



PLANNING AND BUDGETING COUNCIL MEETING MINUTES
Wednesday, February 15, 2017
Room 2-10

Members present: Jasper Nguyen, Lea Moreno, Lorraine Barrales-Ramirez, David Meckler, Melinda Ramzel, Karen Pinkham, Peggy Perruccio, Paul Naas, Rachel Corrales, Megan Rodriguez Antone, Michelle Marquez, Anna Camacho, Debbie Joy, Doug Hirzel, Kim Lopez, Max Hartman, Jamillah Moore, Nick Carr, Gregory Anderson

Members absent: Chialin Hsieh, David Johnson

Guests and others present: Gohar Momjian, Jeanne Stalker, Jenny Castello, Tracy Huang, Lizette Bricker, Erin Moore, Heidi Diamond, Anniqua Rana

AGENDA ITEM	CONTENT
I. WELCOME AND APPROVAL OF MEETING MINUTES	Meeting called to order at 2:10 PM Motion to approve Minutes of February 1 meeting passed unanimously.
II. BUSINESS A. Budget Development Process	VP Michelle Marquez informed and updated on the budget process. Presentation highlights: <ul style="list-style-type: none"> • Review of District budget planning calendar/timeline Process steps include: <u>March:</u> Receive projected District allocation information, review with College President. Use this to begin developing the college budget. Important factors are: <ul style="list-style-type: none"> - FTES and productivity targets, discuss and develop these with VPI and instructional deans; - accurate and updated information on employee information, labor distribution, and position control. Review by departments and submit changes. <u>April:</u> Review with deans and departments to identify budget needs. <ul style="list-style-type: none"> - Develop division budgets, review previous budget for shortfalls or surpluses, unanticipated budget impacts - Develop hourly faculty budget for departments. This currently represents approximately 21% of our general fund budget. <u>May:</u> Tentative college budget is drafted, reviewed at PBC and submitted to Board. Adjustments made based on any new information, such as new positions approved, changes in revenues. <u>June:</u> Final position control review. <u>July-August:</u> Property tax revenue information is received. Final adjustments made. <u>September:</u> Budget finalized and submitted for Board approval. Question posed on PBC role in the budget timeline. Michelle pointed out that resource requests component in program review is discussed at PBC and this is a significant portion of the college budget. Budget office is looking into integrating the program review and budget timelines.

	<ul style="list-style-type: none"> • Department Budget Development <ul style="list-style-type: none"> - Position control information, making sure labor distribution and other employee information is correct. This is where the majority of adjustments are made. - Travel, food, overtime, equipment replacement, are examples of items that are often not included in department’s budget, though staff are aware that these expenses will occur. Staff should be engaged in department’s budget process so that these and other items will surface and given consideration during budget development. - Hourly faculty, short-term hourly employees, student assistants are grouped together as a budget expense, initially included in the Office of Instruction, then divided among the divisions. At this time, hourly faculty comprises 90% of this item. <p>Co-Chair Doug Hirzel advised that in the annual employee survey, “not engaged in the budget process” is a commonly expressed response. PBC co-chairs encourage the information on the current budget process presented today serves as a starting point for discussion/feedback with constituency groups.</p> <p>B. Public Safety Report</p> <p>Michelle advised that the District has received and is currently reviewing a draft of the public safety study. It is anticipated that this will be available for review/feedback at college’s governance groups in March or April.</p> <p>Michelle informed on the Students’ Public Safety Survey, which was designed and developed by SMCCCD Associated Students. During January’s Welcome Week, ASCC gathered data from day and evening students on campus. The results can be found here. PBC congratulates the students across the District on planning and executing this survey. The students’ survey will be considered together with the public safety study in discussions at the colleges and district on this subject.</p> <p>Michelle advised anyone interested in inviting public safety officers to classes and department/club meetings should contact Chief Brian Tupper at the Public Safety Office.</p> <p>C. Report on Board of Trustees Retreat</p> <p>President Jamillah Moore informed on the District’s Board of Trustees Retreat that was held on Saturday, February 11. This was an opportunity for the Board, District and college leaders to discuss the District Promise Plan as well as each college’s promise programs. Metrics for the District Strategic Plan and other items were also on the day’s agenda.</p> <p>Jamillah advised that the list of metrics, developed by the District Research Team (Interim Dean of Educational Services Kimberlee Messina and the Deans of Planning, Research and Institutional Effectiveness at the three colleges) was reviewed. This will be the starting point for the dashboard pertaining to the District Strategic Plan. At the retreat, the group spent time on several pages of data, reflecting students’ success, completion of educational goals, transfer rates, and other items. (This can be found on the Board Retreat link for February 15 PBC meeting, item # 17-2-2C.)</p> <p>Another topic discussed were the proposals for items to be incorporated in the District’s Promise Program. These proposals will serve as a guide for subsequent conversations on the District Promise Program. They proposal items are:</p> <ul style="list-style-type: none"> • SMCCCD Trustee Grant (BOGG+) • Open Educational Resources (textbooks, instructional materials, etc.)
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<p>D. Feedback on Updates to Participatory Governance Manual</p> <p>E. Institutional Grants Planning</p>	<ul style="list-style-type: none"> • Food Insecurity • Transportation • Student Housing <p>At the retreat, the college presidents were asked to discuss intervention programs currently being implemented. President Moore spoke on Cañada’s JAMS programs. CSM talked about the First Year Experience Program and Skyline presented on the Summer Scholars Program. At this time, funding for these programs is directed from Auxiliary Services Community Education. Also, EVC Kathy Blackwood reviewed information on the New Positions Added in the District between 2013/14 and 2016/17.</p> <p>Complete agenda and other information on the February 11 Board of Trustees Retreat may be found here.</p> <p>Doug Hirzel presented on the proposed updates for the Participatory Governance Manual. He advised that this update describes the hiring process that we used this year. PBC members are encouraged to discuss the revised New Positions Hiring Process within their constituency groups and planning councils. Please send feedback to Debbie and Doug to compile for discussion at a subsequent PBC meeting.</p> <p>Gohar Momjian presented information she has gathered on the college’s grants application, management and administration procedures. The objective was to review the current general practices and determine possible avenues to streamline and standardize efforts.</p> <p>Highlights included:</p> <ul style="list-style-type: none"> • At this time, the college holds over 50 active external and categorical grants. These represent an operational budget of over \$21 million. Also, 22% of the workforce is grant-funded. Grants play a central role in the mission of the college. • Reviewed inquiry process and decision-making to pursue a grant. These involve: <ul style="list-style-type: none"> - review of grant criteria - consideration of measureable outcomes - acceptance of conditions for receiving the grant - understanding of organizational capacity and infrastructure required, and more. • Discussed current Strengths, Weaknesses, Opportunities and Threats. Examples: <ul style="list-style-type: none"> - College has a history of success. Institutionalization of programs such as JAMS and College for Working Adults. - There are some inconsistencies in communication, roles and responsibilities among grant programs. - This is a good time to coordinate efforts to follow on new educational master plan. - Recognize shifting external forces resulting in increased scrutiny, grant audits, and changing federal policies. <p>Gohar introduced a draft Pre-Award Proposed Process. (It is noted that the college’s grant website includes a process, however, it is outdated and its use is inconsistent within the college.)</p> <p>PBC comments and feedback included:</p> <ul style="list-style-type: none"> • The process steps reflect an informal, deliberative consideration prior to the formal proposal.
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	<ul style="list-style-type: none"> • Engagement at Cabinet and PBC early in the process encourages positive grant proposal development. • Involvement by other college entities, such as PRIE and Business Office, as well as PBC, is articulated. • Given PBC’s governance role, suggest including institutionalization standards as an early consideration. • Allow for flexibility to accelerate any adopted standard process. • Updated college organizational chart would be helpful in developing grants. Chart would reflect already existing programs and would preclude duplication. • Similarly, there are grants that stipulate funds can be awarded only to one college within a multi-institution district (such as SMCCCD.) This should be identified and checked early, before proposal is developed. • Process is directed to new-to-college grants – consider similar mechanism for renewal of existing grants. <p>Included in the proposed process are references to Assessment Principles and Proposal Summary Form documents. Gohar advised these drafts are being developed. More information will be provided on this process as feedback is received and ideas are expanded.</p>
<p>F. Continuation Strategic Initiative Planning</p>	<p>At the February 1 PBC meeting, PBC members gathered into small groups to brainstorm on possible strategies to move forward on the Proposed Strategic Initiatives feedback discussed at campus group meetings. Doug advised that this feedback is being received from the constituencies, planning councils and other groups. PBC members continue to attend these group meetings, facilitate the exercise and receive proposed strategic initiatives. As this is completed, please think on how PBC will sort and prioritize this feedback and suggested initiatives. We will discuss this further at the March 1 meeting.</p>
<p>G. Replacement Position: Office of Instruction</p>	<p>VP Gregory Anderson presented on the replacement position proposal for the Executive Assistant in the Office of Instruction. Gregory cited the administrative workload relating, but not limited to, faculty contracts, professional development, curriculum, Title IX compliance, student issues, and many other items, reinforce the need to replace this position. No opposition was stated. PBC members expressed support to move forward with this proposal.</p>
<p>H. Staffing Update</p>	<p>Michelle advised Karen Pinkham has been appointed by the District as Facilities Manager for our college. She has been serving in the interim role since May 2016.</p>
<p>I. Matters of Public Interest</p>	<p>Doug Hirzel: Link to Enrollment Management data for the current semester has been posted on the PBC website.</p> <p>Jenny Castello: At February 13 City Council meeting, Redwood City officially became a Welcoming City. This designation is part of Welcoming America and is a result of collaborations across the community, corporate and civic organizations as well as other economic entities. This recognition is one of many activities to celebrate Redwood City’s 150th anniversary. Also included in this celebration is an update of Faces of Redwood City photography project. Nominations will be sought for families who live/work/learn in this city.</p> <p>Nick Carr: Support Mens Basketball team as they end the home season against Skyline. Go Colts!</p>

	<p>Jenny Castello: Off-campus ESL Students will be on-campus this week with their families. They are here to tour the campus, pay fees, etc.</p> <p>Lorraine Barrales-Ramirez: EOPS Progress Reports will be going out week of February 20. This feedback is helpful to EOPS staff and the students as they work toward their goals. Please contact EOPS if you have any questions or comments.</p>
III. ADJOURN	Meeting adjourned at 3:40 pm.