



PLANNING AND BUDGETING COUNCIL MEETING MINUTES
Wednesday, March 1, 2017
Room 2-10

Members present: Doug Hirzel, Debbie Joy, Rachel Corrales, Maria Huning, Max Hartman, Nick Carr, Jamillah Moore, Melinda Ramzel, Anna Camacho, Kim Lopez, Lea Moreno, Jasper Nguyen, Chialin Hsieh, Megan Rodriguez Antone, David Johnson, Gregory Anderson, Lorraine Barrales-Ramirez David Meckler

Members absent: Michelle Marquez, Karen Pinkham, Paul Naas

Guests and others present: Eugene Whitlock, Lezlee Ware, Ronda Chaney, Hyla Lacefield, Marcy Chries Concha Thia, Heidi Diamond, Lizette Bricker, Joan Murphy, Tracy Huang, Janet Stringer, Diva Ward, Mayra Arellano, Jeanne Stalker, Gohar Momjian, Erin Moore, Jenny Castello, Anniqua Rana, Yesenia Mercado, Vickie Nunes

AGENDA ITEM	CONTENT
I. WELCOME AND APPROVAL OF MEETING MINUTES	Meeting called to order at 2:10 PM Motion to approve Minutes of February 15 meeting passed unanimously.
II. BUSINESS A. Clarification on Grant Funded Employee Status	Eugene Whitlock, VC Human Resources and General Counsel provide information and answered questions on grant funded classified staff and faculty. Discussion highlights: <ul style="list-style-type: none"> • Job postings for classified staff, grant-funded, state that the position is funded by the grant. At the time of hire, the employee becomes a member of CSEA. For example, Program Services Coordinator for XYZ Grant is hired. When the grant concludes, this position also concludes. The best case, in this example, would be to retain the employee in another position within the District. Internal Transfer Opportunities would be an example of this effort. • Recent grant-funded job descriptions included the word “temporary” and confusion surfaces when this is interpreted as having the same meaning as “short term, temporary.” VC Whitlock is receptive to changes to this wording. • All CSEA employees are recruited, on-boarded and evaluated according to established standards and processes. • Education Code policies and the rules governing faculty positions overlap and are more complex. A good example would be the college has a grant that will last two years. A temporary faculty member is hired on a two-year contract. At the end of that period, both the position and faculty member’s employment conclude. • Question posed on resolving any issues that may have been initiated in the past with regard to faculty members. Specific inquiries can be directed to VC Whitlock and VPI Gregory Anderson. • Question posed on staff and/or faculty whose positions are funded through a grant that is then institutionalized. VC Whitlock noted that the employee’s status depends on the conditions on which they were hired. Depending on these factors, the employee(s) could have a right to a position, but not a specific position.

B. Outreach Update

On behalf of PBC and the College, President Moore congratulated VC Whitlock, who was honored in February by the Association of California Community College Administrators as recipient of the 2017 ACCCA Award for Progress in Diversity.

Megan Rodriguez Antone, Director of Marketing and Communications and Mayra Arellano, College Recruiter, provided an update on the College's Outreach Program in the current academic year as well as upcoming activities.

Presentation highlights:

- Outreach efforts align with District Strategic Plan and college plan goals that support establishing relationships with institutions, education and community partners in the county.
- Outreach has attended community events throughout San Mateo County as well as parts of Santa Clara County including Facebook Farmers' Market, Boys and Girls Club of the Peninsula and others. Also, we've attended parents' meetings at local high schools.
- Faculty and staff from all Cañada programs are heartily welcome to join Mayra at Outreach events. Future/potential students and their families hearing directly from faculty and staff, with enthusiasm, about their programs has impact. Digital Arts, Fashion Interior Design programs have joined in the past.
- Outreach has conducted over 21 campus tour for high school groups. The students enjoy coming here, becoming familiar with the campus and learning about college services directly from the Cañada staff, faculty and administrators.
- Upcoming events include mid-April and May 17 Priority Enrollment Program (PEP) and April 27 Connect to College Night.
- Cañada in Your Community: past efforts include Holiday Toy and Jacket Drives benefitting children in Ravenswood School District and Puente de la Costa Sur; Second Harvest Food Drive, in connection with ASCC and SparkPoint. Please contact Megan or Mayra if you would like to suggest other community philanthropic activities where members of the campus community can participate.

C. Accreditation Planning

Chialin Hsieh informed on Accreditation planning timeline Planning discussions have begun with the District and the topic is introduced today with a plan outline and timeline to serve as a guide as we begin the process.

Highlights included:

- The report is due to submit to ACCJC in fall 2019. Using this as the endpoint, the following milestones are proposed:
 - Present, Spring 2017: Planning conversation/milestones, District staff; establish accreditation plan and process.
 - Fall 2017: Accreditation plan and process shared with governance councils and Orientation and Training for Standards co-chairs
 - Spring 2018: Standard evidence gathering and writing begins/PBC check-in
 - Fall 2018: Standard evidence gathering and writing continues/PBC check-in
 - Spring 2019: PBC approval after review completed within governance councils
 - Summer 2019: Board of Trustees approval
- Co-chair Hirzel advised that at the end of the last process, PBC elected to be the accreditation oversight entity, rather than create a new, separate committee just for this purpose.

	<ul style="list-style-type: none"> • An outline of the standards committees was reviewed. Last year’s model was used as a starting point. Where appropriate, PBC recommends a faculty member and a staff/administrator member serve as standards committee co-chairs. • The ten standards committees: <ol style="list-style-type: none"> 1. Overall Self-Evaluation 2. Standard 1: Institutional Mission and Effectiveness Standard 2: Student Learning Programs and Services 3. 2A: Instructional Programs 4. 2B: Library and Learning Support Services 5. 2C: Student Support Services Standard 3: Resources 6. 3A: Human Resources 7. 3B: Physical Resources 8. 3C: Technology Resources 9. 3D: Financial Resources 10. Standard 4: Leadership and Governance • PBC members volunteered for some of the co-chair positions. It was also suggested that volunteers may be recruited from constituency groups. • Doug advised that ACCJC is additionally requesting a Quality Focus Essay as a required component of this report. This is a narrative submission on areas of improvement that would be selected by the college. Chialin will research these further and provide information to PBC.
<p>D. Feedback on Updates to Participatory Governance Manual</p>	<p>Doug informed on questions and feedback received regarding Updates to the Participatory Governance Manual, as it describes the revised hiring process used this year. A number of the questions were answered earlier today in VC Whitlock’s remarks.</p> <ul style="list-style-type: none"> • It is noted that a question was posed on the master list of positions. This list is the PBC Analyses of Proposed New Positions submitted to the college president. These positions are not ranked. This document is available to view in the President’s Office. • Discussion ensued on the integration of program review/resource requests/new positions proposals. It is reiterated that resources requests are a significant portion of the college budget. Integrating the program review and budget timelines is an ongoing consideration. • Discussion on Academic Senate and Classified Senate presidents’ purpose to be informed of Temporary Fund 1 positions. This provides a feedback opportunity for the PBC co-chairs on new temporary Fund 1 positions.
<p>E. Budget Development Process Reminder</p>	<p>Doug reminded PBC members that they are encouraged to share the budget development information on the current budget process with their constituency group. This can be a starting point for valuable conversations on staff engagement in their department’s budget process.</p>
<p>F. Strategic Initiative Planning</p>	<p>President Moore led the discussion on the Strategic Initiatives that will be included in the college’s Education Master Plan, currently being developed. PBC members are presently</p>

<p>G. Staffing Update</p> <p>H. Matters of Public Interest</p>	<p>attending campus planning councils and constituency group meetings to facilitate discussions on the strategic initiatives. Suggested initiatives and other feedback is being received from these group meetings. Beginning with March 15 PBC meetings, members and other participants will begin to sort out this information.</p> <p>Discussion highlights:</p> <ul style="list-style-type: none"> • Small groups worked well when PBC discussed college goals – suggest doing the same with this topic. • Anticipate some duplication in feedback items received. Synthesizing similar feedback would be a first step. • Develop criteria and standards. Is the proposed strategic initiative: <ul style="list-style-type: none"> - Measureable - Sustainable - Innovative, or enhancing existing process - Does it cross/connect goals? - Does it address achievement gap? Increase completion rates? - Does it affect access and/or enrollment in positive ways? <p>Guidelines on selecting the EMP Strategic Initiatives will be developed from today’s discussion. IS it noted that the selection of the initiatives will begin at March 15 meeting and carried over to April meetings, as deemed necessary.</p> <p>No staffing additions or changes to report.</p> <p>Congratulations to Anna Camacho, STEM Project Director, selected by the Board of Trustees as SMCCCD Classified Employee of the Year. The Board has advanced her nomination to the State Chancellor’s Office for consideration for the state recognition award. Best wishes Anna!</p>
<p>III. ADJOURN</p>	<p>Meeting adjourned at 4:10 pm.</p>