



PLANNING AND BUDGETING COUNCIL MEETING MINUTES
Wednesday, September 7, 2016

Members present: Doug Hirzel, Debbie Joy, Paul Naas, Rachel Corrales, Supinda Sirihekaphong, Nick Carr, Lorraine Barrales-Ramirez, Peggy Perruccio, Anthony Lim, Chialin Hsieh, David Johnson, Michelle Marquez, Gregory Anderson, Kim Lopez, Jamillah Moore

Members absent: Megan Rodriguez Antone

Guests and others present: Lizette Bricker, Mary Chries Concha Thia, Jennifer Castello, Janet Stringer

AGENDA ITEM	CONTENT
I. APPROVAL OF MINUTES	Meeting called to order at 2:10 PM Welcome to the new semester! Anthony Lim is representing Facilities/ITS today. Motion to approve Minutes of the May 18 meeting passed, with one abstention.
II. BUSINESS 1. Hiring Process Timeline	<p>Motion to reduce the number of hiring cycles from two per year to one per year. Background: At May 4 PBC meeting, the motion to condense hiring process to once-a-year cycle was tabled until IPC discussion was reported. IPC had not yet met prior to the May 18 PBC meeting so the motion was tabled until the Sept 7 PBC meeting. Dean Anniqua Rana reported that IPC discussed and supported having one hiring cycle per year that “is appropriately aligned with full budgetary knowledge and considerations.” To review, Academic Senate and IPC supported one cycle per year. Classified Senate did not take a position. SSPC leaned firmly toward two cycles per year, crediting the hiring process as a means of informing the campus community on status of college programs. APC did not take a position, but leaned toward one cycle aligned with budget considerations.</p> <p>Discussion highlights:</p> <ul style="list-style-type: none"> • Optimum one-cycle-per-year scenario: new positions would be posted and recruitment started in January. Therefore, new position proposals would be presented in November, culminating in a decision by end of the semester in December or the first weeks in January. This would allow the president additional time to obtain further information, research, and perspectives. • One cycle per year lead to the assumption that there would be high number of position proposals. As there are only (2) two-hour sessions for the presentations and strengths & weaknesses discussion for all proposals, time per position proposal would not be sufficient. One cycle per year could result in additional presentation sessions to allow for sufficient time for all proposals to be heard and discussed. • Budget information relevant to the ultimate decision of how many positions will be move forward and which ones is of the highest consideration. This was voiced by planning councils, constituencies, and individuals. • It is noted that if PBC elects to change to one-cycle-per-year, this can be reconsidered in the future. <p>Motion to reduce the number of hiring cycles from two per year to one per year passed, twelve ayes, two nays.</p> <p>Co-chairs Debbie Joy and Doug Hirzel advised that based on this vote and where we are in the semester, they will put together a proposed Fall 2016 hiring process timeline as an agenda item for September 21 PBC meeting.</p>

<p>2. Math Fulltime Faculty Replacement</p>	<p>Motion to move forward with Math Fulltime Faculty Replacement Position. Dean Janet Stringer provided background information on this item: Professor Denise Hum advised early this summer she would be transferring to Skyline College. At that time, the proposal for replacement (defined as due to retirement or other separation) of this fulltime position was initiated by the department. Over the summer, the College Cabinet reviewed the proposal and agreed that it was in the best interests of the college to move forward and post the position. PBC co-chairs Hirzel and Joy were advised and agreed. The proposal was brought to Academic Senate and is brought today to PBC for approval so hiring process can move forward, with forming selection committee, review of applications, etc. Doug advised that ASGC supported moving forward with this position. It was noted that if PBC elects not to move forward at this time, the posting will be withdrawn and recruitment efforts stopped.</p> <p>Motion to move forward with Math Faculty Fulltime Replacement Position passed unanimously.</p>
<p>3. Space Allocation Update</p>	<p>VP Michelle Marquez reported on the Space Allocation Workgroup activities. Michelle reminded that at May 18 PBC Meeting, members approved the Space Allocation Guiding Principles and the recommended next steps. Among the next steps was a thorough review of existing processes relative to space assignments, office relocations, etc., and identifying gaps and/or process flaws that should be addressed. This review is in progress and will be reported at a future PBC meeting.</p>
<p>4. Budget Update</p>	<p>Michelle informed that at Sept 21 PBC meeting, she will report on the 2015-16 closing budget. She will also provide the adopted college budget for 2016-17. This will be presented for approval at the District Board meeting on Sept 28. We have invited Vice Chancellor Kathy Blackwood to Oct `9 PBC meeting. VC Blackwood will present on the District overview of the budget.</p>
<p>5. Summary of 2016-17 Resource Requests (access internal SharePoint page)</p>	<p>Michelle presented on final overview and detail on program review resource requests submitted last February. This detailed reports, organized by division, reflect all resource requests submitted and indicates which requests were approved.</p> <p>Presentation highlights.</p> <p>Total Resources Requested: Supplies and Equipment: \$317,986 ITS: \$45,334 Facility Resources: \$7,435 Total Requested: \$370,758</p> <p>Total Resources Approved: Supplies and Equipment: \$142,123 ITS: \$37,488 Facility Resources: \$5,734 Total: \$188,345 It is noted that this total likely will change. Some approved resource requests may incur additional costs, as yet undetermined.</p> <p>Available budget (2016-17): \$2,295,554. It is this amount includes carryover from 2015-16 of Lottery and ITS allocation. As of Sept 7, Lottery and ITS funds have not been allocated to the college.</p> <p>Allocated (as of Sept 7): \$273,804. It is noted that this amount includes \$85,459 directed toward ongoing instructional supplies</p> <p>Remaining balance: \$2,021,751 (includes one-time equipment funds received from the District last year. The college uses this as contingency funds to augment annual District allocation. Objective is to stretch this total out over several years.)</p>

	<p>Michelle briefly recapped the process used.</p> <ul style="list-style-type: none"> • Through the use of SPOL (Strategic Planning Online), resource requests were extracted from the program reviews. • Itemized resource requests were organized and researched. Some were sent back to the requestor for further information. • Updated itemized requests were categorized. ITS- and Facilities- related requests sent to these departments for their evaluation and guidance then returned to VP Marquez. • VP Marquez reviewed and discussed among College Cabinet. Any further questions raised or follow-up required were posed to the requestor for reply. • By the end of May, most requests were either approved or denied for 2016-17. <p>Detailed information on all the resource requests received is available. This may be a helpful reference for the future. Justifications and cost information are important to support resource requests. All info should be included that would be beneficial to the reviewers. VP Gregory Anderson expressed interest to invite Michelle to IPC top provide this info as part of IPC's on-going discussion of the Program Review Process.</p>
<p>6. Participatory Governance Survey Results and Summary</p>	<p>Dean Chialin Hsieh informed on the college's completed Participatory Governance Survey. Presentation highlights:</p> <ul style="list-style-type: none"> • Purpose of survey is to examine, review and make needed changes, if any, to existing planning processes as well as to comply with accreditation standards. • Survey was sent to all college employees, 120 survey responses received. • Overall, strengths described as <ul style="list-style-type: none"> – Great place to work, students-first climate – Good planning processes • Challenges <ul style="list-style-type: none"> – Promotion and training opportunities – Transparency of the processes on decision making related to hiring, participatory governance system, budget, and enrollment. – Cumbersome program review process <p>Members were encouraged to discuss results and summary with planning councils and constituency groups. Suggestion made that members could lead discussion on addressing challenges and what PBC can do toward positive change, such as regarding participation strategies.</p> <p>Suggestion was also made to have supporting information provided in advance of planning council meetings so attendees and others may be better informed.</p> <p>Also, presentation of surveys should be clear with regard to anonymity and confidentiality. Reminder that, as a public institution, it is urged to assume sharing and release of information internally and externally exchanged.</p>
<p>7. Schedule of Progress Reports</p>	<p>Doug Hirzel informed as to the status of progress reports on college-wide plans such as Sustainability Plan, Student Engagement Plan, Strategic Enrollment, Plan, etc. Doug and Chialin Hsieh have sent email notices to the responsible parties of these plans, advising their updates are due by October 5. These progress reports will be brought individually to PBC for review.</p>
<p>8. Public Safety Study Forums</p>	<p>Reminder on Public Safety Public Forums to be held Tuesday, September 13, and conducted by Margolis Healy team. Forums have been specified for classified staff, faculty, administrator, students and local community members. However, these times will not be strictly enforced. Email reminders to classified staff and faculty will be sent and will also provide additional descriptions on these sessions that may assist in encouraging attendance.</p> <p>Michelle advised that the Margolis Healy team will return at the end of September for the Public Safety site visit which will include further conversations with members of the college community.</p>

<p>9. EMP Team update</p>	<p>Doug Hirzel provided an update on the Education Master Plan EMP Team activities.</p> <ul style="list-style-type: none"> • Strengths, Weaknesses, Opportunities, Threats exercise was completed during college opening day assembly. Classified Senate will conduct this exercise at their Sept 19 meeting. • SWOTS will be used to gauge college community concerns and opinions • Plan template was determined • Team has been discussing what data should be reviewed, as well as planning assumptions. • Expect distribution of EMP newsletter that will be sent campus-wide • Reminder that EMP meetings are open to all. Schedule will be sent out.
<p>10. Brainstorming Future Agenda Items</p>	<p>Doug Hirzel opened the discussion of possible PBC agenda items for this semester.</p> <ul style="list-style-type: none"> • Brainstorm on transparency of college processes and increasing employee participation (these items raised in recent survey) • Effectively communicating between (to and from) college planning councils/constituency groups and PBC • Space Allocation process • Review and retrieve agenda items from other councils, senates and committee meetings. Be aware of what is being discussed at other groups. • Institutionalizing grants and disseminating grant parameters • Periodic grant updates – funding cycles, what is going on with each grant program, etc. • Analyze EMP SWOTs, perhaps there are some items that are best heard in PBC context and forum. • Formalizing planning council agenda and information distribution. <p>Other ideas and suggestions you may have can be sent to Debbie Joy or Doug Hirzel.</p>
<p>11. Staffing Update</p>	<p>Michelle Marquez advised the following staff additions and changes:</p> <p>Julie Lamson, SparkPoint coordinator, May 12 Caroline Ouyang, Transition Coordinator, Learning Resources, June 27 Leticia Madrigal, Career Resources Aide, Career Center, July 1 Jamillah Moore, College President, July 1 Stephen Soler, Office Assistant, Counseling, July 5 Kathryn Kohut, Program Coordinator, International Students Program, July 28 Celeste Kidd, Instructional Aide, Disability Resource Center, August 1 Ashley Peltz, Athletic Trainer, part-time, August 1 Henry Guevara, Mail Clerk, College Business Office, part-time, August 1 Christine Langley, Faculty (temporary, replacement), Radiologic Technology, August 15 Ryan Chan, Counselor, August 15 Gena Rhodes, Psychological Services Counselor, August 15 David Eck, Philosophy Faculty, August 15 Jamie Huston Sylvester, Counselor, August 15</p> <p>Question posed on the Accessibility Specialist position that was to be funded by the three colleges? President Moore advised that the job has yet to be posted though it should be soon. It was also her understanding that CSM VPSS Jennifer Hughes would be leading the selection committee.</p>
<p>12. Matters of Public Interest</p>	<p>Peggy Perruccio distributed and announced information on Artistry in Fashion fundraiser, Saturday, September 24, 10am-4pm. Designer Sale and Showcase, Fashion Dept Open House, proceeds toward scholarships and materials.</p> <p>Gregory Anderson, announced all employees are invited to memorial services for Val Goines. Val's family and friends are hosting the memorial on Sunday, Sept 25, 10:30am, in 6-101/102.</p>

	Kim Lopez reminded the Office of the VPSS Program Review survey link has been sent out. Requests and appreciates everyone who can take the time to complete and submit this.
III.	Meeting adjourned at 3:50 pm.