

PLANNING AND BUDGETING COUNCIL MEETING AGENDA

Wednesday, May 1, 2019

Building 2 - Room 10

Special one-hour meeting: 3:00pm to 4:00 p.m.

Present: Hyla Lacefield, Jeanne Stalker, President Jamillah Moore, Megan Rodriguez Antone, Krishna Panjiyar, Doniela Maher, David Reed, James Carranza, Karen Engel, Allison Hughes (guest), Mary Chries Concha Thia, Fay Faridnia, Tammy Robinson, Char Perlas, Marisol Quevedo, Graciano Mendoza, Nick Karr, Paul Naas, David Meckler, Martin Partlan

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| **AGENDA ITEM** | **PRESENTER** | **PROCESS** | **NOTES** |
| Welcome and Introductions Approval of [Minutes](https://canadacollege.edu/planningbudgetingcouncil/meetings.php) | Hyla Lacefield and Jeanne Stalker PBC Co-Chairs | Action | Call to order 2:18pm  Meckler made a motion to approve  Martin Partlan second  Paul Naas abstention |
| Participatory governance evaluation survey questions - finalization | Karen Engel, Dean of PRIE | Information  Discussion  Action | Allison brought last year’s questions to the last meeting. Questions have been sent for feedback and edited and Karen is bringing an updated version of the survey which was modified further by the PBC Agenda Planning group. Hyla mentioned that when surveys go out that collect identifying information, participants are less likely to be honest and candid. This version of the survey has identifying questions removed other than what employment classification each participant are.  Debbie asked if questions could be skipped and Karen confirmed that all questions can be skipped. Debbie added that if someone marks themselves Classified and a member of CS, they would be easily identified. Martin – update question 12 to be ‘current’ goals, and questions related to District plans need to be clarified. James asked if we are talking specifically about District strategic goals and split into different questions, are you aware of District Strategic Goals and then is college planning aligned with District Strategic Goals. Nick asked how this survey will be sent out. Karen explained that the survey is going out to everyone and results will be synthesized before the semester ends. Nick asked what the definition of participatory governance is that we are working off of. Karen and Hyla responded based off of last week’s meeting with the State Academic Senate President who explained that neither Title 5 nor Ed Code doesn’t mention the term *per se*, but that we need a process that brings in all stakeholder groups into decision-making. How we do that is up to us and it should ‘participatory’ and not ‘shared’ as our participatory bodies only make recommendations. Final decision-making authority resides with the President alone, although if she does not act in accordance with the recommendation(s) she or her designee must provide an explanation. James asked who the questions regarding hiring is meant for and how responsible we want to make ourselves for the results of that question.  Meckler motion to approve with changes. Paul Naas second. All in favor. |
| Debrief of California Academic Senate presentation | Hyla Lacefield, Academic Senate President | Discussion | The changes to PBC membership came up with CAS, including membership. Membership changes were meant to bring equity between staff and faculty representation, but union membership representation came into question. PBC voted to removed AFT and CSEA members were removed from PBC membership with the caveat that union representatives can still be appointed to Classified and Faculty positions. State Academic Senate weighed in saying that every college does it differently and we should do what works for us. Hyla proposed the idea of bringing this item back for re-evaluation and a possible vote. Jeanne clarified that Classified Senate will not be changing their appointment process, they will continue to work with CSEA to appoint Classified representative to all shared governance committees. Doniella clarified that if Union representation is removed, then it feels like while Academic Senate prioritizes this representation that PBC doesn’t prioritize that representation. Debbie added that historically its never been an issue in the past and we’ve never had an accreditation issue with this in our previous accreditation cycles. Meckler mentions that as long as we explain why we’ve made the choice to have Union representation then it seems like that will suffice. Paul Naas clarified that Academic Senate’s solution allows for Union membership while keeping the College from running into issues with equitable representations. President Moore clarified that we did get a recommendation during our last ACCJC visit related to communication of governance processes. James added that when the compendium was being reviewed, PBC was the only one that had Union representation and proposed that we should at least add a clarifying note explaining why that is if we’re not going to align all of our governance structures. Informal vote of if this item should be added to a future agenda and re-visited resulted in unanimous agreement to NOT bring this item back as an action items at the next meeting. |
| Budget Development Process | Graciano Mendoza, Vice President, Administration Mary Concha Thia, College Business Officer | Information  Discussion | There are not going to be innovation funds allocated to the colleges for the 19-20 year because all of that money is being re-allocated to the Promise Programs. In the past, we have relied on this funding for new programs, etc. and this money is not coming in for the 19-20 year. Budget is developed between March-June. Budget timelines can be found on the Administrative Services website. |
| Vision for Success Goal (update) and Student Equity Metrics (update) | Karen Engel, Dean of PRIE SEAP Team | Information | Chancellor’s Office asked us to set goals for the Vision for Success Initiative. There’s overlap between those metrics and the new goals we need to set for student equity. Equity plan metrics include Access, Retention and Completion. We need to answer what populations of students are being disproportionately impacted and what goals do we want to set to improve this impact. Need to clarify what ‘some other race’ and ‘unknown’ mean and how those categories align with out categories. Hyla pointed out that LGBT student numbers are only separated by male and female, but does not have numbers for non-binary students. Will go to the Senates for approval and will come back to the Committee. PRIE has been working to reconcile the Chancellor’s data with our District data to determine baselines and goals. SEAP planning team members, led by VPSS Perlas, shared their draft goals for the SEAP plan to be entered into NOVA. |
| Progress Report on 2018-19 Annual Plan | Karen Engel, Dean of PRIE VPI, VPSS, VPA and Planning Council chairs | Information Discussion | Annual Plan was aligned with the goals in the EMP and grouped action steps by main categories that make up the EMP goals and aligned those action steps with the planning councils. This document shows a recent reporting of where we are on all of these action steps. Vice Presidents mentioned that using the annual plan went well, noting that some items may need to be re-assigned to a different planning council for next year. |
| Draft 2019-20 Annual Plan: goals, priorities, and implementation plans | PBC 2019-20 Annual Plan Task Force James Carranza, Dean – Humanities & Social Sciences Allison Hughes, Instructional Technologist | Information Discussion | The Annual Plan Task Force has been working to draft the annual plan for next year and looking for better ways to improve the document and how best to align everything we’re doing within the annual plan. The committee didn’t propose changes to the annual plan structure and supported the continued alignment with the EMP and supports the synthesis of the overall goal alignment while leaving the action plans for the planning councils as they were last year. |
| CUNY-ASAP Debrief | Marisol Quevedo, Promise Program Maureen Wiley, Assistant Professor, Humanities Gloria Darafshi, Counseling Division and others who were on the team | Information Discussion | Marisol gave a presentation explaining ASAP for Canada (see documents). All of the colleges in the District received a grant that requires that we implement ASAP in three years. This committee needs to plan to try and replicate everything involved in the ASAP model. The challenge will working within our funding and staffing resources to achieve this. Doniella requested a comprehensive Promise check-in at PBC or Flex Day to get a sense of what our resources are, what we need and how much realistic progress we are going to be able to make towards replicating the ASAP model here. |
| Strategic Enrollment Management Committee Report | Tammy Robinson, VPI Karen Engel, Dean of PRIE | Information | Presentations from KAD and the STEM Center, next week the SEM Committee will synthesize everything they’ve heard and bring back a status report to the next meeting. An updated SEM Plan will be brought to PBC in the Fall, which will include existing initiatives already going on. |
| Planning Council Reports | IPC, SSPC, APC representatives | Information | No updates. |
| Staffing Update | Graciano Mendoza, VPA | Information | Alessandra Zanassi – reassigned. Retention specialist new hire. |
| President’s Update | Dr. Jamillah Moore, President | Information | Tom Mohr will be our commencement speaker and commencement will be at CSM.  CSU Silicon Valley does not mean that Canada is going away. If the governor approves the request for a study, they are going to look at how it would look to have a CSU Silicon Valley, like the proposed CSU Stockton. If it is not approved this time around, it will take another year and a half for this to be brought up again.  Under AB705, we are going to have look at Building 9 and the Learning Center differently and build up our services there. We need to start with an assessment and that will inform how we implement the ASAP model, which will help us to streamline how we support students in Math and English. |
| Matters of Public Interest | Open to All | Information | Paul Nass – 5/17 at 7pm Annual Student Show, we have at least 20 minutes of films from Campus Movie Fest. Free admission, $5 donation goes towards student scholarships. Two students are heading to the Cannes Film Festival next week. Fundraising page still open on the Foundation website, the students still need help with the costs of going and donations are tax-deductible. |
| **ADJOURN** |  |  | Adjourned at 4:06pm. |

Next meeting: May 15, 2019. (Final meeting for spring 2019.)