



PLANNING & BUDGETING COUNCIL MEETING MINUTES

Wednesday, March 26, 2014

Building 2, Room 10 – 2:10 to 4:10 p.m.

Members Present: Allaa Aissi, Gregory Anderson, Jennifer Castello, Loretta Davis, Patty Hall, Sarah Harmon, Doug Hirzel, Chialin Hsieh, Debbie Joy, Paul Naas, Vickie Nunes, Karen Olesen, Martin Partlan, Robin Richards, Mike Tyler

Ex-Officio: Larry Buckley - President

Members Absent: Lizette Bricker, Ivan Evans, Robert Hood, Ruth Miller, Lezlee Ware

Guests: Margie Carrington, Linda Hayes, Justin Johnson, Maria Lara-Blanco, Kim Lopez, Misha Maggi, Anniqua Rana, Maggie Souza

<u>AGENDA ITEM</u>	<u>PRESENTER</u>	<u>PROCESS</u>
1) APPROVAL OF MINUTES	The minutes were approved as submitted.	Doug Hirzel & Debbie Joy, PBC Co-Chairs
2) BUSINESS		
A. Hiring Process	<p>Notes taken from the March 25th meeting to discuss the hiring position presentation were reviewed and discussed.</p> <p>Question asked “Did we feel that the hiring process worked better this time?” Suggested that:</p> <ul style="list-style-type: none"> • Set deadlines earlier • Do Fall earlier • Program review earlier to original schedule • Good discussions • Confirm time for presentation • Worked alright to have two cycles • Recommend HR committee put together dates for upcoming hiring process • Schedule discussion time during regular PBC meeting <p>A motion was made and seconded to endorse the process. All members present agreed.</p>	Doug Hirzel & Debbie Joy, PBC Co-Chairs
B. ESL Replacement Position	<p>Proposal made for one ESL replacement to replace Linda Haley and Jacque Phillips. There are currently five ESL faculty members, three of which are teaching in other departments in addition to ESL. Also one ESL faculty member is the Basic Skills Coordinator and CIETL Coordinator and teaches in the English Department and as a result teaches only one ESL class. Another ESL faculty member coordinates the ESL Department and teaches only one ESL class. Of the five ESL faculty, only one faculty member teaches a full load of ESL classes. There is a concern that we have no ESL full time faculty in our community or anyone to collaborate with many of the departments on our campus. The justification presented addressed the connection of the position to the college pathways, EMP, technology standards, industry connection, and to their Annual Plan. This position would be a replacement hire and not a new position.</p>	Gregory Anderson, Vice President of Instruction & Doug Hirzel, Academic Senate President

C. Strategic Enrollment Plan	<p>A motion was made and seconded to replace one ESL full time faculty position. All members present agreed to move forward in replacing this position.</p> <p>Draft of plan has been reviewed by Academic Senate, IPC, APC, SSPC, Basic Skills, and ASCC. SEP draft was also sent to our campus community via email. Feedback received discussed and integrated into the document where fit. It was noted that strategies for plans were not incorporated into the final draft but will be in a later document. Latest changes to the document include:</p> <ul style="list-style-type: none"> - Data added for Concurrent Enrollment and Middle College - Will be in implementation – change campus to college - Took out % Enrollment Trends - Took out Student Engagement Plan in appendix - Added goal re home schooling - Enrollment management goals – 8. Take out AA/AS <p>Proposed by Jennifer Castello that we add to Community Goals on page 14 of the document “to maintain and develop community connections” – a motion was made and seconded to add this to the document. This was followed by further discussion.</p> <p>A motion made and seconded to approve the Strategic Enrollment Plan document with amended changes. All members present agreed.</p>	<p>Chialin Hsieh, Dean PRIE Kim Lopez, Dean of Counseling</p>
D. Student Engagement Plan	<p>Development of document was reviewed which included its purpose, origin, creation and development, and the review by campus constituency groups. All feedback has been implemented into document. Additional changes suggested by PBC include:</p> <ul style="list-style-type: none"> • Engaged – under Activities for #7. Campaign - add one semester of first year • Focused – under # 3. Check In add faculty to “Who’s Responsible” • Rev stand point – funding items need to be an allocation of resource – done through current jobs <p>Proposed that we look into finding funding for all new plan initiatives.</p> <p>Motion made and seconded to approve with amended changes. All members present agreed.</p> <p>The Measure G Program Plan and Cañada Special Projects Proposal was reviewed as follows:</p>	<p>Kim Lopez, Dean of Counseling</p>
E. Measure G, Foundation & Redevelopment Funds		<p>Larry Buckley, President</p>

Measure G Program Plan

FUND	FY2014	FY2015	
	BUDGET	PROJECTED NEED	FTE In Budget
Carryover	997,975.46		
VPI			
Sections	1,000,218.63	1,000,218.63	
Distance Education	127,654.85	127,654.85	1.0 FTE
College for Working Adults (CWA)	91,639.33	91,639.33	0.4 FTE
Faculty Development	17,230.00	17,230.00	
Trustees Funds Project	12,170.00	12,170.00	
Library	100,356.00	100,356.00	
Learning Center	197,047.93	161,781.61	1.73 FTE
Workforce Development	130,490.98	130,490.98	1.00 FTE
Math Jam	37,900.00	37,900.00	
Word Jam	16,880.00	16,880.00	
Basic Skills/Writing Center	49,748.29	19,458.00	
VPI Subtotal	1,781,336.01	1,715,779.40	
VPSS			
Counseling	304,090.71	54,050.00	
Orientation/Outreach	25,850.00	25,850.00	
Veterans Support	18,614.00	18,614.00	
100% FAFSA	30,766.00	30,766.00	
Peer Mentorship Program	69,717.00	69,717.00	0.3 FTE
Degree Audit	69,626.28	69,626.28	1.0 FTE
VPSS Subtotal	518,663.99	268,623.28	
MEASURE G TOTAL BUDGET	2,300,000.00	1,984,402.68	5.43 FTE
Projected Carryforward from FY2013-14		\$1,400,000.00	

Added per discussion with the President 9/23/13

Marketing Plan	\$	40,000
Pathways	\$	10,000
Data Dashboard	\$	15,000
CIETL/Honors (7.5K Each)	\$	15,000
Presidents Innovation Fund	\$	50,000
Additional Projects Subtotal		\$ 130,000
TOTAL PROJECTS		<u>\$ 773,487</u>

Remaining Balance	\$ 226,513
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More research was needed for the project	
Green Design Exploratorium (green home model square = 1,900 sq ft)	\$ 1,000,000

CAÑADA SPECIAL PROJECTS PROPOSAL - Amount Allocated**\$ 1,000,000**

Completed Projects from One-Time Funds		
District-wide Finance \$70,788 + Benefits = \$105,120 (split between 3 colleges)	\$	35,040
Equipment and Software resulting from BPA for Financial Aid and A & R	\$	30,521
Building 9 Humanities HUB = \$22,000	\$	22,000
Grant writer/consultant fee for TAACCCT grant (3 COLLEGES)	\$	10,182
Real Time Captioning Costs (\$18,750) and Sign Language Interpreter (\$33,286) for DRC students	\$	52,036
Veteran's lounge room proposal = \$9,920	\$	9,920
Beating the Odds (Reconfiguration of panels/workstations) in Learning Center= \$8,684	\$	8,684
College Banners = \$6,000 (photographer, banners, and installation)	\$	6,000
Additional UHF Radios, AEDs, batteries & pads	\$	5,000
New Tables for 2-10 (classroom/PBC meeting room) 35 tables @ \$600 each (quote from KI)	\$	22,355
Completed Projects FY13 Subtotal	\$	201,737
Remaining From Original One-Time Projects List		
Middle College High School funding	\$	85,000
Accreditation Visiting Team Expenses (accomodations/transportation/printing/etc)	\$	35,000
High School Transcript Evaluation for Placement workshop	\$	12,500
Scanning old student records in A&R = \$40,000	\$	40,000
E-portfolio budget attached for spring 2013 through June 30, 2014 = \$30,250.00	\$	30,250
National Media (survey that tells us how our students like to communicate)	\$	15,000
Babysitting expense for CBET Program at RCSD	\$	16,000
Repurposing of conference room to training room for fluoroscopy and equipment	\$	100,000
Theater Projector Project = \$28,000	\$	28,000
Repurposing of Outreach workspace - Financial Literacy	\$	25,000
Repurposing the Geology Storeroom for Chemistry department & old Gene connection lab	\$	25,000
Consultant to write Tech Plan	\$	30,000
Remaining List Subtotal	\$	441,750

F. Division/Committee Reports	<p>A review of the President's Innovation Fund supported from SMCCC Foundation Annual Campaign funds was also reviewed.</p> <p>President Buckley would like to put together an advisory group to come up with a process in how the college should spend these funds. Proposed that the PBC Finance, Human Resources and Mission Work Groups along with a member from the IPC and SSPC meet to come up with criteria for use of these funds and report back to PBC at their April 16th meeting.</p> <p>Classified Fundraiser – tickets on sale now. Drawing will be on March 30th.</p>	Division Committee Reps
3) NEXT STEPS	None	Doug Hirzel, Academic Senate President Debbie Joy, Classified Senate President
4) MATTERS OF PUBLIC INTEREST		Doug Hirzel & Debbie Joy, PBC Co-Chairs
5) ADJOURNMENT	The meeting was adjourned at 4:05 p.m.	Doug Hirzel & Debbie Joy, PBC Co-Chairs