

**PLANNING AND BUDGETING COUNCIL MEETING MINUTES**

**Wednesday, February 6, 2019 - DRAFT -**

**Room 2-10**

**Members present:** Yesenia Mercado, Leonor Cabrera, Graciano Mendoza, Max Hartman, Jamillah Moore, James Carranza, Char Perlas, Tammy Robinson, Hanson Wang, Hyla Lacefield, Jeanne Stalker, David Meckler, Nick Carr, Paul Naas,

Martin Partlan, Karen Engel, Rachel Corrales, Nadya Sigona, Doniella Maher

**Members absent:** Karen Pinkham, Megan Rodriguez Antone

**Guests and others present:** Allison Hughes, Nimsi Garcia, Melissa Maldonado, Mary Chries Concha Thia, Lezlee Ware,

Candice Nance, Diana Tedone, Julian Branch, Elsa Torres, Debbie Joy, Janet Ramirez

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| **AGENDA ITEM** | **CONTENT** |
| 1. **Welcome and Approval of Minutes** | | Meeting called to order at 2:10pm. Co-chair Hyla Lacefield noted that several previous meeting minutes require PBC approval. Members are requested to review these documents with care and these will be brought forward for approval at the next meeting.  Welcome to new PBC member Hanson Wang, representing ASCC. Hanson is a current member of ASCC Senate. |
| 1. **Guided Pathways**   **Organizational structure, budget,**  **and faculty release time** | | Interim VPSS Char Perlas presented on the Guided Pathways structure, budget, and faculty release time. Highlights:   * Release time reflects complete names/positions serve as leads for Guided Pathways efforts for spring 2019 only. Faculty and classified assignments were vetted at academic and classified senates, respectively. (It is noted that Career Education has not yet identified a representative. This info will be included when available.) * Those participating in release time are required to complete a timesheet or report, describing tasks completed, meetings attended, etc. to support their time submitted. * Question posed re adequate number of members for Business Processes Analysis piece. Char explained the District is implementing its new CRM system in the coming weeks and issues may parallel existing business processes. Hyla described one aspect of the Business Processes Analysis will be to identify and monitor five students who will go through application/registration processes and provide feedback to the Guided Pathways team. * We are researching possible funding sources going forward for Guided Pathways. * Questions, comments, suggestions may be directed to IVPSS Char Perlas. * Please come to Design and Principles of Guided Pathways CIETL Session, to be held Feb 13, 1-3pm, 6-101/102   ACTION: Motion to support use of funds as described in Guided Pathways structure, budget, and faulty release time, passed with (2) abstentions. |
| 1. **State and District Budget Update** | | VPAS Graciano Mendoza provided an update on the State and District budgets. Highlights:  Attended January workshop/review of Governor’s Proposed Budget:   * Anticipate state revenues continue to increase 2019-20. Governor Newsom’s proposal includes buydown of state liabilities (such as STRS) which may allow a 1% decrease in employer’s contribution. Workshop discussed at length the new student center funding formula, which does not directly impact our college. Governor’s proposal includes adjustment to implementing this plan. * Governor also proposed 3.46% COLA increase in some adult education and categorical programs, such as EOPS, Disabled Student Services programs, California Work Opportunity, and others. * No increase to current student fees.   Also included in the Governor’s proposal:   * $10M legal services to undocumented and immigrant students, faculty, and staff * $121M to expand Cal Grants * $40M to expand Promise Program (AB 19)   More information will be provided in May (May Revise Budget.) Anticipate State budget finalized in June. Graciano also informed that Administrative Services/Budget Office is working with Marketing staff to include budget reports and other related materials on their web page for ready reference. |
| 1. **Proposal for Instructional Technology**   **Advisory Committee (ITAC)** | | Professor Lezlee Ware, Distance Education Faculty Coordinator and Dean ASLT David Reed, provided information on the proposal for Instructional Technology Advisory Committee Proposal. Highlights:   * Proposal for new Instructional Technology Advisory Committee with a focus on instruction, technology, face-to-face and distance education. * Students’ and classroom needs exist for timely technology coordination, accessibility support, test proctoring, and other items * Academic Senate has reviewed and recommended this proposal move forward and info provided within the college constituency groups and community * Proposed committee structure is similar to efforts at sister colleges. * Anticipate committee will have the opportunity to provide feedback and guidance on District and college technology issues going forward. Will work closely with DEAC toward similar objectives. * Suggestion to include DRC Director/designee to proposed committee * Suggestion for ITAC to report/be part of Instructional Planning Council (IPC) * Suggestion to provide PBC with compare/contrast info on (1) the two existing technology committees: DEAC and college Technology Committee and (2) the proposed ITAC. Info to include: roles, processes, membership, objectives, and related items. * PBC members are encouraged to discuss proposal with constituency groups and provide feedback. |
| 1. **Participatory Governance Manual Updates**  * **Compendium of Committees (and reporting structure of all campus committees)** | | Dean PRIE Karen Engel provided an update on the college’s proposed Compendium of Committees. This item was discussed at Jan 16 PBC meeting and subsequent revisions were incorporated since that date. Highlights:   * At their Jan 22 meeting, ACES discussed and approved report/to be part of PBC. Will look at membership, objectives, and other related items. David Reed to provide Karen Engel with placeholder information/plan for Governance Manual * Sustainability, Honors, and Professional Learning Committees: review/provide membership info. Karen to research current membership rosters, by-laws, etc. * Clarification between faculty/classified professional development committees (funding requests) and college professional learning committee (governance committee, accountable to Mission and Strategic Plan.)   ACTION: Motion to approve college participatory governance committee structure and reporting relationships as described, passed unanimously.  ACTION: Motion to require by-laws for all college governance committees, passed unanimously. |
| 1. **Program Review Process**  * **PBC prioritization results Fall 2018** * **Debrief of 2018 process** * **Presentations (IPC & SSPC)** * **Discuss changes & plan for 2019-20** | | Karen Engel presented on the 2018 Program Review Process: PBC prioritization results report, 2018 process debrief, IPC and SSPC presentations report, and proposed changes for 2019-20.   * Program reviews: (114) resource requests prioritization completed in fall 2018. Requests approved as announced and funding sources identified in a timely manner. * Data packets provided by PRIE by August 1. Program reviews and all resource requests due by October 11. * It was noted that resource requests fall into one of three categories:  1. one-time resource request for current fiscal year, 2. one-time resource request for next fiscal year, and 3. recurring resource requests with implictions for current fiscal year and/or beyond.   Disaggregating these requests may allow for college leadership/budget office to address items in category #1 (current fiscal year operational expense items) and eliminate them from the program review prioritization process.   * New Position Proposals timeline will be considered and folded into Program Review timeline. * APC, IPC, and SSPC meetings will continue to be utilized for peer review/feedback process for program reviews. * Suggestion to provide VPAS date range (Jan-Mar) to provide funding information * Suggestion to change program review due date to a date later in October. * Suggestion to include report of new grant-funded positions for the past year within New Position Proposals timeline. * Suggestion to encourage BOT to discuss/review/approve hourly wage changes in consideration of the budget calendar. These wage changes impact college programs’ and departments’ budgets. President Moore to discuss with District staff.   ACTION: Motion to approve proposed structure for Program Review timeline and move forward for further discussion/decision on final program review/resource requests due date and budget augmentation.  Allison Hughes informed on the fall 2018 resource requests prioritization process.   * Reviewed rubric results * Approved requests are moving forward to funding resources and procurement process. * College is on track as related to budget calendar.   Karen Engel distributed/discussed the 6-step Program Review Process:   1. Data Review and Program Evaluation 2. Planning 3. Personnel and Resource Requests 4. Dean/VP Review and Feedback 5. Peer Review and feedback 6. Resource Prioritization |
| 1. **Institutional Learning Outcomes (ILOs) from other colleges** | | This agenda item will be carried over to a future PBC meeting. |
| 1. **Strategic Enrollment Management**   **Committee Report** | | VPI Tammy Robinson provided an update on the Strategic Enrollment Management Committee.   * + Discussed recent meetings where Dual Enrollment and College for Working Adults were focus topics.   + Sequoia UHSD and Cañada considering co-funding a position: Director for High School Transition and Dual Enrollment. (Similar position in use at CSM.) This position would report to Cañada administrator. Funding source has not been identified. |
| 1. **Planning Council Reports** | | IPC: VPI Tammy Robinson encouraged PBC members and other to attend IPC meetings. Feb 8 meeting, 9am, will be devoted to Program Review feedback and comment.  APC: VPAS Graciano Mendoza advised APC will review proposed by-laws at Feb 7 meeting. |
| 1. **Staffing Update** | | VPAS Mendoza informed the following staffing items approved at Jan 23 BOT meeting:  David Reed, Dean of Academic Support and Learning Technologies;  Julian Branch, Director of Workforce Development (grant-funded), Business, Design, and Workforce;  Jose Zelaya, Retention Specialist (grant-funded), Counseling  Nimsi Garcia, Program Services Coordinator (grant-funded), ESO/TRIO, Student Services  Janet Ramirez, Transition Coordinator (grant-funded), Academic Support and Learning Technologies  Chai Saechao, Promise Counselor (grant-funded), Counseling  Jacky Ip, Division Assistant, Counseling (reassigned from OAII, Academic Support and Learning Technologies |
| 1. **ADJOURN** | Meeting adjourned at 4pm. |