



PLANNING AND BUDGETING COUNCIL MEETING MINUTES
Wednesday, December 6, 2017
Room 2-10

Members present: David Meckler, Melinda Day, Leonor Cabrera, Michelle Marquez, R Abd-aljawad, Max Hartman, David M. Johnson, Phillip King, Nadya Sigona, Megan Rodriguez Antone, Jeanne Stalker, Maggie Lozano, Martin Partlan, Nick Carr, Hyla Lacefield, James Carranza, Jamillah Moore

Members absent: Paul Naas, Rachel Corrales, Karen Pinkham, Tracy Huang

Guests and others present: Diana Tedone, Michael Stanford, Joan Murphy, Adolfo Leiva, Dayo Diggs, Erin Moore, Sara Wojsko, Denise Erickson

AGENDA ITEM	
I. WELCOME, APPROVAL OF MINUTES	Meeting called to order at 2:10 PM. Minutes for October 18 and November 15 meetings were approved, as amended.
II. BUSINESS A. IPC Reassigned Time Application Assessment B. Mandated Accommodations Counselor C. New Grant Funded-Position: OA II Health Services	<p>Interim VPI David M. Johnson informed on IPC Reassigned Time Application Assessment. As reported at November 15 PBC Meeting, IPC was in the process of reviewing and assessing applications received. Presentation/information on this item at planning councils and constituency group meetings was encouraged. Today, David distributed rubric and supporting information used by IPC (Instructional Planning Council) members in consideration of Faculty Reassigned Time applications. The four considerations:</p> <ol style="list-style-type: none"> 1. Responsibilities associated with this reassignment ate nor included as part of the faculty workload. 2. Proposed outcome align with the college's strategic plan and initiatives. 3. Amount/duration of time requested is reasonable. 4. Duties are most appropriately performed by faculty. <p>David reminded applications received were for new assignments and/ expiring assignments that were up for renewal. Ongoing assignments were not included in the assessment process.</p> <p>DRC Director Max Hartman informed on the temporary accommodations counselor position which will be open and recruited for at the beginning of spring semester 2018. As announced in November, Max will be the college's Dean of Counseling beginning 1/2/2018. As the current DRC Director, Max currently spends a substantial amount of time working with students and authorizing reasonable accommodations. This service to students needs to continue in order to meet compliance standards and remain consistent with having adequate hours available for all students to receive their reasonable accommodations. To that end, we will be hiring a person to provide additional accommodation counseling hours in the spring. This increase in hours will be on a short term basis only, and we will revisit the need for future additional hours in additional semesters as we anticipate the hiring of a DRC Director (Interim) in the weeks ahead. Max also announced that during the transition, DRC will be part of the Counseling Division. Formerly, this department reported directly to VP Student Services.</p> <p>Sara Wojsko, Director of Health Services for Cañada and CSM, informed on the Office Assistant II position in Health Services. Wellness Center has three components serving students: Health Center, Disability Resource Center, Personal Counseling. Currently, one office assistant supports the three components. All three areas can demonstrate steadily increasing utilization by students. As described at previous budget</p>

<p>D. Professional Learning Needs Assessment</p>	<p>presentations at PBC meetings, Health Center funding is directed from the Health Service fees paid by enrolled students and thus, tied to headcount. Funds have been made available through DRC categorical funds for a permanent, part-time (.48) OAll position. Recruitment for this position will begin as soon as possible.</p> <p>Erin Moore, Director of Professional Development and Innovation informed on the Professional Learning Needs Assessment This assessment was developed by the campus Professional Learning Committee. The results will assist in identifying gaps in the current Professional Learning Plan as well as pursuing and developing campus training opportunities. Highlights included:</p> <ol style="list-style-type: none"> a. Participation (94 responses) was good for a survey of this kind for our campus. Respondents represented administration, classified staff, full- and part-time faculty. b. 99% of respondents replied professional learning is “highly important” or “important” for their roles. c. Preference measured for training topics in the areas of leadership development, technology & software systems, teaching & learning, institutional culture & organization, health & wellness. Feedback was also received on delivery methods (lecture, online, roundtable/town hall, workshop.) d. A frequent response received was that there is not enough time/no coverage, etc. that presents a barrier to professional learning. Brainstorming this topic within departments and constituency group meetings may be helpful. <p>The campus professional learning committee will continue to move forward in developing training offerings and reach out to Academic and Classified Senate to distribute information and received feedback.</p>
<p>E. Climate Survey</p>	<p>President Jamillah Moore announced that a Climate Survey is being completed and we are requesting members of our college community to share thoughts and provide feedback about our college. The results will be discussed as part of our college flex day presentation on January 12. All PBC members are requested to encourage constituency groups and planning council members to participate in the survey. A college-wide email will be sent once the survey is available.</p>
<p>F. Timeline for Hiring Vice President of Instruction and District Hiring Announcements</p>	<p>Jamillah informed on the timeline for hiring a permanent Vice President of Instruction. The position is currently posted. The working timeline:</p> <ul style="list-style-type: none"> January 29: First review of applications Mid-February: first-round interviews to begin End of February: Campus forums Early March: final interviews April 1: tentative start date <p>Jamillah advised that the selection committee is being put together through faculty groups’ and classified senate’s processes. Final interviews early March Anticipated start date of April 1.</p> <ul style="list-style-type: none"> • Jamillah announced that Heidi Diamond will assume the permanent position of Dean of Business and Technology at CSM. Best wishes and congratulations to Heidi! (This may have impact our recruitment timeline for Deans. More on this at the beginning of spring semester). • Jamillah announced that Lizette Bricker will assume the permanent position of Dean of Enrollment Services at CSM. Best wishes and congratulations to Lizette!

G. New Positions Proposals Update (attached)	<p>Jamillah discussed the President's Decision on the New Position Proposals submitted and presented in November. In the past, this decision has been documented and distributed in December. This time, it has been moved to February to allow for review and consideration on budget and resources information that is not yet available. The working timeline:</p> <p>January: Governor's Budget Proposal January: Chancellor's Council (Review Expenditures) February: College Budget Priorities February: Discussion/Recommendation with PBC on potential funding for new positions.</p>
H. President's Update	<p>Jamillah advised that Enrollment Management is an ongoing topic of meetings as well as conversations with the Chancellor, Board members, and District staff. In her visits with the senates, planning councils, divisions, etc. Jamillah will continue this conversation with the college community and groups. There have been many conversations already on this topic and we want to continue to move forward, possibly with a task force, to hear and field ideas and possible avenues. Jamillah added that there has been a lot discussed today with regard to positions, recruitments, and transitions. She welcomes the opportunity to come to division meetings, constituency and other group meetings to provide information, answer questions, and receive feedback.</p>
I. Replacement Position: Director of Professional Development and Innovation	<p>Interim VPI David M. Johnson informed on the replacement position (Fund 1) for Director of Professional Development and Innovation and extending this temporary position through June 2018. Discussion highlights:</p> <ul style="list-style-type: none"> • Erin Moore will be leaving the District at the end of the current fall semester. Thank you Erin for all your hard work leading the Professional Development/Professional Learning efforts and advances. Best wishes to you and your family! • David Meckler has been selected as CIETL Coordinator. Congratulations David! • We anticipate that the new Director of Professional Development and the CIETL Coordinator will together work to continue evaluate the Professional Learning Plan, develop closer partnership between Professional Learning and CIETL, and provide guidance in these areas needed in Accreditation process. • A proposed change is to reorganize Professional Development and Innovation, moving to the Office of Instruction from Administrative Services. We anticipate formalizing this change for 2018-2019, after returning to PBC for discussion in spring 2018.
J. Staffing Updates	<p>VPAS Michelle Marquez announced staffing changes.</p> <ul style="list-style-type: none"> • Ritu Malhotra, new faculty member, Medical Assisting.
K. Matters of Public Interest	<p>Melinda Day:</p> <ol style="list-style-type: none"> 1. Early Childhood Education/Early Childhood Development department name change to Education and Human Development department. This is to better serve all individuals interested in K-12 education, without emphasis on the early years. (Prefixes will remain the same as well as degrees and certificate names. 2. Adding a certificate pathway for Youth and After School Program, working with Kinesiology and other college departments on programs <p>Jamillah Moore: Thanks to everyone who attended December 5 Building 1 Groundbreaking Ceremony. Congratulations to Marketing and Outreach, Facilities, Athletics and all the team who worked on this event.</p>
III.	Meeting adjourned at 3:30 pm.