



PLANNING AND BUDGET COUNCIL MEETING MINUTES
Wednesday, November 4, 2015

Members present: Doug Hirzel, Debbie Joy, Rachel Corrales, Supinda Sirihekaphong, Nick Carr, Paul Naas, Lorraine Barrales-Ramirez, Peggy Perruccio, Winnie Kwofie, Joanna Dai, Chialin Hsieh, Megan Rodriguez, David Johnson, Michelle Marquez, Kim Lopez

Members absent: Gregory Anderson, Lezlee Ware, Larry Buckley

Guests and others present: David Hamilton, Diana Tedone, Erin Moore, Janet Stringer, Jeanne Stalker, Loretta Davis, Mary Chries Concha Thia, Michael Hoffman, Barbara Bucton

AGENDA ITEM	CONTENT	PRESENTER
1) WELCOME AND APPROVAL OF MINUTES	Meeting called to order at 2:10 PM PBC co-chairs and members welcome to Erin Moore, new Director of Professional Development and Innovation at Cañada College. Minutes of October 21 Meeting were approved as corrected.	Debbie Joy and Doug Hirzel
2) BUSINESS A. Fall Hiring Process Evaluation	Motions to move forward with Summary of Strengths and Weaknesses to College Cabinet and continue process for Spring hiring. http://canadacollege.edu/planningbudgetingcouncil/staffing/fall_2015/new_position_pro-con_F15.pdf Co-chair Hirzel opened the discussion to include follow-up on the current new position proposals and feedback on the process. Discussion highlights: <ul style="list-style-type: none"> • Strengths and weaknesses are subjective. What one person and/or constituency perceives as a weakness others could see as a strength. • The info currently posted on strengths and weaknesses may not be accurate but it still enters the record. • Instead of the current format of Day 1 for presentations and Day 2 for group discussions, members review presentations ahead of time and come prepared to discuss and ask questions Day 1. Day 2 would be a continuation - Day 1: position proposals 1-4, position proposals 5-8. Instead of presenting, proposers will be on hand to answers questions. • Benefit presenters as they would only have to attend on one day. • Another option would be same as above with brief presentations for each proposal. Discussion would allow for accurate info be recorded in strengths/weaknesses summary. • There would need to be an overall discussion after all the proposals are individually discussed. • If divided between the two days, the same group would not be in attendance both days. • Modified process would be: <ol style="list-style-type: none"> 1. Keep Day 1 and Day 2 on different weekdays. 2. Proposal justifications and supporting documentation still submitted by designated date. 3. Brief presentations prepared. Presenters would know in 	Doug Hirzel

<p>B. Quarterly Budget Update</p> <p>C. Progress Reports</p>	<p>advance when proposals will be discussed, either Day 1 or 2. Perhaps guidelines/template/online tool could be developed so that presentations are similar in format and address common questions.</p> <ol style="list-style-type: none"> 4. PBC members and audience as a whole (or in small groups) would have the opportunity to ask questions and discuss as each proposal is presented. 5. Questions/comments can be submitted ahead of time or through comment/question cards, so that we are sensitive to confidentiality or anonymity of members. This would underscore the need for advance preparation and review of position proposal materials. <ul style="list-style-type: none"> • Scheduling sessions on different weekdays worked okay this time likely would work well with the process under discussion. <p>Motions to move forward with Summary of Strengths and Weaknesses to College Cabinet and modify the process as outlined above for Spring hiring passed unanimously.</p> <ul style="list-style-type: none"> • Co-chair Hirzel noted PBC Spring hiring process discussion days 1 and 2 have been scheduled for Wednesday, March 2 and Tuesday, March 8. Proposals are due February 17 <p>Information on 2015-16 budget update for the quarter ending Sept 30 (attached) and 2015-16 final budget book were distributed. VP Marquez noted:</p> <ul style="list-style-type: none"> • 1000 account series Fund 1 Summary of salaries and benefits on track. • 7000 account series Special Programs includes: SparkPoint, Middle College and student health services fees not covered by Health Services Fees collected. • 2015-16 site allocation + 2014-2015 ending balance = \$20,911,698 + 616,724 = \$21,548,422 2015-16 budget • College budget as a whole is on track at 23.8% budget used for first quarter. • Mid-year report will be more comprehensive as it will include state budget update as well as mid-year budget info. <p>Motion to approve progress reports for :</p> <ol style="list-style-type: none"> 1. Basic Skills 2. Student Engagement 3. Distance Education 4. Technology <p>Basic Skills progress report addresses counseling and coordination of the Colleges Basic Skills efforts. Discussion included:</p> <ul style="list-style-type: none"> • Tracking students' progress and capturing data that can help identify programs that can be expanded. • More people are involved in the professional learning support services for students. • An example of collaboration is the Proactive Enrollment Event scheduled on Nov 18-19, 600-800 students expected. • Tutoring coordinator, retention specialists, and counselors staffing have allowed for programs to stabilize and mature. Evident in jams 	<p>Michelle Marquez</p> <p>Dean Anniqua Rana and Professor Michael Hoffman</p>
--	---	--

	<p>continued communication with DRC has been achieved</p> <p>Motion to approve progress reports for Basic Skills, Student Engagement, Distance Education and Technology was passed unanimously.</p>	
D. Replacement Positions	<p>Information on following replacement positions:</p> <ol style="list-style-type: none"> 1. Library Support Specialist 2. Philosophy Fulltime Faculty <p>Library Support Specialist Lack of this position caused a domino effect with particular impact in circulation functions and tasks Saturday coverage is an issue No staff to administer textbook program and other materials to support basic skills though funds are available.</p> <p>Philosophy Faculty replacement Vacancy exists due to Faculty retirement. Academic Senate endorsed position. There is a need to continue program and there is enough load to justify this replacement.</p> <p>-</p>	<p>Dean Rana, Diana Tedone, Valeria Estrada</p> <p>Dean David Johnson</p>
E. VPSS Selection Committee Update	<p>Chancellor has agreed that selection process will move forward. This selection committee list under review. Looking for a balance between Balance Classified and Faculty representation.</p>	Doug Hirzel
F. Participatory Governance Manual Update	<p>Temporary Positions Discussed Proposed section on to reflect similar, though modified process for other positions Discussion highlights:</p> <ul style="list-style-type: none"> • Input by Classified and Academic senates • Inclusive of people and consistencies to be part of the process. <p>Space Allocation Need for process surfaced through discussion issue of relocating transfer and career center. District has guidelines on space allocation, however, with this current issue multiple divisions, constituency groups, depts., student and individuals are effective. More participatory discussion is encouraged. Using this current issue as a model for future discussion on process.</p>	Doug Hirzel
G. Matters of Public Interest	<p>Lorraine Barrales Ramirez announced Poinsettia Sale fundraiser for EOPS/CARE/CalWORKs Scholarships Jeanne Stalker announced Holiday Gift baskets fundraiser for CSEA scholarships.</p>	
3)	Meeting adjourned at 4:12pm.	