

PLANNING AND BUDGETING COUNCIL MEETING MINUTES

Wednesday, March 20, 2019

Building 2 - Room 10

Regular Meeting: 2:10 to 4:10 p.m.

**Present**: Hyla Lacefield, Jeanne Stalker, Yesenia Mercado, Tammy Robinson, Margie Carrington (guest), Carol Rhodes (guest), David Reed, Karen Engel, Rachel Corrales, Doniella Maher, Paul Naas, Mary Ho (guest), Graciano Mendoza, James Carranza, Char Perlas, Marx Hartman, Adam Windham, Allison Hughes, Martin Partlan, Chris Rico, Nick Karr, David Meckler, Dina Zidan, Adolpho Lievia (guest), Linda Rizzoli, Swinerton (guest), Krishna Panjiyar (student member).

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| **AGENDA ITEM** | **PRESENTER** | **MINUTES** |
| Welcome and Introductions Approval of [Minutes](https://canadacollege.edu/planningbudgetingcouncil/meetings.php) | Hyla Lacefield and Jeanne Stalker  PBC Co-Chairs | Action: Martin Partlan moved to accept the minutes from the 2.20.2019 PBC meeting. David Meckler seconded. Approved with no abstentions or dissentions. |
| Radiology Technology  Replacement Hire | Martin Partlan, Faculty  Adam Windham, Interim Dean of STEM | Rad Tech faculty will be leaving at the end of the semester, who also serves as the clinical coordinator. Replacing this position has been approved by Academic Senate. MaxH: will someone be in place by fall 2019? Martin: yes, that is the plan.  Action: Martin Partlan moved the item. David Meckler second. Unanimous approval. |
| Trabajo Grant Proposal (NSF) | Carol Rhodes, Faculty  Adam Windham, Interim Dean of STEM | Professor Rhodes and the STEM faculty saw the need to help students identify and obtain work-based experience and expand their understanding of what careers are like in STEM. Exposing them in a step-wise fashion: STEM Speaker Series, field trips (whole class goes), job shadowing, summer internships. These steps really help both students and employers (gradually build a relationship). Funds a full-time career education coordinator and a career coach consultant. DM: let’s ensure that the internships are quality. CR: yes, that’s why they’re paid internships and the coordinator will ensure the quality.  Action: Dr. Robinson moved to second, Nick Karr second, unanimously approved. |
| Space Allocation Committee Proposal  Returns with more information about who was on the Committee before and who is currently participating in the Districtwide space planning group. | Char Perlas, Interim VPSS  Max Hartman, Dean of Counseling | CP and MH: brought back the info requested. Proposal: one of the members would also participate in CIP.  Clarification – this Space Committee would differ from CIP. CIP is managing and planning for the new space/construction. The Space Committee would be where programs and individuals could make transparent and fair space allocation decisions. It would be where we discuss who needs and who gets which space and the process for deciding.  The Space Planning Committee can obtain information from the CIP committee. The CIP is the Official District Process for the allocation of space.  Discussion: communication is a concern. RC: rooms come on and off line and nobody tells us. Or furniture suddenly goes missing. Document readers in classrooms need monitoring. It would be good to have someone on the committee who knows something about the rooms.  MP: we will always have construction and the need to move people around. Swing space planning is a reality. This would be a good place to have those discussions.  JC: How do the committees relate? CP: The Space Committee would help college voices be heard and help with transparency related to space allocation decisions. MH: we’d like this to be a sub-committee of the PBC.  MC: proposed membership doesn’t have Division representation.  MH: yes! And make sure we have at least one classified, one student, and one facilities rep. MH: the committee will shape their charge as well as time commitment. CP: it used to only meet 1-2 x’s a year.  VPA Mendoza: how does this relate to resource requests  Positions for past for the Space Committee:  VPA  Director of Disability Center  Dean of Science and Technology  Faculty and Coach  Soccer Coach and Faculty  Librarian  Campus Scheduler  Facilities  Director of Student Support  Membership approved by the PBC:  VPA  Rachel Corrales, Room Reservation Coordinator  Facilities Representative  Division reps for each Division  Within the above group: at least one classified, faculty, and student.  ACTION: Martin moved to approve the re-start of this committee with the proposed membership (with condition that the group will come back with a refined role/charge and membership. Rachel second. Unanimous approval.    Persons currently on the CIP President’s Cabinet:  Jose Nunez, Director VC  Jamillah Moore, College President  Karen Pinkham, Cañada Facilities Manager  Chris Strugar-Fritsch, SMCCCD Facilities  Linda Rizzoli, Swinerton  Dayo Diggs, District Operations  Tammy Robinson, VPI  Char Perlas, VPSS  Graciano Mendoza, VPA  Marie Mejia  Suniya Malhotra  Yoseph Demissie, District IT |
| Construction Update | Linda Rizzoli, Swinerton  Chris Strugar-Fritsch, SMCCD Facilities | Chris was not available. Linda presented powerpoint slides. Update:  Building on schedule. Fire Marshall approval expected early July. Faculty would move in mid fall semester.  Building 1 got State approval yesterday!! Drilling rig is currently drilling the piers for the foundation. 46 piers will take 3 weeks. Foundation takes 2 weeks. They hit bedrock at 27 feet and water at 33 feet – so need to be 37 feet deep since they have to go 10 feet into bedrock.  They’ve been helping to fortify the site (hydroseed) to deal with the rain.  All utilities have been brought across the street to the site, except the chilled water loop. This will happen summer 2020.  Lot 4: NOT going to be landscaped. Maybe later. But right now it’s out of the scope of work. Lot 4 will not be shut down either.  Steve Donahue was the State Inspector. Outstanding.  Building this building will take about 2 more years, although they’re going to try to pick up speed. The roof will have a track, pickle ball court, sunrise yoga. Commencement will be held in Building 1 and they’ve designed for that.  YM: how will the concession bar be staffed? Through the District’s contract with Enterprise. Like CSM and Skyline.  Building 23: McCarthy has been putting the pedal to the metal. They are delivering the building 6 months early so classes can start in August. Ribbon cutting in August. Done in July. Operational by August 13.  B23 Plaza – they are redoing it. Grass and planters with native plants (Carol Rhodes helped select so Botany Dept can use them to teach) Wifi access outside.Will be done by the end of summer 2019.  Astronomy pad: corner of lot 10. A permanent place for their large telescopes. Tuff Shed. Star gazing and night instruction. Also done by end of summer.  Building 9: the roof is satisfactory. Water had been coming in on the side due to poor workmanship. West and south sides done by June and the scaffold on those sides will come down. Then team will move to the eastern side this summer. The reason for the extension….they found additional moisture where they didn’t expect. District opted to remove and replace all affected panels. They are doing aggressive air sampling and monitoring for air quality to ensure there are no particulates in the air. If there are, we separate those sections from the rest of the building. Ensuring the site stays clean and healthy for everyone. The building should be completed during Q1 of 2020. District is starting arbitration with the contractor in June for a settlement. The East side shouldn’t be so bad (should take about 9 months). This project is being managed directly by the District, not Swinerton.  NC: sometimes people in the building sense funny odors. Where should we report this?  Linda: Report to Thomas Lo at the District, he’s the manager for this project at the District.  Cañada Vista: repairs are on schedule. |
| Technology Plan  Plan adoption | Tammy Robinson, VPI | Dr. Robinson presented the proposed changes to the Technology Committee: DEAC, Instructional and Student Services Technology needs, ITS Facilities and Budgets. The overalap members of these three groups will comprise the new Technology Committee.  Dr. Robinson also discussed the 2017-19 Technology Plan (which is late coming for approval) – it’s been on line for a few months.  NC: Who are the District IT members? TR: Yoseph right now. We are proposing to keep them there to help keep them connected to our needs. They will be voting.  AH: The Technology Committee met and clarified that District Its view is that they are coming to collaborate. Listen and engage. To improve the context. Their role is to represent what they can do. The College will be able to share needs.  AH: the 2017-19 plan was approved by the Tech Committee. It’s not new. We kept it basic. The other document (guidelines) are meant to revitalize the committee.  HL: We are retroactively approving the plan – but they have been doing it. Note: the Tech Committee asked for a review of how this new incarnation will be made at the end of the first semester. The big charge of the new committee will be to create a new 2019-21 Technology Plan and bring it to us before the end of this academic year.  Action: James Carranza moved to approve. Max Hartman second. Passed Unanimously. |
| College Metrics and Goals  Vision for Success, Student Equity & Achievement Plan, ACCJC (new one-year goals), and SMCCCD Goals  Revising Institution-set Standards | Karen Engel, Dean of PRIE | KE: College has the EMP, updated every 5 yrs and a bunch of other plans. We decided to draft the Annual Strategic Plan to bring these all together. We also have the district strategic plan. But we also have the chancellor’s office, Vision for Success, Student Equity, Guided Pathways and Strong Workforce. Then we also have ACCJC which says that we now have to submit the Annual Goals.  Last year a group was formed to create the Annual Strategic Plan. Call for volunteers college-wide: James Carranza, Tammy Robinson, Nick Carr and Allison Hughes. Jeanne will call for Classified Senate reps. |
| College Planning  Inventory/schedule of college plans and the role of the Annual Strategic Plan  Re-form Annual Strategic Planning Ad Hoc Work Group | Karen Engel, Dean of PRIE | We are missing some plans.  AH: Could we look at aligning/staggering when we plan so things are more balance year-to-year?  Carranza: Maybe the Annual Planning Group can look at that.  AH: Could we maybe get everything on the same cycle: program review, assessment, plans, progress reports?  Chancellor’s Office Planning Timeline culminates in showing how our planning drives our budget.  ACTION: James moved to reconstitute the committee. Martin Partlan seconded. Approved unanimously. |
| Strategic Enrollment Management Committee Report | Tammy Robinson, VPI  Karen Engel, Dean of PRIE | KE: Session on DE with Lezlee Ware, about to add on sessions about STEM and KAD because if hustle the next few weeks, we could bring the SEM Plan by May. Open meeting, every other Wednesday 9-10 in B8. |
| Planning Council Reports | IPC, SSPC, APC representatives | Program Review presentations at IPC last week were fantastic. |
| Staffing Update | Graciano Mendoza, VPA | New Hires were announced. Changes in staff allocation (director of promise scholars) also announced. Re Shuttle Program: one of our routes is not seeing a lot of riders. So we’re gathering more information and may be making adjustments.  LC: can we also look at discounted Uber and Lyft arrangements?  YM: any discussions of using it to transport students to CSM or Skyline? GM: No |
| President’s Update | Dr. Jamillah Moore, President | Dean Engel reminded the group that the Institutional Self Evaluation Report (ISER) will be posted this weekend for approval by PBC next Wednesday, March 27, 2019. It will be somewhat different than the March 11 draft that has been posted. |
| Matters of Public Interest |  |  |
| **ADJOURN** |  |  |

Next meeting: March 27, 2018. The meeting will also be held from 2:10 – 4:10 p.m.