



PLANNING AND BUDGET COUNCIL MEETING MINUTES
Wednesday, September 2, 2015

Members present: Doug Hirzel, Debbie Joy, Lezlee Ware, Rachel Corrales, David Johnson, Nick Carr, Supinda Sirihekaphong, Paul Naas, Peggy Perruccio, Winnie Kwofie, Chialin Hsieh, Megan Rodriguez, Michelle Marquez, Gregory Anderson, Kim Lopez, Larry Buckley

Members absent: Martin Partlan

Guests and others present: Mary Chreis Concha Thia, Lizette Bricker, David Hamilton, Adolfo Leiva, Michael Hoffman, Vickie Nunes, Max Hartman, Janet Stringer, Michael Stanford, Barbara Bucton

AGENDA ITEM	CONTENT	PRESENTER
<p>1) APPROVAL OF MINUTES</p>	<p>Meeting called to order at 2:15 PM</p> <p>Minutes of May 20 Meeting were approved, with four abstentions.</p> <p>Motion to adopt to make the following changes to today's agenda:</p> <ol style="list-style-type: none"> 1. Item B: Planning Report, change from Info/Discussion to Action; 2. Item C: Assessment Advisory Group Report, change from Info/Discussion to Action. <p>Motion approved.</p>	<p>Deborah Joy and Doug Hirzel, Co-Chairs</p>
<p>2) BUSINESS</p> <p>A. Orientation for PBC Members</p>	<p>Welcome and introductions to new 2015-16 PBC Members in attendance, representing the listed constituencies:</p> <ul style="list-style-type: none"> • Rachel Corrales, Classified Student Employees Association CSEA • Supinda Sirihekaphong, Student Services Planning Council SSPC • Peggy Perruccio, Classified Staff, at-large representative • Winnie Kwofie, Classified Staff, ITS/Facilities representative <p>It was noted that there are currently vacancies for Associated Students and Academic Senate and these representatives would soon be named and College President is a non-voting member.</p> <p>Co-Chair Hirzel reviewed the mission and role PBC serves: to advise and make recommendations to the President on matters pertaining to: prioritizing expenditures to advance the College goals, planning, governance issues, issues regarding college facilities, maintenance, and operations, issues regarding campus climate, any other issue affecting the well-being of the College.</p> <p>PBC members, represent every College constituency:</p> <ul style="list-style-type: none"> • Academic Senate • Classified Senate • Associated Students • AFT • CSEA • Planning Councils: <ul style="list-style-type: none"> ○ Instruction ○ Administrative ○ Student Services 	<p>Doug Hirzel</p>

<p>B. Planning Reports Schedule</p>	<ul style="list-style-type: none"> • Divisions <ul style="list-style-type: none"> ○ Athletics, Kinesiology, Dance, Library and Learning Resources ○ Business, Design and Workforce ○ Humanities and Social Sciences ○ Science and Technology ○ Student Services <p>Members are encouraged to be active representatives by reporting on items discussed at PBC meetings as well as relaying constituents' opinions, questions, recommendations to PBC.</p> <p>There are two PBC advisory groups: assessment advisory group and professional development advisory group. Each may bring discussion/recommendation items for discussion at PBC. Members would then report back on these items to their constituencies.</p> <p>The Participatory Governance Manual and PBC By-Laws direct PBC procedures and decision-making processes. They can be found here: http://www.canadacollege.edu/participatorygovernancemanual/current.pdf http://canadacollege.edu/planningbudgetingcouncil/PBC_Bylaws.pdf</p> <p>PBC is formed around accreditation standards. There are also PBC workgroups, each focused on one of these standards:</p> <ul style="list-style-type: none"> • Mission, Planning & Goals • Instructional Services • Student & Support Services • Human Resources • Infrastructure • Finance • Governance and Process <p>The role of workgroups is to keep current with College activities within these areas and gather information and data of interest to PBC, as a whole, and can be used in the accreditation process.</p> <p>Workgroup assignments for new members will be determined. It is encouraged that an alternate constituency representative attend, if a member is not able to attend a PBC meeting. Vigorous dialogue and questions on agenda items is welcome.</p> <p>Each meeting's agenda is set by President, VPAS, Dean PRIE, Classified Senate and Academic Senate Presidents. Possible agenda items can be forwarded to any one of these individuals.</p> <p>A copy of PBC By-Laws was provided to each new member.</p> <p>Motion to accept Planning Report Schedule as submitted</p> <p>The effort continues to streamline process to discuss and approve plans. Three plans are new for this year: SSSP, Student Equity, Basic Skills.</p> <p>Progress reports are due on:</p> <ul style="list-style-type: none"> • Facility Plan • Basic Skills Plan • Strategic Enrollment Plan • Student Engagement Plan • Distance Education Plan • Technology Plan • Sustainability Plan • Educational Master Plan • Strategic Plan <p>The proposed Planning Report Schedule identifies:</p> <ul style="list-style-type: none"> • Responsible party to draft Plan and present at PBC 	<p>Chialin Hsieh</p>
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<p>C. Assessment Advisory Group Report</p>	<ul style="list-style-type: none"> • Date Draft Plan is to initially presented at PBC • The constituencies' approvals needed. • Date Draft Plan is submitted for PBC approval <p>Draft Plans, after being presented at PBC, may be found here: http://canadacollege.edu/planningbudgetingcouncil/meetings.php</p> <p>Members are encouraged to invite any Plan's responsible party, to constituency meetings for direct communication and discussion.</p> <p>These Progress Reports are submitted today to PBC:</p> <ul style="list-style-type: none"> • Facility Plan • Basic Skills Plan • Strategic Enrollment <p>For these and other progress reports, constituencies are requested to assess:</p> <ul style="list-style-type: none"> • What is the plan's Progress? • What are the Objectives and are they applicable? • Are there additional resources needed? • Are there any additional activities suggested to achieve objectives? <p>Please note dates for constituencies' feedback and when Plan is presented at PBC approval, this presentation will likely be more of a question-and-answer period, as members will have read the Draft Plan prior to this time.</p> <p>Motion to accept Planning Reports Schedule unanimously approved.</p> <p>Motion to accept the Assessment Advisory Group Report submitted. Dean Hsieh described the Assessment Advisory Group (AAG), a new advisory group for PBC. The role and activities of this advisory group reflects the accreditation requirements, predominantly in the areas of learning outcomes and program review.</p> <p>The members of this advisory group were selected for their areas of expertise and experience with the specific accreditation standards listed:</p> <ul style="list-style-type: none"> • Dani Behonick (Curriculum chair, Faculty, IPC, Standard IIA) • Doug Hirzel (PBC co-chair, Faculty, Standard IIA and all Standards) • Jessica Kaven (IPC co-chair, Faculty, Standard IIA) • Jeanne Stalker (Classified, Standard IIC) • David Johnson (Dean, Standard IIA) • Kim Lopez (Student Services, SSPC co-chair, Standard IIC) • Michelle Marquez (APC, Standard I, Standard III) • Anniqua Rana (Learning Support, Standard IIB) • Chialin Hsieh (ALO, APC chair, all Standards) <p>Report</p> <p>Discussed defined tasks and functions of AAG to insure standards are met.</p> <p>This advisory group met over the summer and discussed how the process may be streamlined and more effective. Highlights of their report:</p> <ul style="list-style-type: none"> • Revision of Program Review Feedback Forms to include: <ul style="list-style-type: none"> - overall recommendations and commendations; - scale designating effectiveness (Suggested change on criteria, consequences and perceptions of Highly Effective, Effective, and Needs Improvement and Support designations.); - identify possible evidence for accreditation 	<p>Chialin Hsieh</p>
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<p>D. Budget Vision 2016</p>	<ul style="list-style-type: none"> • Resource requests <ul style="list-style-type: none"> - clarify and refine process to determine prioritization, allocation, and feedback; - clarify the assignments of individuals compiling, reviewing and approving the resource requests. • Training needed includes: <ul style="list-style-type: none"> - Program review teams/authors on the program review writing and assessment measuring, as well as the feedback form. - Planning councils' reviewers to provide constructive criticism on the feedback form. It was noted that feedback review forms are kept at the division to be used as evidence or future decision-making. (Process to provide feedback to reviewers was discussed and may be taken up at IPC for more discussion.) - Faculty and staff how to request resources and how to identify what items should be included in resource requests. - Deans/directors how to monitor program review resource requests, prioritization, and categorization, as well as what items should be included in resources requests. <p>Motion to accept report with suggested changes was unanimously approved.</p> <p>VP Marquez updated on this year's budget, noting that the info is still preliminary. Her presentation may be found here: http://canadacollege.edu/planningbudgetingcouncil/meetings.php</p> <p>Though we have closed accounting for last year, we are still presently working on allocations for this year and final budget report still has yet to be completed.</p> <p>It was noted:</p> <ul style="list-style-type: none"> • Our allocation was \$20M for this year, however this does not include prior year's carryover. We ended in the positive at the end of this year. • Measure G ended. This totaled \$1.5M. • Regarding 50% Law (mandate for funds directed to instruction), college came in at 61.68%. <p>Budget is the tool that makes our plans happen.</p> <p>VP Marquez discussed thoughts on the Budget Vision: how the budget can be used to work toward goal to support students</p> <ul style="list-style-type: none"> • leveraging what we have • building on what works – focused growth • creating room for innovation and ideas – creating entrepreneurial energy <p>Budget Values: what we can do to best serve students</p> <ul style="list-style-type: none"> • Transparency and process – more people should be involved and understand • Optimize resources • Efficiency and effectiveness <p>Unrestricted funds/Fund 1</p> <ul style="list-style-type: none"> • used for general operations and education generally comes from state and/or communities resources • Most of our unrestricted funds come from District site allocation 	<p>Michelle Marquez</p>
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	<p>– Model is developed through District Budget and Finance Committee that meets throughout the academic year. Site allocation equals 98.5% of our Unrestricted Funds. Remaining 1.5% contract revenues (facilities rentals)</p> <ul style="list-style-type: none"> • This year’s budget reflects similar salaries/benefits and discretionary expenses to last year. • Prop 30 will go away within the next couple of years. This shortfall will come from Unrestricted Funds. <p>Next steps include: optimizing large categoricals, looking at programs that work and what is the process for scaling up on these, professional development program changes, introducing College Innovation Fund. VP Marquez also noted that quarterly budget updates to PBC and she is available to visit constituency/division meetings. Note: Lynda.com access subscription started – rollout eminent and more information will be forthcoming.</p>	
E. Professional Development Position Hiring Update	VP Marquez discussed (Temporary one-year Position) Director of PD and Innovation. After the position is filled we will monitor and assess the activity. If this experience proves positive, steps to create a permanent position through the existing process may be taken. The recruitment is in process. Looking to fill in October.	Michelle Marquez
F. Fall Hiring Timeline	Fall Hiring Timeline as approved last year will be posted on PBC website. http://canadacollege.edu/planningbudgetingcouncil/meetings.php Please relay listed deadlines to constituencies. New faculty forms will be revised. Note: October 12 is first review at planning councils.	Doug Hirzel
G. Staffing Update	<p>New Employees: Counseling: Ryan (Daryan) Chan, Christopher Rico, Nadya Sigona Science and Technology: Sally Heath Disabilities Resource Center: Jenna French Humanities and Social Sciences/ESL: Julie Carey Business Design and Workforce: Jamie Hui</p> <p>Departures: Noel Chavez: Student Services/Outreach Anthony Palavi PRIE Jeff Rhoades: Student Services/A2B</p>	Michelle Marquez
3) Items of Public Interest	Rachel Corrales asked if meetings could be recorded and made available to the Cañada community. Co-Chairs Debbie Joy and Doug Hirzel to research.	
4)	Meeting adjourned at 4:15 pm.	