



**PLANNING AND BUDGETING COUNCIL MEETING MINUTES**  
**Wednesday, April 20, 2016**

**Members present:** Doug Hirzel, Debbie Joy, Rachel Corrales, Anniqua Rana, Supinda Sirihekaphong, Nick Carr, Peggy Perruccio, Chialin Hsieh, Paul Naas, Joanna Dai, Magnolia Huang, Lorraine Barrales-Ramirez, Michelle Marquez, Megan Rodriguez Antone, Jennifer Hughes

**Members absent:** Lezlee Ware, Gregory Anderson, Kim Lopez, David Johnson

**Guests and others present:** David Meckler, Max Hartman, Sarita Lopez, Vickie Nunes, Erin Moore, Mary Chries Concha Thia, Barbara Bucton

AGENDA ITEM	CONTENT
<b>1) APPROVAL OF MINUTES</b>	Meeting called to order at 2:10 PM Motion to approve Minutes of the April 6 meeting. Question on District Innovation Fund timeframe. Jennifer Hughes responded that quick turnaround was required to meet the District timeline. Doug Hirzel added that VC Blackwood advised it would likely be the same schedule next year. Suggest that we will bear this in mind as we think through our processes going forward. Motion to approve Minutes of the April 6 meeting passed unanimously.
<b>2) BUSINESS</b> A. Surveys <ul style="list-style-type: none"> <li>• Evaluation of Governance</li> <li>• ILO</li> </ul> B. Arts Task Force Update	Doug Hirzel provided information on that survey to evaluate College governance will soon be distributed to all employees. This year's survey will be the longer, more comprehensive version. Members are requested to encourage constituency groups to complete the survey, which will close Monday, May 9. Also, Doug informed that the Institutional Learning Outcomes survey will be distributed in mid-May to students receiving degrees and certificates.  Professor Dave Meckler, Arts Task Force Chair, provided an update on the group's activities. So far, the task force has held two meetings. Discussed thus far were enrollment issues and department objectives and their alignment with the College strategic objectives. The task force continues, in these early stages, to brainstorm on these themes. Presentation highlights: <ol style="list-style-type: none"> <li>1. Continue efforts in promotion and public relations with programs</li> <li>2. Explore more ways of integrating the arts such as Honors certificate programs. As Arts Coordinator, Dave will be principally involved in this.</li> <li>3. Considering functioning music degree, such as music performance program that would combine theater and music</li> <li>4. Facility questions raised including theater in need of greenroom space.</li> <li>5. Discussed identifying audience: who is being engaged?</li> <li>6. Discussed the Arts for non-majors. Evidence that arts programs are populated by STEM majors.</li> <li>7. Increase the awareness of that there is a place the Arts in community and in the workplace. Evidence points to an arts presence leads to productivity, satisfaction and engagement.</li> <li>8. Stimulate thinking in terms of careers in the arts, in non-creative and creative capacities, CTE possibilities</li> </ol> Dave advised the task force report will be completed in May. Question raised on the task force's use of the consultant's analysis and recommendations report discussed at February 3

<p>C. Composition of College Professional Development Committee</p>	<p>PBC meeting. Dave advised the task force consensus is the program review process reflects the current state of the programs. This also seemed to be the purpose of the consultant's report. Also, some items included in the report are inaccurate or no longer applicable. If feasible and if time allows, the task force may reference the consultant's report. PBC members and anyone who has comments or questions for the Arts task force can contact Dave Meckler or Paul Naas.</p> <p>Motion to recommend that the college Professional Development Committee be comprised of nine members: two representatives from each of these constituencies: students, classified, faculty, and administration, plus the college director of innovation and professional development.</p> <p>Doug Hirzel and Debbie Joy provided follow up on the proposed Professional Development Committee composition discussed at the March 16 PBC meeting.</p> <p>Doug advised the topic was discussed at Academic Senate. Highlights included:</p> <ul style="list-style-type: none"> <li>• Questioned if another campus committee was needed – can these objectives be folded in with an existing committee?</li> <li>• Observed the same people serve on campus committees, this is not consistent with getting a wide viewpoint</li> <li>• If there is a new committee is formed, limit it to a few members who would offer the broadest perspective</li> <li>• No need to have representation from each division, faculty appointee(s) can represent across divisions.</li> </ul> <p>Debbie Joy advised that the PD committee composition was not specifically discussed at the most recent Classified Senate meeting. It was generally agreed, however, that a small number of members is preferred simply because logistics are more challenging with a greater number of members. Also, there is a lot of interest among classified senate and staff in PD. Any required complement of participation in the committee would be readily fulfilled.</p> <p>Question was posed as to the frequency and number of meetings? Erin Moore hypothesized that initially there would be more meetings as the PD plan is developed. Once it gets going, the meetings would be less frequent.</p> <p>Other PBC suggestions:</p> <ul style="list-style-type: none"> <li>• Incorporate as members those already serving on Classified and Faculty PD committees as well as Communities of Practice and ACES – or, at least, use them as a resource.</li> <li>• Send campus-wide announcement inviting interested individuals to serve on PD committee. Also, encourage participation in constituency groups.</li> <li>• Schedule meetings when classes are not in session. There is interest among faculty, however, meetings occur when they are unavailable. Suggest Friday morning?</li> <li>• Suggest that once the committee is formed, schedule and other adjustments can be made among the members.</li> </ul> <p>Motion to recommend that the college Professional Development Committee be comprised of nine members: two representatives from each of these constituencies: students, classified, faculty, and administration, plus the college director of innovation and professional development passed unanimously.</p> <p>Erin will provide to Debbie and Doug suggested wording for campus-wide announcement to recruit PD committee members</p>
---	--

<p>D. Mid-Year Budget Report and Budget Development</p>	<p>Michelle Marquez presented on the Mid-Year Budget Report and provided Budget Development Update. Described was the current status of the general fund budget for the college which includes salaries and benefits, supplies and operating expenses (Operating Expenses includes travel, contracted services for repairs and maintenance, and other expenses.) As of the December 30, budget is where we expected – no surprises. Referencing the budget book distributed, Michelle highlighted:</p> <ul style="list-style-type: none"> <li>• Page 1 shows information on the state budget and major initiatives in the governor’s budget that impact our District</li> <li>• Page 2 shows PERS and STRS increases expected over the coming years. Michelle noted that in recent years, property tax revenues have gone up and somewhat offset PERS and STRS increases. The impact, however, is deeply felt in categorical programs. Expenses increase are caused by PERS and STRS (and COLA) increases without increased program funding. This greatly impacts community colleges throughout the state.</li> <li>• Page 3 shows enrollment figures in the District for the first day of spring semester.</li> <li>• Starting on Page 5, high level summary of District and colleges’ budgets as of December 30.</li> </ul>
<p>E. 2016-17 Hiring Process and Timeline</p>	<p>Motion to request PBC members to discuss with constituency groups and report feedback on proposed recommendation to condense hiring process to once-a-year cycle.</p> <p>Doug Hirzel provided background on this topic and led the discussion. Twice-a-year cycles began in fall 2013. Prior to this, there was one annual held in the fall. According to PBC meeting records, the change was instituted “to provide more flexibility.” Doug recalled that the case was made that situations such as unexpected retirements, were sometimes described as “emergency hires”. There was no consistency as to how any given replacement hire was deemed to be “an emergency” over another similar situation. Thus, two hiring cycles per year was instituted. Additionally, a process for replacement hires was adopted through participatory governance activities.</p> <p>Doug posed the question: is continuing with two hiring cycles per year effective and the best use of time and efforts of faculty and staff?</p> <ul style="list-style-type: none"> <li>• Michelle voiced that from a finance perspective twice a year makes no sense. It makes no sense to answer the question how many people can we hire at two different times within the same year. A better informed decision can be made for a spring hiring cycle. October is early in the current year budget implementation to answer the question.</li> <li>• It is a lot of work to develop proposal and justification information for a position. The time and effort involved to do this twice a year is a factor.</li> <li>• This spring cycle decision not to move forward on any faculty positions gives foundation to this question of once a year vs twice a year.</li> <li>• If faculty is hired in spring, their tenure track doesn’t actually start until the fall.</li> <li>• Two hiring cycles give a department a second opportunity quickly if their position proposal is not selected the first time. It was noted that there are options available to get a classified position on board outside of the hiring process, such as temporary or short-term hires.</li> <li>• The once-a-year process made for very long meeting for presentation and discussion of position proposals.</li> <li>• Question posed if it made sense to do classified position requests on one occasion and faculty on a different occasion. Michelle advised this would not differ from the current state, as both classified and faculty positions are Fund 1.</li> <li>• One argument against separating classified and faculty hiring processes is that this could possibly result in faculty not participating in classified hiring process and possibly vice versa.</li> </ul>

<p>F. Staffing Update</p> <p>G. Matters of Public Interest</p>	<ul style="list-style-type: none"> <li>• Once-a-year-in-the-late-fall cycle would make sense as then we would move forward with hiring energies ready to go as soon as spring semester begins. This coincides with “faculty hiring season.”</li> <li>• Fall 2016 hiring cycle will occur. This discussion speaks to whether or not there will be a spring 2017 cycle. The fall 2016 hiring timeline would also be affected.</li> </ul> <p>Motion to request PBC members to discuss with constituency groups and report feedback on proposed recommendation to condense hiring process to once-a-year cycle passed unanimously.</p> <p>Michelle advised no staffing changes to report.</p> <ul style="list-style-type: none"> <li>• Michelle learned that some employees had difficulty locating the District Public Safety Study. The link is now on the Cañada Administrative Services page and can also be found <a href="#">here</a>.</li> <li>• Question posed on status of employee identification badges? Michelle advised that some have been distributed. There are a large number of them where the pictures are fuzzy and must be retaken. Blue lanyards are being distributed with them. Members expressed disappointment at the lack of Cañada green and asked Michelle to relay this, with positive intent, to the District.</li> <li>• Paul Naas announced the 3<sup>rd</sup> Annual Digital Arts and Animation Student Show would be held May 20 at 7pm in the Theatre. \$5 voluntary donation and the proceeds go towards student scholarships. The first \$1000 scholarship will be presented this year.</li> <li>• 3<sup>rd</sup> Annual Colts Classic baseball game on Tuesday, April 26, cheer the Colts as the face rival Skyline College Trojans. Also features fan giveaways and \$1 hot dogs.</li> <li>• Connect to College event, Thursday April 28. Meet high school students and their families as they prepare to begin at Cañada.</li> <li>• PUENTE end of year recognition on Friday, May 20 at 5pm.</li> <li>• EOPS/CARE/CalWorks/FFYSI end of year recognition on Thursday May 19 at 4pm.</li> <li>• EOPS accepting applications for the first time for summer session. Students must be enrolled in a minimum of 4 units.</li> <li>• PBS members express their appreciation to Facilities Manager Winnie Kwofie. Winnie’s last day with the District will be April 30. We are grateful for her leadership and contributions to Cañada.</li> <li>• Congratulations to Cañada Womens Tennis Team, undefeated this year until the hard-fought NorCal Championship contest against DeAnza on April 16. We take pride in their very successful season. Go Colts!</li> </ul>
<p>3)</p>	<p>Meeting adjourned at 3:50 pm.</p>