



PLANNING AND BUDGETING COUNCIL MEETING MINUTES

Wednesday, May 17, 2017 - DRAFT -

Room 2-10

Members present: Doug Hirzel, Debbie Joy, Rachel Corrales, Maria Huning, Max Hartman, Nick Carr, Melinda Ramzel, David Meckler, Lorraine Barrales-Ramirez, Peggy Perruccio, Karen Pinkham, Chialin Hsieh, Megan Rodriguez Antone, David Johnson, Michelle Marquez, Kim Lopez, Jamillah Moore

Members absent: Paul Naas, Gregory Anderson

Guests and others present: Leonor Cabrera, Jenny Castello, Vickie Nunes, Gohar Momjian, Anniqua Rana, Jeanne Stalker

AGENDA ITEM	CONTENT
I. WELCOME APPROVAL OF AGENDA	Meeting called to order at 2:10 PM Motion to approve minutes for May 3 passed as amended without abstentions.
II. BUSINESS A. Institutional Set Standards/IEPI Indicators	Motion to set and adopt Institutional Set Standards for 2016-17 . Chialin Hsieh presented on the college's Institutional Set Standard/IEPI Indicators. Setting these benchmarks is an annual requirement for the college. The two sets of standards, IEPI and ACCJC, are combined this year, eliminating duplicate review efforts. Through discussions with key faculty, staff, and administrators, a consolidated list of standards evolved, reflecting required information for the organizations and meaningful data for the college. Planning councils and constituency groups were encouraged to propose and discuss benchmarks for the items. Discussion highlights: <ul style="list-style-type: none"> SSPC proposed increase in degree completion as the three-year data supports. Though decreasing enrollment is a consideration, raising benchmark from 300 to 400 was decided. Number of certificates is decreasing. This could be due to declining enrollment and students choosing to achieve degrees over certificates. Cancelled classes within certificate programs may also be a factor. IEPI requested one-year and six year goals for completion rate and remedial rates in Math, English, and ESL. Chialin proposed 1% increase and 5% increase, respectively, as these were actual changes from the previous year. Motion to set and adopted Institutional Set Standards/IEPI Indicators as proposed and revised passed unanimously.
B. 2016 ILO (Institutional Learning Outcomes) Assessment	Chialin Hsieh informed on the 2016 ILO Assessment completed. Reported on the graduate and transfer students survey related to their individual achievement in the areas addressing the College's five ILOs. On a 1-4 scale, students rates their achievement: <ol style="list-style-type: none"> Creativity = 3.51 Communication = 3.51 Community = 3.61 Quantitative Reasoning = 3.45 Critical Thinking = 3.59

	<p>Statements receiving the strongest responses:</p> <ul style="list-style-type: none"> • I can work effectively with diverse groups of people to accomplish a task or solve a problem. (Community) • I can identify the contributions of people from of a different economic, social, racial or ethnic background than my own. (Community) • I can analyze the basic elements of an argument, idea, or theory, (Critical Thinking) <p>The weakest responses were obtained by the following statements:</p> <ul style="list-style-type: none"> • I can use equations to analyze and solve problems. (Quantitative Reasoning) • I can critically analyze whether data, presented in graphs, tables or diagrams, support appropriate conclusions.(Quantitative Reasoning) • I can draw from a variety of sources and inspirations to create unique, imaginative or innovative ideas or works. (Creativity) <p>Discussion highlights:</p> <ul style="list-style-type: none"> • David Meckler noted more classes for creativity, such as songwriting, may have positive impact. • Responders may more readily admit challenges in understanding math than in reading/verbal skills. <p>The total respondents: 124. Chialin advised that 2016-17 graduates and transfer students have already been contacted to complete this year's survey</p>
C. Participatory Governance Evaluations	<p>Chialin Hsieh informed on the results of the Participatory Governance Survey. The purpose of the survey is to evaluate college governance processes and make supported changes as well as meet accreditation standards. Chialin discussed the survey process and demographics of the respondents. The total respondents = 57.</p> <p>More discussion will take place in the fall, which will include comparison to previous years and in-depth analysis on the opportunity areas.</p> <p>Discussion highlights:</p> <ul style="list-style-type: none"> • IEPI PRT team feedback was consistent with the opportunity for defined planning/budgeting roles and participation. Suggestion to include IEPI PRT team feedback as recommendations received. VP Marquez advised this would be part of a larger discussion that will take place in the fall on PBC's role in the areas of planning and budget. • Further breakdown of respondents would be helpful, such as their participation on councils and identifying respondents as staff, faculty, or administrators. • Suggest fall semester review and efforts be made in the context of accreditation (evidence-gathering, etc.) • The decreasing number of respondents from year to year, in itself, indicates a decreasing level of interest. Method of survey may also be a factor.
D. 6 Year Planning Calendar and Monthly Calendar	<p>Motion to adopt the proposed 6-Year and Monthly Planning Calendars.</p> <p>Chialin Hsieh presented on PBC's 6-year and Monthly Planning Calendars.</p> <p>Background: As part of the District aim to monitor efforts related to ELOs (Educational Learning Outcomes), the District Research Council developed a timeline template for the colleges' use. As we look forward to our college's accreditation, a similar timeline was created as a guideline to planning efforts and completions.</p> <p>Discussion:</p> <ul style="list-style-type: none"> • The 6-year calendar shows that accreditation annual report is due fall 2019 with site visit following spring 2020. The site visit date is not confirmed.

<p>E. Participatory Governance Manual Updates</p>	<ul style="list-style-type: none"> Monthly planning calendar reflects current PBC processes and timelines, such as new positions requests process, program review processes, and Institutional Set Standards/IEPI Indicators. Timelines and information are shown in easy-to-read reference. <p>Motion to adopt the proposed 6 Year Planning Calendar and Monthly Calendar passed unanimously.</p> <p>Motion to adopt proposed revisions to Participatory Governance Manual.</p> <p>Co-chair Doug Hirzel summarized the PGM proposed revisions discussed this year at PBC meetings. After those discussions, PBC members were requested to solicit feedback from constituency groups on these revisions.</p> <ol style="list-style-type: none"> Hiring Processes: January 18 PBC meeting, draft process was reviewed and changes discussed. Proposed revisions result in three processes with due dates for (1) new positions, (2) vacancy/replacement hires, (3) externally-funded or other temporary positions. <ul style="list-style-type: none"> Revisions discussed at SSPC have been incorporated into current document IPC feedback indicated no suggestions or changes to proposed draft. Grants Process: At February 15 PBC meeting, Operations Manager Gohar Momjian advised on information she has gathered on the college's grants application, management, and administration procedures. She presented a draft Pre-Award Proposed Process that was discussed as well as possible subsequent actions. Since that meeting, guidelines for Proposal and Budget Development and Post-Award Process were drafted. If passed, the Governance Manual will direct interested parties to Grants Development and Management webpage on the college's website. <p>Motion to adopt proposed revisions to Participatory Governance Manual passed unanimously.</p>
<p>F. EMP Strategic Initiatives</p>	<p>Motion to accept the EMP Strategic Initiatives as proposed.</p> <p>Doug Hirzel presented on the process to raise discussion and capture feedback from the Cañada community to develop the Strategic Initiatives that will be included in the College's Educational Master Plan. The Cañada community returned with 300+ possible initiatives. PBC members were tasked with reviewing this feedback as possible initiatives for adoption. During April and May PBC meetings, discussions and small group exercises resulted in selected proposed strategic initiatives to move forward for consideration.</p> <p>Discussion highlights:</p> <ul style="list-style-type: none"> SSPC representatives advised that positive feedback was received at their recent meeting. Nick Carr advised feedback he received pertained to Strategic Initiative #1. It does not acknowledge processes that are already in place. After adoption, next step would be for PBC to forward the adopted initiatives to the college president and recommend that she assign responsible parties to begin leading efforts on the implementation these initiatives. <p>Motion to amend current motion to:</p> <ol style="list-style-type: none"> amend EMP Strategic Initiatives to add "and enhance" so that Goal 1, Strategic Initiative 1 reads. "Develop <i>and enhance</i> academic pathways and provide integrated support services that begin in high school, transition to college, and complete with a certificate, degree and/or transfer," and

	<p>2. forward adopted initiatives to the college president and recommend that she assign responsible parties to begin leading efforts on the implementation of these initiatives.</p> <p>Motion to adopt the proposed EMP Strategic Initiatives as amended and to forward adopted strategic initiatives to college president with the recommendation to assign responsible parties to begin leading efforts on the implementation of these initiatives. Thanks to PBC members for supporting the EMP efforts and thanks to all members of EMP Committee.</p>
G. Professional Learning Plan	<p>Motion to adopt proposed Professional Learning Plan.</p> <p>VPAS Michelle Marquez presented on Professional Learning Plan, which was discussed in its final draft form at May 3 PBC meeting. After that discussion, PBC members were asked to seek feedback or revisions from their constituency groups. Only positive feedback received with no suggested revisions.</p> <p>Motion to adopt proposed Professional Learning Plan passed unanimously. PBC members expressed appreciation and thanks to Erin Moore and the Professional Development group for their efforts on this plan's development and completion.</p>
H. Swing Space Plans	<p>Michelle Marquez informed on college's swing space plans. (Swing space refers to temporary relocation due to campus construction.)</p> <p>Building 1: Occupants will begin packing items and preparing to move out of the building in July. A second team house building will be delivered/installed. Water and power will be provided prior to use. The training rooms and other athletics will be included in the second team house.</p> <ul style="list-style-type: none"> • Faculty will move to Building 5, which is currently used by construction/project staff who will move to Building 6. • Other staff will move to Building 9 near Dean Anniqua Rana's office. • Volleyball and basketball, home games and practices, will be held at College of San Mateo. • Dance and yoga classes will be held in building 3 in the theater. • Building 1 will be completely vacated at the end of summer. January 2018 is the timeline for the demolition of Building 1. • Equipment will be relocated as required for relocated classes. <p>Building 19:</p> <ul style="list-style-type: none"> • Digital art and animation classroom will move to building 13 room 214. Equipment in that room will be relocated to the 1st floor.
I. Space Allocation Workgroup Update	<p>Michelle Marquez informed on the activities of PBC's Space Allocation Workgroup. Highlights included:</p> <ul style="list-style-type: none"> • Reviewed action steps to-date: <ul style="list-style-type: none"> - creation of workgroup - study of space allocation procedures at other institutions - presented findings; made recommendations to PBC to develop guiding principles for space allocation processes - drafted guiding principles and presented to PBC. Upon adoption, review current processes and recommend revisions • Review of current processes <ul style="list-style-type: none"> - Revision needed to be consistent with guiding principles, including timeline, interested/responsible parties, and decision factors.

<p>J. 2017-18 Tentative Budget</p>	<ul style="list-style-type: none"> - Define requirements space allocation decision and provide space request process - Office space allocation has unique challenges including, inequities in assignment, documentation of decisions made, undocumented office space, varied or unclear processes. • Proposed next steps for workgroup: <ul style="list-style-type: none"> - Update inventory and space assignment information and provide to campus. - Develop flowchart for space allocation process and decision making rubric. - Review composition of workgroup. <p>Discussion highlights:</p> <ul style="list-style-type: none"> • Space is documented per state reporting requirements as far as classrooms, learning spaces, library, etc. No state guidelines on office space. • College is successful in receiving grants. Management of these grants require staff and office space, but this are not included in the grants • Need to explain and align methods to determine location and space for academic programs and student services. <p>Further information and opportunities for discussion will take place in the fall. Thanks to workgroup members for their research and efforts.</p> <p>Michelle informed on the college's tentative 2017-18 budget which will be submitted to district next week. The information provided is as of May 17.</p> <p>Presentation highlights;</p> <p>Review of timeline</p> <ul style="list-style-type: none"> • March: 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. • April: 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. • May: 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. • June: Final position control review. • July-August: Property tax revenue information is received. Final adjustments made. • September: Budget finalized and submitted for Board approval. <p>Unrestricted funds is comprised of district site allocation funds and Prop 30 = \$24.9 million (estimated)</p> <p>Regular employees (salaries and benefits) = \$19,26M, up 8% from 2016-17. Hourly \$4.3M, down 18%</p> <p>Discretionary funds \$1.3M (includes interfund transfers for SparkPoint, Middle College, and health services)</p> <ul style="list-style-type: none"> • Reflects a shortfall of \$900K. (Michelle advised the difference a deficit and a shortfall. The college cannot submit a deficit budget. The shortfall in our tentative
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	<p>budget requires a closer examination of the revenues and expenditures and other factors.)</p> <ul style="list-style-type: none"> • The hourly faculty budget - \$3.7M (using FTES=3,952 and efficiency factor- 487) <p>Factors Influencing 17/18 College Budget</p> <ul style="list-style-type: none"> • County property tax increases • Declining FTES • Rising personnel costs (including COLA, PERS, STRS, minimum wage increases, additional step and LSI) <p>Discussion:</p> <ul style="list-style-type: none"> • Question raised decision-making with regard to numbers of course sections and FTES. Specific reply points referred to instructional deans. From a budget perspective, the college is moving toward connecting the budget with scheduling, to achieve a higher level of consistency and structure.
K. Information of Business Operations Analyst	<p>VP Marquez informed that a position request has been completed as a result of Vickie Nunes retirement in the coming weeks. The position requested will be a Business Operations Analyst, and include compliance, and other grant-related business activities.</p>
L. President's Update	<p>President Moore advised:</p> <ul style="list-style-type: none"> • President Moore acknowledges and accepts the EMP Strategic Initiatives as PBC acted upon today. She will follow on with assignment of responsible parties with discussion and other information in the fall. • Campus-wide notice will be sent regarding modified summer work schedule for classified employees. June 9 is the first Friday campus will be closed. August 4 will be the final Friday campus is closed. Note: Each College determines these dates for their own campus. • We are still seeking commencement assistance. Please refer to campus-wide email announcement for details and link to sign up. • The College will receive \$500K in District Innovation funds. The funding received are to be directed toward implementation of Promise Program. Look forward to further discussion in the fall • Thank you PBC co-chairs Debbie Joy and Doug Hirzel for their leadership of PBC over the last 4 years. We are appreciative of your diligence and guidance of PBC efforts and advancing transparency and communication across the campus community. • Congratulations to Karen Pinkham on her appointment as Cañada's permanent Facilities Manager. • Thank you Kim Lopez for your hard work and efforts over the years in Student Services and your leadership as Vice President. Best wishes at CSM and lead their Student Services Division. Best wishes also to Lizette Bricker and Heidi Diamond in their new roles at CSM, which they will over the summer. • Thank you Leonor Cabrera, who will step in to serve as Interim Dean of Business, Design, and Workforce Development. • Thanks to PBC members for your efforts and consideration representing your constituencies and participating in the governance process. • Enjoy the celebration cake!

M. Staffing Update	New Employees: Jennifer Bringhurst, Radiologic Technology faculty, effective August 14 Bryan Jeong, Head Women's Tennis Coach/Adjunct Faculty and Cañada Alumni New assignment: Kathy Kohut, International Program Manager, effective May 11.
N. Matters of Public Interest	Lorraine Barrales-Ramirez: All are invited to EOPS End-of-Year event and awards ceremony Thursday, May 18, 4:30pm in room 6-101/102
III. ADJOURN	Meeting adjourned at 4:00pm. Thanks to all!