

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

<u>Members present:</u> Paul Naas, Rachel Corrales, James Carranza, Max Hartman, Nick Carr, Melinda Ramzel, David Meckler, Martin Partlan, Nadya Sigona, Karen Pinkham, R Abd-aljawad, Tracy Huang, Megan Rodriguez Antone, Leonor Cabrera, Michelle Marquez, David M. Johnson, Phillip King, Jamillah Moore, Jeanne Stalker, Hyla Lacefield

Members absent: Margarita Lozano

Guests and others present: David Reed, Rebekah Taveau, Debbie Joy, Diva Ward, Doug Hirzel

AGENDA ITEM	
I. WELCOME, APPROVAL OF MINUTES	Meeting called to order at 2:10 PM. Minutes for October 18 meeting not available, will carry over to next meeting.
II. BUSINESS A. College Integrated Plan	Motion to approve preliminary College Integrated Plan. Interim Dean ASLT (Academic Support and Learning Technologies) David Reed and ACES Coordinator Professor Rebekah Taveau informed on efforts to complete the College's Integrated Plan which is due to the state in December. The integrated plans (Basic Skills, Student Equity, and Student Success and Support Programs) objective is to look across these plans on funding and possible outcomes, highlighting where these three plans overlap and efforts are collaborative and cooperative. • Committee members: David Reed, Rebekah Taveau, Tracy Huang, Gloria Darafshi. Determined key factors related to the directed goals • Report drafted and shared within the college community. Received helpful feedback which was incorporated into current version. • Next step will be to present to BOT (Board of Trustees). Due to state January 2018. • Report highlights: 1. provided 2015-16 progress and supporting data, including: Math and Word Jams, COLTS Academy, Proactive Registration, Multiple Measures Assessment, CWA (College for Working Adults, PUENTE and others 2. Identified (5) integrated goals: - Supporting timely completion of ESL and Basic Skills English and Math Sequences - Basic Skills Math completion and time to completion - Persistence - Completion Rate 3. Report includes specific efforts toward achieving these goals through existing and enhanced support programs. Motion to approve preliminary College Integrated Plan passed unanimously.
B. IEPI Final Report	President Jamillah Moore informed on the IEPI Summary Report received upon the conclusion of the IEPI PRT assignment. The report contained four suggestions for Sustaining Progress on the Integrated Planning and Resource Allocation processes. • carefully follow the Educational Master Plan that it collectively developed

- continue to develop and respect the function and role of the Planning and Budgeting Committee as a central governance body in the resource allocation process
- continue to find ways to engage in resource allocation focused on the goal of providing benefit to students across the college, and
- continue to find ways to engage in campus dialog that is inclusive, intentional, and crossfunctional in its objectives and implementation

Relating to College's Professional Development, the team suggests that the college:

- carefully follow its professional development plans
- continue to find ways to engage in professional development for both faculty and staff focused on the goal of providing benefit to students across the college, and
- continue to find ways to engage the full campus community in dialog that is inclusive, intentional, and cross-functional in its objectives and implementation.

The report will be shared on the college website.

C. Accreditation Update

Interim Dean PRIE Tracy Huang updated on College Accreditation.

- Provided information and compared College and District primary/secondary/shared responsibilities related to the Accreditation Standards and elements. Feedback from members is encouraged – please contact Tracy. Discussion and PBC approval (as Accreditation Oversight Committee) will be a future agenda item
- Thank you to everyone who attended Accreditation Kickoff training sessions, facilitated by ACCJC representative.
- A number of the standards team efforts are in progress, evidence-gathering and evidence analysis. There is still time to become/recruit standards team members.

D. Approval of Accreditation Co-Chairs and Tri-Chairs Motion to approve Accreditation Standards Team Co-Chairs and Tri-Chairs. Discussion highlights:

• Reviewed Accreditation website including description of standards, projected timeline, meetings schedule, and team rosters.

Motion to approve Accreditation Standards Team Co-Chairs and Tri-Chair passed unanimously.

E. Guided Pathways

VPAS Michelle Marguez and David Reed informed on the Guided Pathways college efforts.

- College is working on the self assessment to receive Guided Pathways Initiative funds. This is expected to be a five-year, \$500K grant.
- Cañada team attended training and is working to complete the self-assessment. Team members include Phillip King, Nenaji Jackson, Bob Haick, Alex Kramer, Gloria Darafshi, Ruth Miller, Ryan Chan, James Carranza, Candice Nance, Denise Erickson and others.
- The self assessment can be described as the College's current state. Subsequent Guided Pathways plan will include proposed steps for the College to move forward.
- The completed self assessment will be submitted for BOT approval today. The plan is anticipated to be completed by the end of March 2018, allowing sufficient time for review and feedback within the college community.

F. Interim Director of Student Success and Equity President Jamillah Moore reported that the District has requested that we look to duplicate the equity leadership organization at the other campuses with a Dean or Director of Equity. We were considering this as an interim, grant-funded and expanding the role of an existing position. Members of the ACES Committee provided informal feedback and have removed this from the College's Temporary Positions for further study. We will research existing job description in place at Skyline and CSM and continue discussions with the ACES team.

Question posed on District possibly providing resources and determining the role of this
position. Jamillah advised the role would be included in subsequent discussions and what
would work for the college and keep within the current New Positions Proposals process.
Jamillah will also discuss possible funding sources with District staff.

G. Planning Council Updates	Max Hartman, Student Services Planning Council: At November 8 meeting discussed Resource Request Prioritization Process, Enrollment Management and the relation to New Position Proposal Process.
	David M. Johnson, Instructional Planning Council: IPC continues to review applications for Reassigned Time. Complete information will be agenda item at PBC and Academic Senate meetings. Also continue to receive applications on facility coordination for CIETL
	Michelle Marquez, Administrative Planning Council: discussed APC structure and organization, Program Review Resource Request Prioritization Process, Service Area Outcome Development, Program Reviews
	Hyla Lacefield, Curriculum Committee: Reminder that second meeting in the spring will be statewide Academic Senate training on curriculum. Encourage Deans to attend curriculum meeting
E. President's Update	
F. Matters of Public Interest	Erin Moore: Professional Learning Needs Assessment (survey) is online. Please encourage your colleagues to participate and help program professional learning on campus. Results will begin to be reviewed at the Professional Learning Committee and also part of Flex Day activities.
	R Abd-aljawad, ASCC: International Education Week Evening Event, celebrating food and cultures throughout the world, Thursday, November 16.
G. Staffing Update	
III. ADJOURN	Meeting adjourned at 4:00 pm.