



## PLANNING AND BUDGET COUNCIL MEETING MINUTES

Wednesday, April 1, 2015

D R A F T

**Members present:** Lizette Bricker, Nicholas Carr, Jennifer Castello, Jithan Tennakoon, Loretta Davis, Sarah Harmon, Chialin Hsieh, David Johnson, Karen Olesen, Martin Partlan, Robin Richards, Jeffrey Rhoades, Lezlee Ware, Paul Naas, John Hashizume, Lina Tsvirkunova, Michelle Marquez, Gregory Anderson, Debbie Joy, Doug Hirzel

**Members absent:** Lawrence Buckley

**Guests and others present:** Kim Lopez, Jo'an Tanaka, Misha Maggi, Mary Chries Concha Thia, Vickie Nunes, Barbara Bucton

AGENDA ITEM	CONTENT	PRESENTER
<b>1) CALL TO ORDER</b>	Meeting called to order at 2:15PM Co-chair Debbie Joy requested to move the item I, Matters of Public Interest to top of the Agenda. There was no objection.	Doug Hirzel and Deborah Joy Co-Chairs
<b>2) MATTERS OF PUBLIC INTEREST</b>	<ol style="list-style-type: none"><li>1. Student Life Manager Misha Maggi and ASCC representative Lina Tsvirkunova discussed Cañada activities pertaining to Sexual Assault Awareness Month:<ol style="list-style-type: none"><li>a. Guest Speaker Robert Hackenson will present at the Theater on Tuesday April 14 focused on “sexting” and social media.</li><li>b. “Not Anymore” videos can be viewed WebSmart and will remain available going forward. “Not Anymore” is an interactive online program designed for colleges on this topic.</li><li>c. Participation on ItsOnUs.org campaign. Students, faculty and staff can take a pledge committing to help stop sexual assault through awareness, education and raising dialogue</li><li>d. Examples of faculty support include using these events as a starting point for classroom discussions and regular or extra credit assignments.</li></ol>Group discussion points:<ul style="list-style-type: none"><li>• Social Media perspective important awareness component</li><li>• Efforts are consistent with Title IX mandates</li><li>• Considerations needed for language and cultural barriers</li><li>• “Not Anymore” videos will be incorporated in orientation sessions and other relevant forums</li><li>• Note that videos are on WebSmart on the Student</li></ul></li></ol>	Misha Maggi and Lina Tsvirkunova

	<p>portal. Video availability on the Employee portal is in the works. in the will be available</p> <p>2. Jeff Rhoades discussed Compassion Plays, a professional development opportunity that will be brought on-campus. Along the lines of Museum of Tolerance training, these plays engage and encourage thoughtful discussions on empathy and societal concerns. Wheels will be the play performed here on Tuesday, April 28, at 2:30pm in 6-102. Seating is limited and online reservations will be open soon. This event is hosted by the Classified Senate and funded through ACES.</p>	
<b>3) APPROVAL OF MINUTES</b>	<p>Motion to Approve Minutes of March 18 Meeting (Karen Olesen/Sarah Harmon seconded.) Minutes were reviewed and approved with revision requested to include funding sources for positions discussed with Staffing Updates agenda item. Going forward, Staffing Updates will include funding source, hiring manager, and physical location of each position.</p>	Doug Hirzel and Deborah Joy Co-Chairs
<b>4) BUSINESS</b>	<p>1. Budget Update</p> <p>We are presently heading into concluding the current fiscal year and preparing to begin the next one, so this is an unsettled time in the budget year. Michelle distributed the District's 2014-15 Mid-Year Budget Summary and discussed:</p> <ul style="list-style-type: none"> <li>• Enrollment numbers, slight downturn across the District. (Noted that current funding is primarily based on property taxes.)</li> <li>• PERS/STERS contributions rate of increase continues to impact.</li> <li>• District Innovation Fund will be included in next year's budget. Process will go through President it will be modeled after Skyline Innovation fund. Further info will be provided.</li> <li>• Reviewed Fund 1 midyear budget, enrollments vs. expenditures and comparison with sister colleges.</li> <li>• Regarding District budget and planning calendar: Continue ongoing discussions with Deans on Division Budgets</li> <li>• Presentation of tentative proposed District budget which will be revised when revenue from State is better defined.</li> <li>• Assessment numbers received from County. Final budget gets approved in September/</li> <li>• When Measure G goes away next year, items go to Fund 1 include: Library Salaries, CWA, Math/Word Jams. Faculty stipends and reassign time are also</li> </ul>	Michelle Marquez

	<p>currently in Measure G.</p> <p><b>2. Hiring Timeline</b></p> <p>Distributed proposed Timeline for Identifying New Positions for Fall 2015 and Spring 2016.</p> <p>Group discussion points:</p> <ul style="list-style-type: none"> <li>• Schedule reflects different weekdays for (1) presentations and (2) discussion of presentations.</li> <li>• Discussed possibly scheduling one of these on Friday afternoons but no action taken on this.</li> <li>• Reviewed each of the timeline steps and calendared dates, with minor revisions.</li> <li>• Discussed if funding source, space and equipment needs, etc. should be part of the process. <ul style="list-style-type: none"> <li>- Typically, all are Fund 1 in whole or in part.</li> <li>- Prevailing approach is that requests be made without burden or restrictions – “Wish List” philosophy</li> <li>- Conversely, questions on funding/efficient use of funds were commonly raised by those participating in Strengths/Weaknesses followup</li> <li>- Discussed including funding info in Step 2: Submit Justifications or in Step 6: Review of Process and Submit Strengths and Weaknesses to College President.</li> <li>- Remember that the role of PBC is as a forum of open discussion among represented constituencies to hear Department needs not encumbered with restrictions. Nonetheless, this can include some demonstration of financial understanding</li> </ul> </li> <li>• Noted that defining and providing full description of this timeline is a valuable component of the accreditation process.</li> </ul> <p>Motion made and seconded to approve hiring timeline (VP Anderson/Jenny Castello). Motion passed unanimously. Timeline for Identifying New Positions for Fall 2015 and Spring 2016 will be posted on PBC webpage.</p> <p><b>3. ACCJC Annual Report</b></p> <p>Dean Hsieh requested approval on updated information gathered and submitted as part of ACCJC Annual Report.</p> <ul style="list-style-type: none"> <li>• Review accreditation info available accessible on College website</li> <li>• Headcount information , basic skills courses and enrollments, number of courses in distance education</li> <li>• Achievement data and goal-setting processes in</li> </ul>	Robin Richards
		Chialin Hsieh

	<p>place, success rates, evaluation of our activities</p> <ul style="list-style-type: none"> <li>• Totals for degrees and certificates, transfers</li> <li>benchmark criteria achieved</li> </ul> <p>Note that three-year comparison is due in September will include:</p> <ul style="list-style-type: none"> <li>• Student Learning Outcomes affect success rates</li> <li>• Analyze delivery of instruction and programs of study</li> <li>• Anecdotal success stories – drawn from dept and division discussions.</li> </ul> <p>Motion made and seconded to approve ACCJC Annual Report hiring timeline (VP Richards/VP Marquez). Motion passed unanimously.</p> <p>4. Annual Update to Accreditation Self-Evaluation and Progress Reports on College Plans.</p> <p>Reviewed PBC Workgroups and membership:</p> <ul style="list-style-type: none"> <li>Mission, Planning and Goals</li> <li>Instructional Services</li> <li>Student and Support Services</li> <li>Human Resources</li> <li>Infrastructure</li> <li>Finance</li> <li>Governance and Process</li> </ul> <p>PBC Members reminded to discuss among constituencies and reply to questions on changes and improvements since last year and to obtain evidence and supporting examples. Members gathered into assigned workgroups for brief discussion period.</p> <p>Discussed timing for progress reports which are to be complete by the end of the year. Suggestion to contact Plan's main authors and ask for update – what was completed this year, what is projected to be completed in the fall and include plans for the fiscal year. Given calendar considerations, suggest pursuing and receiving Faculty now. Noted that SPOL Strategic Planning Online is still on the books and we hope to be able to completely execute this online.</p> <p>5. District Strategic Planning Goals</p> <p>PBC reviewed and discussed goals presented at recent Strategic Planning meeting toward providing feedback to the District:</p> <p><i>On District Overarching Goal: Student Success</i></p> <p>PBC requests clear and specific delineation between District and College goals, interests, and planning/research expectations.</p> <p><i>On Supporting Goal #1: Develop new academic, career and technical,</i></p>	Doug Hirzel
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	<p><i>and accompanying support programs while strengthening existing programs</i></p> <p>PBC believes the District should foster collaboration over competition, among the three colleges. Specifically, generate efforts to consolidate strong programs, instead of creating/continuing individual lackluster programs and facilitate constructive program discussions at colleges.</p> <p>Discussion included: Need for fiscal responsibility in determining where students are best served and adjusting programs already in existence over creating new programs with similar objectives.</p> <p><i>On Supporting Goal #2: Build on relationships with school districts and 4-year college partners to create a seamless experience for county residents</i></p> <p>PBC feels these relationships currently exist and believes continued support of current outreach programs should be strong.</p> <p>Discussion included: Developing relationships and day-to-day continuing efforts occur at the college.</p> <p><i>On Supporting Goal #3: Expand program delivery options, including the use of instructional technology to support student learning and scheduling options to accommodate adult learners</i></p> <p>PBC requests the District support expansion and further development of online classes as well as existing regional collaborative partnerships such as ACCEL and CATS programs.</p> <p><i>On Supporting Goal #4: Increase entrepreneurial actions across the District to provide new revenue sources.</i></p> <p>PBC requests the District support and develop efforts to increase grant-writing capacity as well as existing business outreach programs.</p>	
<b>5. ADJOURN</b>	Meeting was adjourned at 4:10 pm.	