15. It is also a major employer, with about 523 full-time certificated professionals, 606 full-time classified employees and managers, and over 2,100 part-time faculty and staff.

The district is among the strongest in the state from a financial position, with fund balances in the general fund totaling between 20-30% of general fund revenues each year from fiscal 2007/08 through 2014/15. Unreserved fund balances have similarly been sound and stable at about 18% of revenues over that period. The district also has ample cash balances, so it is in a good position to support any new program or weather any potential state funding uncertainty. Thanks to the district's strong financial standing no short-term cash borrowing was required since 1996. In addition, stable fiscal management secured the district Aaa and AA rating by Moody's Investors Service and

Standard & Poor’s on all or most of General Obligation bond issues and consecutive refinancing.

The accounting policies of the District conform to generally accepted accounting principles in accordance with policies and procedures of the Californi

## 9. Description of support services and learning resources available at the location

The relocated Center will provide comprehensive student services support which includes and is not limited to the following (see list below): Admissions & Records; Bookstore; academic, career and personal Counseling; Financial Aid; Library; Testing & Assessment Center; Computer Lab; Tutoring; and services for veterans, disabled and EOPS students. The Educational Center staff will work with Student Services to provide health services such as flu clinics; Planned Parenthood and contracting with a mobile health provider.

Student support services will be evaluated throughout the year using a contracted partner service (DropThought) that allows for real-time feedback from students who are using services. The college receives continuous student feedback, can track trends, respond to comments and adjust services as needed. Ask Foothill provides students with a range of answers to questions online:
https://foothill.intelliresponse.com/students/index.jsp

**Student Services at the Sunnyvale Center**

- Admissions & Records
- Internships
- Bookstore
- Counseling
- Financial Aid
- Library
- Testing & Assessment Center
- Computer Lab
- Tutoring
- Disability Resource Center
-

The Student Resource Center is located on the second floor and includes the following services:

Library Services
Textbook Loaning:
Students, Faculty and Staff with valid ID can check out textbooks or request textbooks or non-print materials from the main campus Library.

Research Help:
Foothill College has a virtual research help desk to assist off-campus students with research and access to online databases and ebooks which can be accessed through the following portal:

http://libguides.foothill.edu/off_campus_services

On Site Librarians Hours- TBD

Open Computer Lab:
Provides access to PC and Macintosh computers equipped with word processing software and networked to the ePRINTit printing system. The computers are available to current students on a first-come, first-served basis.

Individual Study Space:
There are multiples spaces within the Student Resource Center where students have dedicated quiet space to study.

Group Study Rooms:
There are 4 group study rooms which can be reserved for 2-6 individuals. Reservations can be made through on-line system on same day and up to 2 weeks prior to requested reservation.

Testing & Assessment Center:
• Provides placement testing in Math, English, Chemistry and English as a Second Language
• Provides Accommodated testing for Disability Resource Center (DRC) students
• On-line appointments are available for scheduling placement and accommodated testing.

Teaching & Learning Center:
The Teaching & Learning Center offers FREE one-on-one 20-minute tutoring sessions for ANY Foothill class and also topic based 40 minute workshops.

**Figure 11 -- Summary of Services for the Student Resource Center at the Sunnyvale Center**

| Library Services | Study Space | Learn Resources |
|---|---|---|
| Textbook Loaning | Open Computer Lab | Testing  Assessment Center |
| Research Help | Individual Study Space | Teaching & Learning Center |
| On Site Librarians | | |

**13. Description of how programs at the location will be evaluated, including student achievement and assessment of student learning outcomes (SLOs)**

Student learning outcomes will continue to be assessed by department faculty. Administrative Unit Outcomes will continue to be assessed for the Center as part of the existing program review cycle.

**14. Description of the involvement of staff and students at the additional location in institutional planning and decision**