



PLANNING AND BUDGETING COUNCIL MEETING MINUTES
Wednesday, May 3, 2017 - DRAFT -
Room 2-10

Members present: Debbie Joy, Doug Hirzel, Rachel Corrales, Maria Huning, Nick Carr, Melinda Ramzel, David Meckler, Lorraine Barrales-Ramirez, Chialin Hsieh, Megan Rodriguez Antone, David Johnson, Michelle Marquez, Jamillah Moore.

Members absent: Paul Naas, Max Hartman, Peggy Perruccio, Karen Pinkham, Jasper Nguyen

Guests and others present: Mary Chries Concha Thia, Vickie Nunes, Gohar Momjian, Leonor Cabrera, Jeanne Stalker, Edith Flores, Erin Moore, Adolfo Leiva, Diva Ward, Anniqua Rana, Heidi Diamond, Monica Malamud

Guest presenter: Executive Vice Chancellor Kathy Blackwood

AGENDA ITEM	CONTENT
I. WELCOME APPROVAL OF AGENDA	Meeting called to order at 2:10 PM Motion to approve minutes for April 19 passed as amended with abstentions.
II. BUSINESS A. District Budget Update	EVC Kathy Blackwood shared information and provided update on the District budget and resource allocation. Highlights included: <ul style="list-style-type: none"> • State budget news <ul style="list-style-type: none"> - State revenue COLA has increased to 1.56. This impacts certain categorical programs such as EOPS and others. - Proposal for \$150 M one-time funding for guided pathways likely to go through. Distribution process of these funds is not yet determined. - Governor’s budget relative to community colleges seems straightforward, with little controversy. State Chancellor’s office has cancelled its budget workshop, usually held in the summer. • CALPERS has adopted their rates for 2017-18. The increase is slightly less than anticipated: 13.88 to 15.531. • District budget notes: <ul style="list-style-type: none"> - Property tax has increased at a slower rate than expected which will impact the district’s revenue. - We await CALPERS info on new medical rates (expect in June) Preliminary resource allocation draft shows adjustments for: <ul style="list-style-type: none"> - Central Services adjustments (insurance, utilities, retirees’ benefits, audit costs, etc.) These are budgeted increases. - Adjustment in International Student Program revenues to college reflects number of college’s international students, recruitment and marketing costs, and bad debt factor. Adjustment for Cañada is due to decrease in international enrollment where increase had been anticipated. District-wide international enrollment over one thousand students. Special adjustments include: <ul style="list-style-type: none"> - Fund 1 Step and column increases, and compensation (when settled) - CPI (Consumer Price Index) factor on non-personnel cost increases

<p>B. Feedback from Budget Development</p>	<ul style="list-style-type: none"> - Other adjustments (corrections, allowance for public safety study recommendations placeholder) - Innovation funds allowance (Chancellor’s Cabinet to determine process on distribution.) <p>Preliminary 2016-17 Allocation plus Prop 30/55 one time funds District = \$174,724,071; Cañada = \$23,717,998</p> <ul style="list-style-type: none"> • EVC Blackwood noted proposed stated legislation SB 769-Hill which, if passed, would double the size of the state’s pilot program for community colleges that offer baccalaureate degrees in certain professional fields, lift the one-program-per-district limit, and bar the participating districts from offering a four-year degree program in a certain discipline if there is a California State University or University of California campus within 100 miles that offers the same degree. <p>Michelle Marquez informed on campus feedback received on Budget Development discussions. PBC members were asked to go back to their groups to discuss budget development process. Based on feedback and conversations, Michelle recounts that a large number of staff and faculty are not engaged in the budget process. A Budget Development information conversation has been scheduled for Thursday May 11, 2:30pm, open to anyone interested.</p> <ul style="list-style-type: none"> • Suggestion raised that information session may also be scheduled in the fall, as part of flex days or separately.
<p>C. Professional Learning Plan – Final Draft</p>	<p>Erin Moore updated on the Professional Learning Plan process to completion.</p> <ul style="list-style-type: none"> • Draft has been revised based feedback received and may be viewed on the Professional Learning web page. • The committee reviewed and is appreciative of all the feedback received from PBC members after discussing with their groups. • List of revisions (by section) is also available. • Adoption of final draft will be on May 17 meeting agenda. • Initial term of plan is one-year. <p>Question raised on the current Professional Development funding breakdown item shown: \$170K for faculty professional development. Text will be revised to reflect this was the beginning balance for 2016-17, including carryover.</p> <p>PNC members heartily commended Erin on her guidance on the development of this plan over the past year.</p>
<p>D. Grant Application and Intent to Apply for Grant</p>	<p>Doug Hirzel and Anniqua Rana informed on recent proposed grant application activity. Background: At a previous PBC meeting this year, Gohar Momjian presented on the college’s grants application process, updated from earlier versions. Information and presentation to PBC is one of the steps included in the updated process.</p> <ul style="list-style-type: none"> • Anniqua Rana discussed intent to apply for a Silicon Valley Foundation grant to provide support for immigrant students in legal and advocacy areas, and collaborations with DREAM Center, SparkPoint, and Adult Schools. The grant amount requested is approx. \$98K. Anniqua noted that the SVF previously awarded grant funds for the ESL Program. • Doug Hirzel informed on the MESA Grant Renewal process. MESA Grant has been in place for a number of years and has a three-year term. The grant supports students who are pursuing four-year degrees in Math, Engineering, and Science and is used to provide for tutoring, internships, and other services. The grant renewal amount requested is \$75K.

<p>E. President's Update</p>	<ul style="list-style-type: none"> • Chialin Hsieh encouraged PBC members and others to view the college's updated Grants Development and Management web page. It contains valuable and useful grant information. <p>President Moore updated on the following items.</p> <ul style="list-style-type: none"> • Staffing information: Laboratory Technician increase In a recent meeting with VP Marquez and President Moore, Lab Techs expressed a need for more hours to provide sufficient lab services. As a result, we are seeking to increase work time for one laboratory technician. The increase will be externally funded. • Innovation funds: President Moore reinforced EVC Blackwood's early information on Innovation Funds amount of \$2 million is a preliminary figure. VP Marquez reminded that should any District revenue adjustment be required, Innovation Funds would be impacted before colleges' site allocations in a revised budget. President Moore is submitting a broad request (\$650-\$700K) for Innovation Funds for the college's Promise Program, including CWA (College for Working Adults) and other areas. This innovation fund request differs from last year's proposal-drove process. President Moore states that enough information will be provided to the District on the college's current programs related to the broad Promise efforts. If funding is provided, uses of these funds will be appropriately vetted among the leadership, governance, and planning groups.
<p>F. Educational Master Plan (EMP) Strategic Initiatives</p>	<p>Doug Hirzel informed on the development efforts and introduced the first draft of the EMP Strategic Initiatives.</p> <p>Discussion highlights:</p> <ul style="list-style-type: none"> • Comment raised that the draft document reflects careful efforts by all the committee members and reviewers to synthesize the feedback and discussions into this draft. • Remove proper names or specifics that may be too restrictive going forward (i.e., RWC 2020) • Need to include specify CTE (continuing technical education) within initiatives supporting either Goal 1 (Student Success) or Goal 2 (Community Connections.) • Comments raised to include wording related to: <ul style="list-style-type: none"> - resource allocation and planning (including space) within organizational development goal - addressing achievement gap within student success goal - best practices pertinent to HSI and AANAPISI designations - Multi-cultural center, space allocated to promoting diversity • Noted is the included sentence: "Initiatives may be added or revised as conditions change and their completion is contingent upon availability of resources." <p>Doug will capture changes and revisions discussed today and distribute. PBC members are requested to discuss with their planning councils and constituency groups Adoption of these EMP Strategic Initiatives will be an agenda item at May 17 PBC meeting. If adopted, PBC will request the College President to assign responsible parties whose roles will include developing supporting tasks.</p>

G. Staffing Update	<p>Co-chair Debbie Joy read the following information on new employees, provided by VP Marquez</p> <ol style="list-style-type: none"> 1. Yvonne Williamson, OA II, .48 FTE, Science and Technology, Fund 1, effective 3-23-17; 2. Marisol Quevado, Retention Specialist, 1.0 FTE, Counseling, External Funds, effective 4/3/2017; 3. Nai Saechao, Senior Accounting Technician, 1.0 FTE, Administrative Services, External Fund, effective 5/8/2017. VP Marquez added that these funds are an amalgam of direct and indirect funds from multiple grants (5-6 grants.)
H. May 17 PBC Meeting	<p>Doug encouraged PBC members to review the reports provided on the PBC Meetings web page. These reports require review and adoption by PBC before the academic year concludes. Likely we will have limited discussion time on these at our next (and final) meeting. These include:</p> <ul style="list-style-type: none"> - Institutional Set Standard/IEPI Indicator - 2016 ILO Assessment - Participatory Governance Evaluation - 6 Year Planning Calendar and Monthly Calendar - Participatory Governance Manual Updates
I. Matters of Public Interest	<p>Lorraine Barrales Ramirez: EOPS Student Club Dance on Saturday, May 13, 7pm in The Grove and EOPS/CARE/CalWorks/FFYSI End-Of-Year event on Thursday, May 18, 4:30pm in Room 6-101/102.</p>
III. ADJOURN	Meeting adjourned at 3:50pm.