



Draft

PLANNING AND BUDGETING COUNCIL MEETING MINUTES

Wednesday, November 6, 2019

Building 3, Room 142

Regular Meeting: 2:10 – 4:00 p.m.

Members present: Diana Tedone, Jeanne Stalker, Doniella Maher (on behalf of Salumeh Eslamieh), Nick Carr, Michael Hoffman, Aleen Ghanem, Ada Ocampo, Rachel Corrales, Chantal Sosa, Roslind Young, Karen Engel, Leonor Cabrera, Megan Rodriguez Anton, James Carranza, Jamillah Moore, Max Hartman, Graciano Mendoza, Manuel Alejandro Pérez, Paul Naas, Nick Martin, Tammy Robinson

Members absent: Jeri Eznekier (voted electronically)

Guests and others present: Margie Carrington, Nick DeMello, Mary Chries Concha Thia, Ron Andrade, Allison Hughes, Yesenia Mercado

AGENDA ITEM	CONTENT
<p>Welcome and Approval of Minutes</p>	<p>Meeting called to order at 2:14 p.m. Motion to approve of Consent Agenda items</p> <ul style="list-style-type: none"> Minutes for Oct. 23, 2019 meeting were removed from the Consent Agenda as they had not yet been posted. Other items on the Consent Agenda were approved unanimously.
<p>Role of Technology Committee in Resource Request and Prioritization Process</p>	<p>The Co-Chairs of the Technology Committee (Ron Andrade, Nick DeMello and Allison Hughes) requested guidance as to the Committee's role in the campus resource prioritization process. Does it have a role? Does it help set priorities? If so, to whom would they communicate those priorities?</p> <p>Discussion:</p> <p>Doniella Maher: We value what the Committee thinks, so yes, I see a role for them in that.</p> <p>Jeanne Stalker: Suggested asking the PBC Task Force on Committee Structure to take on the task of researching this issue and making a recommendation to PBC</p> <p>Roslind Young: It would help if groups with expertise helped advise those of us who do not have the expertise. So, yes, the Technology Committee should definitely have a role.</p> <p>Allison Hughes: What does that look like? Is it a spreadsheet? Do we make a presentation? Is it part of the Program Review process?</p> <p>Nick DeMello: Committee could do due diligence, research, and then bring their opinion to the PBC.</p> <p>Doniella Maher: The way we allow for other experts on the campus to provide their expertise is an important question. Technology is a good example. Let's think about a way to check in with the Committee during the resource request process. Earlier in the process – for example, I think I want a laptop cart, but perhaps I could just indicate what I need or what my goal is and then get expert opinion about how to achieve my goal.</p> <p>Max Hartman: We might consider limiting the scope of the request of the Technology Committee. Perhaps we have a box in program review that indicates that we've consulted with the Committee.</p> <p>Manuel Pérez: If the Technology Committee has a larger role, let's make sure we have balanced representation on it.</p> <p>Aleen Ghanem: A survey might also help</p> <p>Michael Hoffman: Why do we need a Technology Committee? Is this the best format to get technical advice to faculty members on how to achieve their goals?</p> <p>Allison Hughes: We recently reconfigured this Committee. We put it back together – with the main goal of it being the place where technology discussions can happen (eg., on one tech solution over another) with very balanced constituent groups in attendance. We are advisory (per Nick C.'s</p>

	<p>question). The Committee is being evaluated this fall and fine-tuned. Since we're advisory – we would bring our recommendations to PBC.</p> <p>Tammy Robinson: Noted that sometimes the State Chancellor's Office or the District determines our software platform (for example, the Chancellor's Office requires all colleges to use Canvas). We should consider the roles played by District IT, IPC, APC, in this.</p> <p>Nick DeMello: It's a place where college constituents can bring their early thinking or questions about how to solve technological problems.</p> <p>Leonor Cabrera: Recently put together a computer lab. She consulted the District and got quotes. Then she made the decision, after doing all the research herself.</p> <p>Diana Tedone: Next Steps: PBC will consult with the Task Force on Sub-Committees. Consider adding the box to Program Review and committed to circling back on this for more discussion</p> <p>James Carranza (Chairing the Task Force on Committee Structure): This is the charge of the Task Force. We will be considering that question.</p> <p>Manuel Perez: Let's also consider where the recommendations "go" also have equal representations.</p> <p>Allison: Tech Committee has a rep from the other PC's....</p> <p>Manuel Perez: let's talk more about where it goes from there</p>
<p>New Positions Requested - Prioritization</p>	<p>Karen: Emailed all members a link to the poll and confirmed they had it and were clear that they each got one anonymous vote per position (per PBC member). Before polling, we would consider the feedback and responses submitted online and answer any remaining questions.</p> <p>Diana: (brought up on the screen the online feedback forms and asked if there were any additional questions or points needing clarification).</p> <p>Aleen: How many positions can the College hire?</p> <p>Diana: It depends on the budget which we won't know until March or so. In the past, it's been 2-4 but we really don't know.</p> <p>Graciano: A point of clarification, if we are able to do any hiring, it would be for the NEXT fiscal year (so position would not start until July 2020 at the earliest).</p> <p>Doniella (per Salameh): How are the Dean and PSC roles different?</p> <p>Jeanne: Dean would supervise faculty. PSC could not.</p> <p>Tammy: [re KAD] Deans schedule classes, manage faculty, manage facilities. There's a lot of reporting. PSC will help the Dean with administrative reporting, compliance, ordering, etc. (External requirements – unique Division with unique concerns) – you want to make sure there are enough personnel to manage a lot of logistics for the teams, their travel, etc.</p> <p>Michael Hoffman: EPIC is focused on our classes that are the most challenging and important for students to get through so they can continue their journey. It requires a lot of training and support for the tutors.</p> <p>Ros: The STEM Center is at the end of its grants!</p> <p>Carol R: There are 13 EPIC leaders who have been trained and coordinated by the current EPIC Coordinator.</p> <p>Nick C: What money pays for the tutors?</p> <p>Carol R: MESA funding can help pay for those. Will need us to re-apply for a renewal (every three years).</p> <p>Jeanne: Can some of the money we spend on the JAMS program be re-allocated? We don't have testing anymore.</p> <p>Carol R: That's a possibility.</p> <p>Doniella M: English has a handful of embedded tutors in English 105 but they need training and coordinating – would like to use the EPIC model in English as well. Additional Question: is this the STEM Centers top priority?</p> <p>Carol: They are both important (the EPIC Coordinator and the Retention Specialist).</p> <p>Michael H: the Retention Specialist position will go away if we don't fund it now. It has some more grant funding but it will taper off during the next two years.</p> <p>Nick C: the plan to pay for the tutors is to pursue additional grant monies?</p> <p>Carol: yes</p>

Michael H: These positions can support the pursuit of additional funds...and generally how to keep the STEM Center going.

Ada: How does the Dean of Enrollment Services position compare to the Director of Dual Enrollment and HS Transitions (and how would they work together)?

VP Pérez: The Director of Dual Enrollment is a partnership with SUHSD – they are paying half and it will be supporting early college experiences for high school students. We need to consider re-organizing student services – in our sister colleges and elsewhere, Admissions, Registrar, Financial Aid, all would report to the new Dean of Enrollment Services....the Director will focus on high school transitions.

Tammy: We'd like to get some uniformity in services

Doniella: We are a smaller campus. We have a lot more Directors than we used to. We have a lot of expensive positions. Is this something we really need?

Margie: re the need for Dean of Enrollment Services, it is important that the needs of our college are made on an equal footing with the other colleges. Frequently, decisions get made at a District level when 2 colleges want something and we didn't have the administrative capacity to be a decision-maker in those meetings. The Registrar and Fin Aid Director have had to pinch hit. But it hasn't been enough to be seen and valued and heard at a District level. Structurally, having similar structures in this case are important to make sure we have presence and an advocate in important conversations.

VP Pérez: If we consider Student Services on its own, we are not top heavy. In fact, the opposite. We have only two administrators for a very large set of functions with many disparate programs. We are hoping to manage our workload more equitably. When we consider the cycle of positions, if we don't get this now and anticipate getting it next year – that would mean 2022. Right now we have a very heavy lift with respect to Guided Pathways implementation. So our work load issues and effectiveness issues will be exacerbated.

Yesenia M: This is a costly position – we could fund 2 Retention Specialists, for example, with the same amount – how would this position help address these other needs?

VP Pérez: This role is not in place of such positions. But it would place a critical role in helping re-design how we deliver services more effectively and how existing positions can be better supported and/or effective. How can we get stronger in the immediate timeline because of all of the things coming down the pipeline?

Michael H: Re the slide re org charts, please clarify the reporting structures in student services. How would the new position intervene?

Manuel: It would really help with the 14 direct reports to the VPSS. But recognize we need a process to collaboratively re-design these services. There's a lot of direct reporting at Max and my level – if we can share this a bit better, then all of us, administrators and reportees alike, can be more effective.

Max: When we're at our best as administrators, we're champions and supporters of folks in our Divisions. Having this position could benefit everyone in student services and all of our students.

Diana: Clarified that the Library Support Specialist is not a new position – but a request to make an 11 month position a 12 month position (adding 22 work days per year to the position).

Nick C: The Library is understaffed – what would your ideal staffing look like?

Diana: Team staffing for the library: 3 FT librarians, 3.5 staff members, and a library director. But let's just start with this small increment.

Margie: Answered the question in the feedback form. Right now we staff this with student workers, but they are limited and are not able to provide assistance on all issues, and it can be awkward when helping their peers. We really need a professional staff member at the front desk. We need a front counter person. A new Financial Aid Director is going to need a lot of running room to learn and master the job. I've been here 32 years and know how things work. I'm retiring and there are many things I do as a Director that the new person may or may not take on (like the Scholarship Program).

Jamillah: Have we looked at how we staff the Scholarship Program and the role the Foundation can play?

	<p>Margie: yes. Yet the parts we do are the parts that must be done at the campus level in terms of packaging financial aid. There are specific requirements. There's the need to meet 1:1 with students. It's complicated. It helps to have the Foundation support the year-end event, but there are parts of this that only the College can do, legally and practically.</p> <p>Doniella: there is a gap in CWA – there is a counselor that does try to help with retention follow up, but this position could really help maintain the excellent outcomes we've had.</p> <p>The PBC voted via Poll Everywhere and then reviewed the results of the poll.</p>
SSPC By-law update	<p>VP Pérez requested that PBC accept the changes proposed to the SSPC Bylaws (proposed by SSPC).</p> <p>The Council voted unanimously to approve the changes to the SSPC bylaws.</p>
STANDING ITEMS	<p>The Committee ran out of time to hear the Standing Item reports so PBC Co-Chairs Stalker and Tedone-Goldstone committed to circulating those reports electronically.</p>
Guided Pathways - Standing Item	
ACES Committee Report	
SEM Committee Report	
ASCC Mission and Goals	
Planning Council Reports	
Staffing Update	
President's Update	
Matters of Public Interest	
ADJOURNMENT	4:07 PM