

**PLANNING AND BUDGETING COUNCIL MEETING MINUTES**

**Wednesday, November 7, 2018 – DRAFT -**

**Room 2-10**

**Members present:** James Carranza, Max Hartman, Rachel Corrales, Yesenia Mercado, Jeanne Stalker, Hyla Lacefield, David Meckler, Paul Naas, Nick Carr, Megan Rodriguez Antone, Char Perlas, Mary Chries Concha Thia

**Members absent:** Karen Pinkham, Jasmine Padilla, Doniella Maher, Nadya Sigona,

**Guests and others present:**

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| **PBC Workgroup Meeting** |
| 1. Participatory Governance Manual

Professor Martin Partlan and Dean PRIE Karen Engel led discussion on college planning, informing, decision-making processes. It is noted that PBC is the ultimate planning council that provides recommendations to the college president. Workgroup reviewed and discussed the makeup of PBC membership, with regard to existing division and constituency group representation.  |
| 1. Discussed planning and preparing of PBC meeting agendas. The planning agenda committee is comprised of college president, VPAS, Dean PRIE, and the PBC co-chairs. There is a mechanism for the college community to submit topics for PBC agendas
2. Discussed implementing PBC member orientation.
3. Discussed workgroup structure to institute ad hoc committee structure.

Resulting workgroup recommendations for revision will be forwarded to PBC for discussion on any action.1. VPI Tammy Robinson led a general discussion on the process and factors that determine class cancellation. These decisions are made at the division level. There are many variables that inform this decision including impact on students, frequency of the class offering, and other inputs. Transparency of cancellation decisions is emphasized as vital to the CAN community.
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| **PBC Regular Meeting** |  |
| 1. Welcome and Approval of Minutes
 | Meeting called to order at 2:50pm. Minutes for the October 17 meeting were reviewed and approved unanimously. |
| 1. Proposed Reschedule of November 21 PBC Meeting to November 28
 | PBC co-chair Hyla Lacefield advised that in consideration of the number of meetings remaining in the semester, the agenda items to be completed this semester, and the Thanksgiving Holiday, the November 21 meeting should be moved to November 28 This would provide optimal opportunity for necessary quorum and robust discussions.ACTION: Motion to reschedule November 21 meeting to November 28 with a revised start time of 1pm, passed. |
| 1. Accreditation: Quality Focus Essay

(QFE) draft | Dean PRIE Karen Engel informed on the status of the college’s QFE. Karen advised the QFE Flex Day activity results were forwarded to the ISER Steering Committee. Their discussion and efforts resulted in a “Starting Strong” theme which overlaps, to some extent, with Guided Pathways efforts. Interim VPSS Char Perlas drafted a proposed QFE and this will be a PBC agenda item on November 28. |
| 1. Institutional Learning Outcomes
 | Dean Engel reviewed the data received on Institutional Learning Outcomes, which is assessed annually through the PRIE office. The survey is conducted among graduate and transfer students, where they provide feedback on our college’s achievement in preparing them for the next educational goals. As corresponds with our Mission Statement, feedback is requested in the areas of critical thinking, creativity, communication, community, and quantitative reasoning. Generally, the institution has done well. Full results may be found on the PRIE website.ACTION: Motion to accept the ILO report, with the request that review of ILOs at CSM, Skyline, Foothill, and DeAnza Colleges be made available and discussed at a future PBC meeting. |
| 1. Annual Plan/Institutional-set Standards
 | Dean Engel and Dean Humanities & Social Sciences James Carranza presented on the college’s Annual Plan/Institutional Set Standards. They summarized efforts by the Annual Plan ad hoc committee to come up with a comprehensive, informative flowchart on the Annual Plan: where it fits with our Educational Master Plan, its relationship with other college plans as well as other impacts and factors. It is noted that the college’s planning structure could benefit from efforts toward better organization and timing. The college 2018-19 Annual Plan evolves from this flowchart, providing action steps, responsible parties, etc. in the areas of Student Success, Community Connections, and Organizational Development. These areas correspond with the Educational Master Plan.ACTION: Motion to approve the 2018-19 as submitted passed. |
| 1. Approve Distance Education Strategic

Plan and Professional Learning Plan | Co-chair Lacefield advised that both the Distance Education Strategic Plan and Professional Learning Plan were discussed at length at previous PBC meetings. Members were provided a little more time to review and discuss with constituency groups prior to final approval. Further PBC discussion was not needed. ACTION: Motion to approve Distance Education Strategic Plan and Professional Learning Plan passed |
| 1. Enrollment Management Committee Update
 | VPI Robinson and Dean Engel provided an update on efforts by the Enrollment Management Committee to update the college’s current Enrollment Plan for 2018. Enrollment trends were discussed as well as related factors including high school graduation rates, persistence, and student demographics. The full report, plan with goals described may be found on the PBC website. The committee recommends adoption of the current plan with a request to extend to 2020.ACTION: Motion to accept the current Enrollment Plan for 2018 and extend to 2020 passed. |
| 1. Resource Request Timeline/Proposed

Changes | Interim VPAS Mary Chries Concha Thia advised on the college’s resource request process and timeline. It is noted that the timeline with changes has been adopted by PBC earlier. In the interest of transparency, the information presented shows month-to-month activity to reflect recommendation and approval timelines and support departments’ planning. Full information may be found on the PBC website>Resource Allocation Processes. |
| 1. Planning Council Reports
 | APC: Mary Chries advised that the next meeting will be November 14. Their request for a faculty representative has not been completed. Hyla will continue her efforts.SSPC: Dean Counseling Max Hartman informed that their last meeting was dedicated to prioritizing resource requests for recommendation received from the Counseling Division and at their next meeting, similar efforts will be completed on request received from Student Services.IPC: Dean Carranza advised that at their last meeting, they prioritized Coordinator Reassignment Requests for recommendation. |
| 1. President’s Update
 | President Jamillah Moore:* reminded on the New Position Requests Proposals and their anticipated total compensation information which has been distributed by the college’s business office.
* informed that the VPAS committee has selected two finalists. Campus-wide introduction/q&a forums has been scheduled for Tuesday November 13 in the afternoon.
* reminded on Thursday’s Construction Forum, 1-2pm, Room 3-142.
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| 1. Staffing Update
 | Mary Chries advised and welcome new staff member: Dr. Lisa Webb, Interim Director of Workforce Development. |
| 1. Adjourn
 | Meeting adjourned at 4:10pm. |
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