



Planning and Budgeting Council Meeting Minutes

Wednesday, September 3, 2014

Building 2, Room 10—2:10 to 4:10 p.m.

Members present: Doug Hirzel, Debbie Joy, David Johnson, Javier Santos Castro, Lina Tsvirkunova, Jennifer Castello, Robin Richards, Sarah Harmon, Loretta Davis Rascon, Lizette Bricker, Vicki Nunes, Karen Olesen, Paul Naas, Chialin Hsieh, Martin Partlin, Gregory Anderson, Lezlee Ware, John Hashisume

Non-Voting Member: Larry Buckley, President

Members Absent: Jeffrey Rhoades

Guests: Kim Lopez, Jeanne Gross, Linda Hayes, Anniqua Rana, Maria Chries Concha Thia, Rosalina Mira, Maria Huning, Kathy Blackwood

<u>AGENDA ITEM</u>	<u>CONTENT</u>	<u>PRESENTER</u>
1) APPROVAL OF MINUTES	Tabled until next meeting as no copies were available for review.	Doug Hirzel and Debbie Joy, PBC Co-chairs
2)		
A. Orientation	<ul style="list-style-type: none"> • Introduction of PBC members, followed by a short orientation for all members. • Topics discussed include: <ul style="list-style-type: none"> ○ Role and responsibilities of PBC ○ Participatory governance structure ○ the Participatory Governance Manual ○ Workgroups and their role with Accreditation standards • PBC broke into groups to look a series of hypothetical decisions and discuss which 	Doug Hirzel and Debbie Joy, PBC Co-chairs

	<p>participatory governance groups ought to be involved in each decision. The ensuing discussion revealed a diversity of opinions about governance processes. It was recommended that we include examples such as these in a future revision of the Participatory Governance Manual. These examples might help the campus understand in a more concrete manner how decision processes and the role of PBC in those processes, can vary greatly depending upon particular nature of the issues, the breadth of affected parties, and whether financial resources are involved.</p> <ul style="list-style-type: none"> • PBC will be continuing the tradition set last year, whereby during the academic year the workgroups will compile a list of all activities, decisions, changes, and initiatives that pertain to their given accreditation standards. This compiled list will be collected in May and given to Dean Hsieh and the PRIE, so that it can be added to the annual update of the college's accreditation Self-Evaluation. <ul style="list-style-type: none"> ○ Dean Lopez noted that the document for recording accreditation-related progress need to be updated to reflect the recently-adopted changes to the ACCJC standards. All agreed. • Other notes: while not under the Brown Act, PBC is open to all and maintains the spirit of the Act, treats documents as public, and follows of Roberts Rules of Order. • Goals for the year: In spring 2014 the review of governance identified the need to revise the Participatory Governance Manual. PBC will do so this year. PBC members are to consult with their constituencies to identify more goals for PBC this year. 	
<p>B. ACCJC Follow-Up Report</p>	<ul style="list-style-type: none"> • The ACCJC Site Visit in November 2013 yielded recommendations including one deficiency related to the currency of Course Outlines of Record. The college immediately began addressing the deficiency and fully addressed the issue before the ACCJC Commission meeting in January 2014. President Buckley went to the meeting and presented documentation showing how the deficiency had been rectified. The Commission still ruled that the college must complete a follow-up report accompanied by a team visit on November 12, 2014. The draft follow-up report was presented and PBC members were asked to review it and be prepared to vote on it at our next meeting. • VP Richards noted that there has been some feedback already since the document was disseminated to the campus community on August 26, 2014. While the site visit will focus on the update of the CORs, in theory the group can ask about any of the other 5 recommendations that Cañada/SMCCCD received. • Dean Hsieh also called on PBC and the campus community to send her any new pieces of evidence that might be helpful in this Follow-Up Report. 	<p>Chialin Hsieh, Dean of PRIE</p>
<p>C. State Student Equity Plan</p>	<ul style="list-style-type: none"> • VP Anderson notified the group that the state will be giving SMCCCD \$818,000, to be divided among the 3 colleges, for Student Equity. The discussion at the District is how the money will be allocated; Cañada will be pushing for the use of the state allocation 	<p>Gregory Anderson, VP of Instruction</p>

	<p>model, which is based on an estimate of community need.</p> <ul style="list-style-type: none"> • VP Anderson also announced that the former Student Equity Committee and the former Basic Skills Committee have now been merged; the official name of this new group is still being discussed. The Academic Senate Governing Council has advertised the Basic Skills/Equity coordinator position. Dean Rana and others are working on a draft of the plan, which is based off of the plans from the former groups, as well as the state requirements. The plan will go to the Board of Trustees by December 1, 2014. • The HSI/Title V Grant that Cañada was awarded is \$520,000 per year over the next 4 years. A Title V Grant Steering Committee, yet to be constituted, will be instrumental in deciding how to spend this grant money—it will be spread over various elements of the campus community. • President Buckley announced that Cañada will be moving forward with a full examination of the Puente Program, with a possible first cohort starting in fall 2015. Plans and budgets proposals will come to PBC at a future meeting. 	
<p>D. Student Services Success Program Plan</p>	<ul style="list-style-type: none"> • The SSSP plan is due October 17. In the meantime, Dean Lopez is bringing it to all participatory governance bodies and seeking approval and comments from them. While this is not required, it is being done so that all bodies are aware of this plan, of what is being required from the state, and how Cañada services its students. All feedback should go to Dean Lopez. • Unlike Student Equity money that we get from the state, the state dictates how the money from SSSP is to be spent in the core service areas (Orientation, Assessment, Counseling/Advising/Educational Planning Services, and Follow-up with At-Risk Students). The information in this plan will help Cañada employees know more about how the college serves our students. The focus is on new students rather than continuing students. On the website there is scorecard data, and how it integrates with our services. • Budget: \$819,044 — SMCCCD must match money at a 2:1 ration. The plan includes a budget breakdown of how the money is to be spent on the core areas. In this draft plan and budget there are 2 new positions: 0.5 Counselor for the Transfer Center, and a full-time Retention Specialist in the Welcome Center. • PBC was asked to disseminate this information to its constituents, and the plan will come back in October for approval. 	<p>Kim Lopez, Dean of Counseling</p>
<p>E. Benchmarks</p>	<ul style="list-style-type: none"> • Update on the Benchmarks/Goals from 2013-2014. A handout was given of the benchmarks, with the explanations of terms and benchmarks on the reverse of the handout. On benchmarks 1-7, the college was close to, if not exceeding, the benchmarks the college set and sent to ACCJC. Please note, the parameters for the Fall-to-Fall Persistence Rate is now measuring first-time students only, so that the data do not reflect students who are about to transfer or complete their degree/certificate 	<p>Chialin Hsieh, Dean of PRIE</p>

	<p>goals. President Buckley noted that Fall-to-Fall Persistence Rate is low, although it is also low at the state level, too (41%). He argued that the campus ought to set an inspirational goal to aim higher in this rate.</p> <ul style="list-style-type: none"> • Professor Castello noted that the non-CBET ESL data should be revisited; Cañada offers both CBET and non-CBET courses off campus, and therefore should be teased out in the data. She also added that, in regard to Fall-to-Fall Persistence, first-time students are not only those right out of high school, but include many adult learners of varying backgrounds. This needs to be considered when re-analyzing the data. • The discussion was tabled for a future meeting, so that the data could be discussed in depth. 	
F. ILO Report	Tabled for the next meeting, due to time constraints.	Chialin Hsieh, Dean of PRIE
G. Outcomes of Measure G to One Time Funds	<ul style="list-style-type: none"> • President Buckley continued the discussion regarding Measure G that took place at the last PBC meeting of the 2013-2014 academic year. We needed to discuss the transition of budget off of Measure G. • There are more funds left over from Measure G than previously anticipated so more Measure G funds were available for programs this year. As is required, a report on budget and expenses for Measure G will be given to Citizens' Oversight Committee. • CBO Nunes presented the following data: <ul style="list-style-type: none"> ○ Carryforward from previous years' money in Measure G: \$1,267,472 <u>Additional Final Allocation : \$309,018</u> Total funds available for 2014-2015: \$1,576,490 ○ The following report showed the planned budget for 2014-15 and the budget and expenses for 2013-14 (give link to report): The report compared the funds that were budgeted in 2014-15 with the funds budgeted in 2013-14 and how the difference in difference in budget difference was covered. The difference was covered with additional Measure G funds, Fund 1 or SSSP Funds. • It was noted that the money budgeted in Measure G the college needed to make up after the 2014-2015 academic year. There needs to be additional transition to other funds and may need to be further reductions. • President Buckley will be putting the handout that CBO Nunes gave to the PBC in the <i>Olive Hill Press</i>. 	Larry Buckley, President
H. Resource Allocation Model	<ul style="list-style-type: none"> • EVC Blackwood presented the latest draft of the Resource Allocation Model—while it has been agreed upon by the other college presidents, this has not been finalized completely. For example, there needs to be a cost-of-living adjustment built into the model for non-fixed personnel and other discretionary budgets. 	Kathy Blackwood, Executive Vice Chancellor

- The following changes and updates have been made to the draft Model:
 - The current Model was used as a basis, but tweaked so that FTES will no longer be the driver.
 - The Cañada base allocation will be augmented positively by \$1.3 million—to address a systematic underfunding that was identified using the minimum staffing analysis that was conducted last year.
 - Increased allocations to Central Services due to increased fixed costs (utilities, etc.)
 - No new allocation to facilities for square footage, as there is no change. Should SMCCCD pass a facilities bond, this will be revisited.
 - Changes to FTES: all 3 colleges are down over a 5-year average, so growth would have been negative. However, FTES is no longer tied to the allocation model. Allocation for international students is still in the model, with the money going to the colleges (save for a small percentage to the District for recruitment).
 - Auto-allocation for step/column compensation
 - Demonstrated need: while not entirely new, the ‘demonstrated need’ element has been reworked. This proposal creates a new innovation program in which colleges can receive funds to work on innovative programs from their respective EMP and Strategic Plans. The colleges will create reports to document how the funds are spent, and to review/reflect on the programs. Those programs that the colleges wish to institutionalize, they can do so with this fund. The money in this fund will vary year to year, depending on what EVC Blackwood is able to allocate to that fund. How the funds will be allocated to each college has yet to be determined by Chancellor’s Cabinet.
- Total allocation for Cañada for 2015-2016 will include the adjustment for the allocation model (\$1.3M) and growth in international students. After 2015-2016, that adjustment will be part of the base.
- Another note: SMCCCD is spending barely over 50% of the budget on instruction—perilously close to the 50% minimum. Therefore, the District is evaluating how that reflects to the colleges. Perhaps it means that the colleges need a budget that includes closer to 60% of the spending on instructional costs, because the District Office has no instructional expenses. EVC Blackwood is conducting more analysis on this issue.
- EVC Blackwood will be taking this model to CSM in mid-October, and Skyline around the same time. From there, it will go to District Participatory Governance Committee in December, and upon approval will be implemented for 2015-2016. This allocation model will be initiated at one step, and not phased in gradually.
- VP Anderson asked whether the District will be dictating how the colleges allocate the money that the state is giving the District (and ultimately the 3 colleges) for Student

	<p>Equity. EVC Blackwood said no, that the District will get the money from the state, but will rely on input from the colleges with regard to allocation. The colleges will spend the money as needed. She added that the District got funds for instructional equipment and maintenance block grant, which was turned over to EVC José Núñez's office to be used for facilities maintenance. This is in addition to remaining bond money that has been saved. However, the Chancellor allocated additional funds to the colleges for equipment which will extend the current allocation to Cañada of \$400,000 per year from 16/17 to 18/19.</p>	
I. Division/Committee Reports	<p>Business and Workforce Development: Artistry in Fashion, September 27th, 10am-4pm. \$10 suggestion donation will go to scholarships in the Fashion department.</p> <p>Athletics, Kinesiology, Dance, Library and Learning Resources: they are in the process of appointing a representative to the PBC.</p> <p>College Business Office: Gail Kamei will be out for a while due to an illness, so Central Duplicating is a bit backlogged. Please give them more than 24-hours' notice to get a work order processed, if possible.</p>	
3) NEXT STEPS	none	
4) MATTERS OF PUBLIC INTEREST	none	
5) ADJOURNMENT	At. 4:10pm	Doug Hirzel and Debbie Joy, PBC Co-Chairs