



**PLANNING AND BUDGET COUNCIL MEETING MINUTES**  
**Wednesday, March 4, 2015**

**Members present:** Gregory Anderson, Evelyn Bench, Lizette Bricker, Nicholas Carr, Jennifer Castello, Loretta Davis, Sarah Harmon, Chialin Hsieh, David Johnson, Vickie Nunes, Karen Oleson, Martin Partlan, Robin Richards, Jeffrey Rhoades, Javier Santos, Michelle Marquez, Loretta Ware, Paul Naas, Lawrence Buckley, Debbie Joy, Doug Hirzel

**Members absent:** None

**Guests and others present:** Kim Lopez, Janet Stringer, Mary Chries Concha Thia, Mike Tyler, Anniqua Rana, John Hashizume, Max Hartman, Barbara Bucton

AGENDA ITEM	CONTENT	PRESENTER
<p><b>1) APPROVAL OF MINUTES</b></p>	<p>Meeting called to order at 2:15PM</p> <p>Minutes of February 4 Meeting were approved as submitted.</p>	<p>Deborah Joy &amp; Doug Hirzel, Co-Chairs</p>
<p><b>2) BUSINESS</b></p> <p>I. Construction Update</p>	<p>Jose Nunez and Karen Powell were invited to provide an update on Capital Improvement Plan (CIP3) and the status of projects on Cañada campus and a brief overview on the District projects.</p> <p>Vice Chancellor Nunez reminded all of the CIP3 Measure H Launch Celebration scheduled for Wednesday, March 25, 4pm at CSM Bayview Dining Room, Building 10. An invite/announcement was sent to all District Employees. This will be an open forum and provide a detailed update on CIP3.</p> <p>Vice Chancellor Nunez described the CIP3 planning efforts completed steps, actions in progress and planned scheduling of remaining steps. Also in motion are space planning during construction and the legal document revisions needed for required the professional services for these projects. These are necessary items that take time to complete.</p> <p>Cañada College CIP3 projects are:</p> <p>Building 1: Physical Education/Athletics (demo and new construction)</p> <p>Math/Science/Technology (new construction)</p> <p>Building 3: Humanities</p> <p>Building 9: Library/Student Resource Center</p> <p>Building 13: Multiple Disciplinary Instructional</p> <p>Building 16/18: Physical and Life Sciences</p> <p>District-wide active projects as well as CSM and Skyline projects were briefly described.</p> <p>Vice Chancellor Nunez' presentation is attached.</p>	<p>Jose Nunez, Vice Chancellor of Facilities Planning, Maintenance and Operations and Karen Powell, Executive Director, Facilities Maintenance and Operations, SMCCCD District Office</p>

<p>II. Professional Development</p>	<p>Identified by the California Community College Student Success Task Force recommendations as a key component to student success was “enhanced professional development for both faculty and staff, especially related to the instructional and support needs of basic skills students”. At February 4 Planning and Budget Council, VP Administrative Services Michelle Marquez spoke the Governor’s Budget and possible funding specifically directed toward professional development. Co-Chair Doug Hirzel recapped this information and discussed that it would be prudent to have a consolidated policy in place. And, if plan development needed focus group or other feedback, now would be a good time to raise the discussion. General discussion ensued that professional development programs are already in place, through ACES and other committees. It was suggested that a task force including Michelle Marquez, Robin Richards, Jennifer Castello, Michael Hoffman, and Loretta Davis would consolidate existing professional development efforts and continue this discussion. It was also suggested that Jo’an Rosario Tanaka be included as she administers professional development programs for the Office of Instruction.</p>	<p>Doug Hirzel and Michelle Marquez</p>
<p>III. Three-Year Budget Projections</p>	<p>Michelle Marquez distributed the College’s Draft Budget Projections as of March 2015. The projections reflected increasing deficits for the current budget year and increasing through FY 2017/2018. Michelle reviewed causes for the deficits included, increasing percentage allocation for salaries and benefits, Measure G term ending, and the phasing out of Prop 30. Michelle emphasized that her report should not create undue alarm, but may be used as a guideline to staff in identifying cost-savings, developing budgets and planning. Staff will continue to have strategic discussions, i.e., filling vacant positions, maximizing SSSP and SE funding, and institutionalizing grant-funded programs. It was noted that Michelle may be available to speak at Division Meetings on this topic – Deans are welcome to contact her directly. Also, Michelle suggested that District Office staff be invited to a future PBC meeting for further information.</p>	<p>Michelle Marquez</p>
<p>IV. Approval of Evaluation of Governance Instrument</p>	<p>Chialin Hsieh distributed the Evaluation of the Participatory Governance Process Timeline, a component in the Planning Process. This schedule indicates the Process Survey is due for this year in April. Chialin spoke to a proposed change in the survey, based on feedback received, and requested that PBC approve this change. Motion to approve this change was made, seconded and passed unanimously. The survey would be distributed campus-wide in April.</p>	<p>Chialin Hsieh</p>
<p>V. Innovation</p>	<p>Doug Hirzel discussed possible available District funding of</p>	<p>Doug Hirzel</p>

<p>Fund Process</p> <p>VI. Hiring Presentations and Discussion Dates</p>	<p>\$3 million directed toward Innovation Fund to support creativity and student success aligned with the College’s goals and strategies. Considering all factors, Doug raised the topic that it would be prudent to have a plan in place to encourage ideas, accept and evaluate proposals, and direct available funding. Skyline’s President’s Innovation Fund Program application and submission process was discussed as an example.</p> <p>General discussion ensued on programs already in place that that may be enhanced and/or stabilized with additional funding including, Math/Word Jams, College for Working Adults and others. Also noted was the need for metrics in evaluating existing programs’ successes to merit “scaling up”.</p> <p>It was suggested that more information was needed from the District and Michelle would seek this out from the VPs Council and other sources. Both President Buckley and Michelle would try to find out more about Innovation Fund availability and report back.</p> <p>Reminder that New Hiring Positions Presentations would take place on Tuesday, March 10 and the Joint IPC, SSPC, APC and PBC meeting will be on Tuesday, March 17 for discussions regarding the strengths and weaknesses of the new positions proposals.</p> <p>The issue was raised that scheduling these at the same time on the same weekday prevents participation in the process by anyone with standing work/class schedule that conflicts with the meeting time.</p> <p>Co-Chairs Debbie Joy and Doug Hirzel and other members recognized and supported this concern. No change was proposed for this semester, but it will be noted for presentations and discussions schedule going forward.</p>	
<p><b>3) ADJOURN</b></p>	<p>In the interest of time, the remaining agenda items were carried over to the next meeting.</p> <p>Meeting was adjourned at 4:15 pm.</p>	