

**PLANNING AND BUDGETING COUNCIL MEETING MINUTES**

**Wednesday, January 16, 2019 – DRAFT -**

**Room 2-10**

**Members present:** Nadya Sigona, James Carranza, Tammy Robinson, Max Hartman, Karen Engel, Rachel Corrales, Yesenia Mercado, Jeanne Stalker, Hyla Lacefield, Doniella Maher, Jamillah Moore, Paul Naas, Nick Carr

**Members absent:** Karen Pinkham, Megan Rodriguez Antone, Jasmine Padilla, Graciano Mendoza, Char Perlas

**Guests and others present:** Alison Hughes, Debbie Joy, David Eck, David Reed, Michael Hoffman

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| **AGENDA ITEM** | **CONTENT** |
| 1. **WELCOME APPROVAL OF MINUTES**
 | Meeting called to order at 2:10pm. Co-chair Hyla Lacefield welcomed guests, new and returning members at the beginning of spring 2019! Hyla advised minutes for October 3 and October 17 meetings were made available on the PBC website earlier. These minutes were approved unanimously. |
| 1. Faculty Replacement Position Request: Engineering
 | Professor Martin Partlan informed of the full time, tenure track, faculty position request to replace retired professor, Dr. Amelito Enriquez. Professor Cheri Markt, who was earlier hired to fill this position, resigned from the District. ACTION: PBC members unanimously supported moving forward with this position request.  |
| 1. Participatory Governance Workgroup Report

  | Dean PRIE Karen Engel and Professor Partlan presented on the activities of the Participatory Governance Workgroup. 1. Compendium of Committees

Reviewed framework of college governance, policy and review processes.* The foundation of all activities is the college mission.
* Planning Councils (IPC, APC, and SSPC) are inclusive of students, faculty, classified, and administrators.
* Committee/workgroup processes are reflected as associated with the appropriate planning council or constancy group, i.e. Curriculum Committee is a subcommittee of Academic Senate.
* ACES, most closely associated with Academic Senate, is proposed to be folded into PBC. Question posed on some ACES items require faculty-specific discussion and guidance. Hyla Lacefield assured that ACES can continue to have a regular report with Academic Senate, even if it is not a senate subgroup. This is similar to its relationship to the Guided Pathways efforts. Jeanne Stalker noted that classified staff is frequently involved with ACES activities. Participation and involvement from throughout the college community may be increased if ACES is part of PBC. ACES budget considerations and requirements would also support this proposal.
1. Proposed Changes in PBC membership

The committee recommends changes to the current PBC membership structure:* Establish more balanced representation between faculty and classified staff.
* Remove specific titles “AFT and CSEA representatives” and allow classified and academic senates to include these roles, at their directions, in their membership components.
* Hyla advised that this change in prompted by accreditation. Other institutions do not include these title-specific roles.
* President Jamillah Moore advised that accreditation standards have changed over the years. This proposal is consistent with current standards as perhaps the present member roster may have been in its time.
* PBC member Doniella Maher reminded in her role as AFT chapter chair, she understands she represents member faculty throughout the college, not just her division as well as bringing her experiences and interactions throughout the District to the college.
* Noted that KAD membership is not included, as it is a stand-alone department, separated from the ASLT division. Hyla noted that, in time, it will be division and will be folded into the membership roster.

PBC members are strongly encouraged to discuss and review the printed material with constituency groups for feedback and comment. This will be an agenda item at the next PBC meeting for Action. |
| 1. Institution Set Standards and Student Success Metrics

Setting baseline metrics for the ISER Quality Focus EssayIncorporating proposed changes to the QFE from the ISER Steering Group | Dean Engel presented on the college’s Institutional Set Standards and Student Success Metrics. This is a followup to fall meetings’ overview and discussion. Members requested time to consider and explore materials with constituency groups.Karen reminded the goals received from the State Chancellor related to Student Success:GOAL 1: Completion System wide, increase by at least 20 percent the number of CCC students annually who acquire associate degrees, credentials, certificates, or specific job skill sets that prepare them for in-demand jobs by 2021-22. GOAL 2: Transfer System wide, increase by 35 percent the number of CCC students transferring annually to a UC or CSU by 2021-22. GOAL 3: Unit Accumulation System wide, decrease the number of units accumulated by CCC students earning associate degrees, from an average of approximately 87 total units to an average of 79 total units by 2021-22. GOAL 4: Workforce System wide, increase the percent of exiting CTE students who report being employed in their field of study, from the most recent statewide average of 69% to 76% by 2021-22. GOAL 5: Equity System wide, reduce equity gaps across all of the above measures through faster improvements among traditionally underrepresented student groups, with the goal of cutting achievement gaps by 40 percent by 2021-22 and fully closing those achievement gaps for good by 2026-27.The state also mandated that the colleges provide related information on achieving and aligning with this vision, involving measureable results, aligning with existing plans and budget, provide relevant timelines. This must be submitted to SMCCD BOT by May 31. Additionally, these will be featured in our ISER and will be used going forward to demonstrate achievement of in the QFE.These goals:1. Increase number of degrees and certificates completed annually by 184.
2. Increase number of transfers to UC/CSU annually by 92.
3. Decrease unit accumulation annually by 21 to an average of 85 units.
4. Increase persistence rate for DI student over the next two years: 5% for African-America students and 3% for Hispanic/Latinx students.

Discussion points noted: * There would seem to be a disconnect between #1 and #3. A number of CAN students obtain more than one degree, with the completion of a few classes after or concurrent with their main-interest goal.
* These goals are non-binding, but would serve as aspirational goals. Karen noted that if institutions aim lower, this would not serve the state’s goals from the outset.
* PBC members expressed the importance of students’ opinions on the college’s role in the students’ personal education goals. These should not be lost in data-driven college discussions.

ACTION: Motion to, based on the college’s numbers, set these Standards and Student Success Metrics, setting baseline metrics for the ISER Quality Focus Essay, and incorporate ISER Steering Group’s proposed changes to the QFE as indicated, passed unanimously.  |
| 1. Program Review Process

Debrief of 2018 process changes and plan for 2019-20 | Due to meeting time constraints, this item will be carried over to a future PBC meeting, |
| 1. Student Equity and Achievement Plan Process
 | Dean ASLT David Reed provided a brief overview on the Student Equity and Achievement Planning Process (SEAP) which updates/takes the place of the Integrated Plan Process (Basic Skills, Student Equity, and SSSP) David advised in-depth presentation and discussion will be part of next Tuesday ACES Committee meeting.Highlights:* ACES will be the lead on the college’s SEAP efforts, working with the direction of Interim VPSS Char Perlas.
* Although the Integrated Plan is subsiding, mandated data and budget reporting requirements will still be completed.
* SEAP metrics and data-gathering will serve as a big piece of the college’s ISER and QFE.
* State funding formula changes will occur, however, we believe it will not have adverse effect of the college.
* The completed SEAP Plan is due at the State Jan 2020, however, this timeline is significantly condensed given the action and approval steps the college must complete by that time.
* Initially, college SEAP efforts will be divided into appropriate work groups to efficiently move forward on the Plan.

ACTION: Motion to support ACES in the review and consideration of SEAP work groups and overall plan strategies for proposal and recommendation to PBC, passed unanimously. |
| 1. Matters of Public Interest
 | Professor Paul Naas shared that three student films, created for the Campus Fall Movie Fest, were accepted to the 2019 Cannes Film Festival. It is noted that, Cañada is the only community college to participate in the Campus Movie Fest, and we are responsible for nearly 10% of the creative work brought to Cannes by the Campus Movie Fest this year. More information will follow on fundraising activates to assist these student make the trip to Cannes. |
| 1. Staffing Update
 | President Moore welcomed new employees and provided this staffing update:Melissa Maldonado, Basic Skills Retention Specialist Ariackna Soler, Financial Aid Technical Support Specialist Dr. Mary Ho, Director, Post-Secondary Success and CompletionGraciano Mendoza, Vice President of Administrative Services |
| 1. **ADJOURN**
 | Meeting adjourned at 4:10pm.  |