



PLANNING AND BUDGETING COUNCIL MEETING MINUTES
Wednesday, February 17, 2016 DRAFT

Members present: Doug Hirzel, Debbie Joy, Rachel Corrales, Anniqua Rana, Supinda Sirihekaphong, Nick Carr, Paul Naas, Peggy Perruccio, Winnie Kwofie, Chialin Hsieh, Megan Rodriguez, Joanna Dai, Gregory Anderson, Kim Lopez, Lorraine Barrales-Ramirez, Michelle Marquez

Members absent: Lezlee Ware, David Johnson, Jennifer Hughes

Guests and others present: Mary Chries Concha Thia, Janet Stringer, Sarita Lopez, Heidi Diamond, Vickie Nunes, Jeanne Stalker, Barbara Bucton

AGENDA ITEM	CONTENT	PRESENTER
1) APPROVAL OF MINUTES	Meeting called to order at 2:10 PM Motion to approve Minutes of the February 3 meeting passed unanimously.	Co-Chairs Debbie Joy and Doug Hirzel
2) BUSINESS A. Vice President of Student Services Search Update	VP Marquez provided information on the VPSS search and selection. Interviews were completed on Thursday, February 11. Two candidates will move on to finalist interviews and public forums scheduled on Wednesday, February 24. The interviews will be with Interim President Jennifer Hughes and the College cabinet. The selection committee has been invited to observe the finalist interviews. Cañada community is encouraged to attend the public forums which will be 2:00-4:00 PM in room 3-148. Jennifer will send a college-wide email announcement with this information plus brief bios on the candidates. The forum format will include: <ol style="list-style-type: none"> 1. Introduction 2. Candidate to answer a few prepared questions 3. Candidate to answer questions from the attendees 4. Attendees will complete and feedback forms on each candidate. After the forums, College President will review feedback forms along with Human Resources regarding reference checks and other final selection steps. Co-Chair Hirzel asked if the forums will be recorded. Michelle will follow up on this. Michelle thanked the members of the search committee for all their time and efforts over recent weeks to complete the initial screening and first-round interviews.	Michelle Marquez
B. President Search Update	Michelle provided information on the College President search. She advised that keeping everyone informed throughout the process will be a priority. The search committee has been named, representing constituencies per District procedures . The members are: <ul style="list-style-type: none"> • Classified staff: Matt Lee, Julian Taylor, Yesenia Mercado, Soraya Sohrabi • Faculty members: Jessica Kaven, Elsa Torres, Doug Hirzel, Elizabeth Terzakis. • Students: Evelyn Valenzuela 	Michelle Marquez

	<ul style="list-style-type: none"> • Administration: David Johnson, Michelle Marquez • Community: Dick Claire (Current Redwood City Port Commissioner, former RWC mayor and city councilmember, adjunct faculty member at Cañada and Skyline) <p>Tentative timeline and related information was discussed. Highlights included:</p> <ul style="list-style-type: none"> • Job announcement will be posted soon and Presidential Search website will be created. Job will be posted for approximately six weeks on a number of higher education and executive sites and registries. • Feedback (desirable Presidential Characteristics, pending College opportunities/challenges, suggested interview questions, etc.) will be solicited from Students/Faculty/Staff/Community as well as nominations. This feedback may be submitted on the website. Please relay to your constituencies that this is available to them and encourage that they submit their comments soon. • Two “town hall” meetings for campus community will be scheduled so that Screening Committee can give and receive feedback on process. • Committee will develop interview questions and written exercise. • Tentative due date for applications is April 8. • First round interviews will then be scheduled and completed then finalists selected. • Reference checks to be completed on selected finalists before final interviews. Additionally, each constituency represented on the committee will contact its counterparts on the current and former campuses of the Finalists. • HR will conduct independent reference checks. • Site Visits, if needed, will be discussed within the committee. • Target date for finalist interviews with Chancellor and campus forums is prior to May 11. VPs, as one group, and Deans, as another group, will meet separately with finalists. • Target date for finalist Board interviews is May 11. <p>Michelle emphasized that everyone is encouraged to participate in the process. Name is optional (and other information will be made optional) on the feedback form. Please also relay to constituencies that the website will be updated information is available.</p>	
C. Midterm Report Update	<p>Dean Hsieh provided Midterm Report status which is due by April 23. Today, this is an information item to inform PBC members that the Midterm Report draft is available to review by campus constituencies. Please relay this to your groups and let them know their feedback and questions are encouraged.</p> <p>Approval process timeline:</p> <p>Today: PBC members are informed the draft report is ready for review.</p> <p>March-April: Present and request feedback from planning councils and senates. As appropriate, incorporate their feedback into draft.</p>	Chialin Hsieh

	<p>May: Midterm Report draft will be presented at PBC for approval.</p> <p>The approved report will be sent to the Chancellor's Council for review and approval. It will then be submitted for Board approval. The final report will be submitted to the Commission prior to the deadline in the fall.</p> <p>Chialin noted our report is organized to reply to the Commission's recommendations as they were organized in ACCJC's letter of Affirmation of Accreditation. There are two college recommendations and three for the District:</p> <p>College</p> <ul style="list-style-type: none"> • review and revise Course Outlines of Record process • provide evidence of robust dialogue among planning councils and governing groups <p>District</p> <ul style="list-style-type: none"> • communicate modifications to faculty evaluation processes • develop goals for orientation and professional development of new trustees • establish cycle for evaluation on District services <p>All are encouraged to review the College's responses to these recommendations in the midterm report draft. Chialin noted that Dr. Jamillah Moore will be coordinating similar feedback from District pertaining to their recommendations.</p> <p>Chialin thanked the small group who provided good feedback and constructive criticism as the midterm report draft was researched and prepared: Dani Behonick, Jessica Kaven, Gregory Anderson, Michelle Marquez, Doug Hirzel, Debbie Joy, Janet Stringer.</p>	
D. Budget Update	<p>Michelle presented information on 2016-17 Budget Development Timeline.</p> <p>The District Mid-Year Budget report is not available - we will receive this in March. Today, we will discuss the timeline and process for next year's budget.</p> <p>Discussion highlights:</p> <ul style="list-style-type: none"> • Governor's budget was released in January. It is particularly good for our District as most of the proposals will be in categorical funding. • CTE is an area that will likely be well-funded this year. There is continuing discussion among various parties on process for distributing these funds. • Governor's budget reflects preparation for a recession that would hit in 2016-17 fiscal year • We are ahead on our timeline to review last year's College expenditures. This has been already completed. • Note on timeline: March-April: develop College department budgets May: tentative 2016/2017 budget presented to PBC and then submitted to District June-July: finalize 16/17 College budget September: Board of Trustees adopts 16/17 final budget <p>Michelle provided information on the propose site allocations. Note they are presented as best-, middle- and worst-case scenarios.</p>	Michelle Marquez

<p>E. Space Planning Principles</p>	<p>These differ based on assumptions for property tax estimates, COLA and Compensation increase adjustments and District innovation fund. Discussion highlights:</p> <ul style="list-style-type: none"> • This year, Cañada received \$21 million. In all three scenarios, the figure for next year is higher. • Noted that the College received \$200K Innovation Funds for Sparkpoint last year. This year, this will be included in our base allocation and will not be included in Innovation Funds. • Middle-case example was discussed. In this scenario, the District will have \$2M available to distribute to the colleges. There is not yet a clear process as to the distribution of these funds. Last year, the distribution was decided in District strategic planning discussions. We look to providing input on this process for the coming year. • Cañada faculty and staff prepare for the innovation funding discussion by considering projects where these funds are trackable, related to student success and lead to positive outcomes. <p>Michelle will check if strategic planning brochures are available to bring to PBC. These include information we can use as a guide in our budget planning process. We may discuss possibly coming up with inclusive and ongoing guiding principles on the budget process. More information on the budget planning and preparation will be presented at upcoming PBC meetings.</p> <p>Michelle Marquez and Facilities Manager Winnie Kwofie provided information on the Principles of Space Planning. Among task force recommendations on campus space allocation is to develop principles of space planning that can be used as guidelines going forward. Winnie also provided information on how other institutions determine space needs and approach space allocation. Presentation highlights:</p> <ul style="list-style-type: none"> • Reviewed College space allocation per purpose: facilities/IT, classrooms, general assembly, athletics, library/study, offices. • Effective space allocation impacts student success, and productivity. • Space is limited and transparency in the process of assigning and using space is important. • District facilities master plan objectives support providing a student-focused quality educational environment. Safety, security, technology, fiscal responsibility are among key factors. District priorities also affect our campus use of space. <p>Among items considered in space allocation guidelines:</p> <ul style="list-style-type: none"> • Examine priorities on using facilities. Instruction is a top priority as well as efficiency and equity. • Process and decision making should be transparent. Principles inform the process. • Regard space as a resource that fits into overall mission. • Discuss space ownership and how it is determined. • Determine expectations of space allocation process, process flexibility and continuous assessment. 	<p>Michelle Marquez and Winnie Kwofie</p>
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	<p>Other group discussion highlights:</p> <ul style="list-style-type: none"> • Space assignment should be part of the new personnel request process. • Principles should include looking at outside funding (grant-funded) positions from a facilities standpoint. What is the college asked to commit. Some grant funding is allowed to use for facilities purpose (rent/furniture, etc.) • Review under-utilized space. • Space planning should be connected to larger planning process and included in the planning process and/or participatory governance manual. Develop principles as a guide to develop processes that are applicable to all. • Consider current processes and where they fall short. • Reservation processes particularly in student spaces in Library and Learning Center need to be modernized. <p>Next steps:</p> <ul style="list-style-type: none"> • Create a space allocation workgroup included in existing facilities committee (Michelle Marquez, Winnie Kwofie) <ul style="list-style-type: none"> - Instructional Deans: Janet Stringer - External rentals/facilities: Rachel Corrales - IPC faculty member - SSPC representative - APC representative: Michelle Marquez - ASCC/student representative - Outdoor facilities/Athletic Dept representative <p>Upon formation, workgroup will develop timeline and objectives on space allocation process proposal and report progress on these to PBC.</p>	
F. Reminders of Important Dates	<p>Due today, February 17: New Position Proposals</p> <p>Due February 29: Program Reviews and Resource requests</p> <p>March 2 and March 8: New Position Proposals Presentations and Discussions</p>	Doug Hirzel
G. Staffing Update	<p>Status of Interior Design position: An interior design faculty fulltime position was requested and approved three years ago. Two recruitment cycles were completed but were not successful. Based on needs and enrollment trends review, it was decided to withdraw this position. The funding allocated for this position will be applied to one of the new fulltime faculty positions requested in the current cycle. The interior design faculty fulltime position is a Vacant/Unfunded position which would be required to go through the New Position Request process should a future need be determined.</p> <p>No new staff positions to report.</p>	Michelle Marquez
3)	Meeting adjourned at 4:00 pm.	