



**PLANNING AND BUDGETING COUNCIL MEETING MINUTES**  
**Wednesday, September 6, 2017 – DRAFT -**  
**Room 2-10**

**Members present:** Jeanne Stalker, Hyla Lacefield, Karen Pinkham, David Johnson, Megan Rodriguez Antone, Nadya Sigona, Melinda Ramzel, Max Hartman, Paul Naas, Nick Carr, Margarita Lozano, Tracy Huang, David Meckler, Martin Partlan. Leonor Cabrera, James Carranza

**Members absent:** Jamillah Moore, Phillip King

**Guests and others present:** Maggie Baez, Nenaji Jackson, Debbie Joy, Diva Ward, Rebekah Taveau, Mary Chris Concha Thia, Janet Stringer, Alex Kramer, Adolfo Leiva, Gloria Darafshi

AGENDA ITEM	CONTENT																																																
<b>I. WELCOME APPROVAL OF AGENDA</b>	<p>Meeting called to order at 2:10 PM. Completed introduction of new co-chairs, new and returning members, guests.</p> <p>2017-18 Members:</p> <table border="1" data-bbox="391 821 1523 1898"> <thead> <tr> <th data-bbox="391 821 651 854">Member</th> <th data-bbox="651 821 1523 854">Appointed by/Representing</th> </tr> </thead> <tbody> <tr> <td data-bbox="391 854 651 926"><b>Hyla Lacefield (PBC Co-Chair)</b></td> <td data-bbox="651 854 1523 926">Academic Senate President or Vice President</td> </tr> <tr> <td data-bbox="391 926 651 997"><b>Jeanne Stalker (PBC Co-Chair)</b></td> <td data-bbox="651 926 1523 997">Classified Senate or Vice President</td> </tr> <tr> <td data-bbox="391 997 651 1031"><b>Paul Naas</b></td> <td data-bbox="651 997 1523 1031">AFT Representative</td> </tr> <tr> <td data-bbox="391 1031 651 1064"><b>Rachel Corrales</b></td> <td data-bbox="651 1031 1523 1064">CSEA Representative</td> </tr> <tr> <td data-bbox="391 1064 651 1098"><b>James Carranza</b></td> <td data-bbox="651 1064 1523 1098">IPC 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## II. BUSINESS

### A. Integrated Planning and Budgeting

VPAS Michelle Marquez and Interim Dean of PRIE Tracy Huang presented on Integrated Planning and Budgeting.

Background: In Spring 2017, PBC members take steps on the feedback received from IEPI PRT visits. Areas of focus are the role(s) of the Planning and Budgeting Council and Integrated Planning. Michelle advised that we will approach these in sections, examine and discuss each section to clarify and address any questions. The section for today's discussion is Program Resource Requests related to Budgeting Process and Accreditation efforts.

Presentation highlights:

- Accreditation standards substantially related to this section.

Standard IA: College Mission

Standard IB: Assuring Academic Quality and Institutional Effectiveness

Standard IIIB: Technology Resources

- Anomalies in current processes:

- Roles and Responsibilities related to Program Requests: currently there is conflicting information from multiple sources on the resource requests process
- Prioritization: no established method or standard of ranking program requests.
- Link(s) between Program Review and Budget Development not documented
- Cycle Improvement methods: standards of evaluation, process improvement r designating governing bodies/responsible parties
- Transparency duplicate processes and conflicting information

- Feedback (from [IEPI Menu of Options](#)) from 2016 IEPI PRT group related to this section:
- Restructure the charge, mission, and authority of the Planning and Budget Committee (PBC) to allow it to serve as a recommending body in the planning, budgeting, and resource allocation processes.
- Align program review and planning cycle timelines so that they inform development of the budget.
- Establish and communicate to the entire campus on a regular basis the role master plans serve, and the method in which they do so, in the annual planning and resource allocation processes.
- Develop and implement a more formalized ranking process for resources requests.
- Action steps for resource requests process
- Clarify roles and responsibilities related to resources requests process
- Document responsibilities related to resource requests process
- Determine and document methods of prioritization; create rubric as a prioritization tool
- Identify centralized communications process
- Align new positions requests, resource requests, and budgeting timelines.
- Develop/document program review feedback/improvement process.
- Create/enhance process transparency by: updating sources, eliminating information conflicts, aligning communication processes

Discussion highlights:

- Educational Master Plan objectives and strategic initiatives should serve as foundation for these efforts.
- Examples from other institutions have been received and may be helpful in developing our steps.
- Unraveling and streamlining the conflicting information sources is the first concern. Michelle and Tracy will continue to study and provide information to PBC members throughout the fall. Materials will be distributed in advance so members can review and prepare for group discussion.

Tracy and Michelle expressed thanks to Director of Business Operations Gohar Momjian for all her efforts with research, compiling information, preparing presentation and other documents related to integrated planning and accreditation advance preparation.

B. Accreditation Overview and Rules

Tracy Huang provided an Accreditation Overview and Roles.

Tracy also serves in the position of Accreditation Liaison Officer for our college. The college's accreditation timeline, discussed last spring at PBC, described next steps to be completed as sharing the accreditation plan and recruitment, orientation, and training of the standards co-chairs.

Presentation highlights:

- Institutional Self Evaluation Report (ISER) including Quality Focus Essay (QFE), prepared by the college, and completed by Summer 2019. Site visit will be in Fall 2019. ACCJC Review completed in Spring 2020.
- Key principles:
- Adherence to ACCJC Standards
- Achieving institutional objectives
- Presentation of evidence and data to demonstrate quality of programs and services, planning, resource allocation, and improvement
- Consideration and report of strengths and weaknesses
- Demonstrated plans for improvement
- Self-study report components to be completed by teams representing the college community.
- Coordination with District required in certain areas of ISER
- New to the cycle is the Quality Focus Essay, highlighting two or three areas of improvement and action steps.
- Reviewed roles of president, accreditation liaison officer, and oversight committee (PBC):

President

- Primary leadership role for accreditation
- Stays knowledgeable of process
- Active role in organizing institution for self evaluation
- Leads and advocates in accreditation process
- Communicates process and sets institution's focus and expectations

Accreditation liaison officer

- Regularly promotes accreditation standards
- Communicates on self-evaluation progress
- Serves as key resource for planning institutional self-evaluation
- Maintains files and records
- Facilitates timely reports to ACCJC
- Prepares institution for ACCJC external evaluation team visit
- Work with Assigned Accreditation Faculty Co-Chair on detailed ISER planning, provide report templates and timelines, promote college wide participation

PBC responsibilities:

- Oversight and supervision of process
- Ensure timelines are met
- Identify overlapping areas of improvement across standards
- Recommend Quality Focus Essay topic(s)
- Provide advice and recommendations on Institutional Self-Evaluation Report (ISER)
- Focus on integrated planning, resource allocation mechanisms, systems of evaluation and improvement agendas
- Holistic review of ISER
- Make recommendations to the President
- Accreditation standards teams will be composed of representatives throughout the college community. Faculty, classified staff, and administrators will be selected as tri-chairs and co-chairs for
- Professor Alicia Aguirre has been appointed as the faculty co-chair for Accreditation, working with Accreditation Liaison Officer
- Volunteers are being recruited to serve on committees. (PBC members and others interested are encouraged to take the Accreditation Basics online course at [www.ACCJC.com](http://www.ACCJC.com) )

<p>C. Cañada 50th Anniversary Update</p>	<ul style="list-style-type: none"> <li>• Academic and Classified Senates to review and approve their members as they are named to serve a co- and tri-chairs.</li> </ul> <p>Director of Community Relations and Marketing Megan Rodriguez Antone provided an update on efforts toward recognition of Cañada's 50<sup>th</sup> Anniversary.</p> <p>Presentation highlights:</p> <ul style="list-style-type: none"> <li>• 2018 marks the college's 50<sup>th</sup> anniversary. Volunteers are being recruited now to provide suggestions, recommendations, efforts, and feedback in a number of areas.</li> <li>• We hope to enhance/build an anniversary component to existing programs and events.</li> <li>• Subcommittees <ul style="list-style-type: none"> <li>- Fundraising: in the process of looking at potential fundraising events to benefit the college's promise programs.</li> <li>- Community events: enhancing existing events (such as Connect to College, Student Recognition Ceremony, Colts Classic, and others) that draw local community members to campus.</li> <li>- On-campus events: seeking co-chair for this event; working with existing student events and adding anniversary components.</li> <li>- Marketing: <ol style="list-style-type: none"> <li>1. proposed logos, slogans will look to campus and external community for feedback on these.</li> <li>2. social media and content engagement – hope to engage alumni and community members to participate</li> <li>3. working with Bookstore on possible merchandise.</li> </ol> </li> </ul> </li> <li>• Please volunteer! Time commitments would vary based on task, function, and area of interest.</li> </ul> <p>Discussion highlights:</p> <ul style="list-style-type: none"> <li>• Question posed on written descriptions of volunteers' roles to bring to constituency groups for discussion and recruitment. Megan will provide this item.</li> <li>• Kickoff event is tentatively planned for December, possibly coinciding with Redwood City Hometown Holidays event. 50<sup>th</sup> Anniversary-related activities may take place throughout 2018.</li> <li>• Please send any thoughts, suggestions, questions to <a href="mailto:CANMarketing@smccd.edu">CANMarketing@smccd.edu</a></li> </ul>
<p>D. 2017-18 Adopted Budget</p>	<p>VP Marquez provided a budget update including 2016-17 closing budget and the 2017-18 adopted budget which will be submitted to the Board for approval on September 27, 2017.</p> <p>Presentation highlights:</p> <p><u>on 2016-17 closing budget:</u>  Total unrestricted funding allocations: \$24.4M  Total unrestricted funding expenses: \$23.8M</p> <p><u>on 2017-18 adopted budget:</u></p> <ul style="list-style-type: none"> <li>• Primary source of unrestricted funds (Fund 1) is our Site Allocation = \$24.9</li> <li>• Budget goals described: <ul style="list-style-type: none"> <li>- Effectiveness (best use of existing resources)</li> <li>- Focused growth (building on proven processes and programs)</li> <li>- Supportive Energy (providing for innovation and ideas that support students)</li> </ul> </li> <li>• Balanced budget: <ul style="list-style-type: none"> <li>- Total Revenues: \$25.2M (includes District site allocation and Prop 30)</li> <li>- Total Expenses: \$25.2M (includes salaries and benefits for regular and hourly employees plus 4% discretionary expenses)</li> </ul> </li> <li>• Budget consideration <ul style="list-style-type: none"> <li>- Impact of COLA, covers adjustment for hourly employees, special projection and federal grant-funded employees.</li> <li>- Declining enrollment/flat enrollment impacts Prop 30 and some categorical programs.</li> </ul> </li> <li>• The hourly faculty budget - \$4.1M (using FTES=3,852 and efficiency factor- 487)</li> </ul>

<p>E. Reorganization of Athletics, Library, Learning Center, Dance, and Kinesiology Division</p>	<ul style="list-style-type: none"> <li>• Changes to payroll (pay increases, additional steps, etc.) were finalized and paid and budget was adjusted. Thanks to Mary Chries Concha Thia and the budget office for their hard work in completing these steps.</li> <li>• Budget also reflects decrease in international students enrollment. Discussion included the method of calculating this target number,</li> </ul> <p>More information may be found on Administrative Services website and SharePoint sites.</p> <p>Interim VPI David M. Johnson informed as to the reorganization of Athletics, Library, Learning Center, Dance, and Kinesiology Division. Division reorganized as:</p> <ul style="list-style-type: none"> <li>• Division of Academic Support and Learning Technologies, along with Library and Learning Center includes College for Working Adults, Middle College, Distance Education, ACCEL. Will also support some aspects of professional development and instructional technologies. David Reed will serve as the Interim Dean ASLT.</li> <li>• Athletics, Dance, and Kinesiology will report to the Office of Instruction. To support the programs' activities during the building 1 construction project and in advance in of its completion, a temporary Program Supervisor position was requested and approved by the Board <ul style="list-style-type: none"> <li>○ Program Supervisor position will primarily be an administrative role, supporting the Office of Instruction, to assist with scheduling, resource requests, and similar duties within the program supervisor job description. Working with faculty and marketing to promote Athletics, Dance, Kinesiology programs and activities.</li> </ul> </li> </ul>
<p>F. President's Update</p>	<p>David M. Johnson provided the following events' information on behalf of President Moore.</p> <ul style="list-style-type: none"> <li>• September 12: In recognition of Hispanic Heritage Month: Latino Thought Makers will bring "A Conversation with Esai Morales", hosted by Rick Najera. This will be 6-7:30pm in the Cañada Theater.</li> <li>• September 26: A College-wide Meeting/Town Hall discuss the Board's statement on social values of diversity and equity. Dr. Jeremiah Sims, Director of Equity at CSM will facilitate. This will be 2:30-4:30pm in room 6-101/102.</li> </ul>
<p>G. Staffing Update</p>	<p>Michelle Marquez informed on new employees and staffing changes (all Fund 1 unless otherwise indicated):</p> <p>Phillip King, Interim Vice President, Student Services, 6/12/17  Rance Bobo, Program Services Coordinator – STEM Programs, Grant Funds, 6/19/17  David M. Johnson, Interim Vice President of Instruction, effective 6/21/17  Joshua Forman-Ortiz, Student Life and Leadership Assistant, 6/26/17  Michael Ryan, Web Programmer Analyst, 7/1/17  Tracy Huang, Interim Dean, Planning, Research, and Institutional Effectiveness, 7/5/17  Christine Kincer, Executive Assistant, Office of Instruction, 7/10/17  Gloria Darafshi, Interim Dean on Counseling, 7/17/17  Jonathan Wax, Program Services Coordinator, Strong Workforce funds, 7/19/17  Chantal Sosa, Business Operations Analyst, 7/24/17  Leonor Cabrera, Interim Dean, Business, Design, and Workforce, 8/1/17  James Carranza, Interims Dean, Humanities and Social Sciences 8/2/17  Alejandra Valencia, Office Assistant II, Science and Technology, 8/14/17  Maureen Wiley, Associate Professor, English, 8/14/17  James Aganon, Honors Transfer Counselor, Fund 1/SSSP, 8/14/17  David Reed, Interim Dean. Academic Support and Learning Technologies, 9/1/17  Janette Linares, CWA Counselor, temporary, Fund 1/SSSP, 9/5/17</p>

<p>H. Matters of Public Interest</p>	<p>18<sup>th</sup> Annual Animation Show of Shows: (contributed by Paul Naas)  September 19: New animated international, family-friendly, short films will be shown at the This will be held in the Cañada Theater, beginning at 7pm. Free admission. This is the first time the event will be held on our campus.</p> <p>Lockdown drills: (Michelle Marquez)  September 19, one will be held in the morning and one in the evening.</p> <p>Legal Clinics: (Adolfo Leiva)  Now open, August-December, Wednesday mornings and Thursday afternoons, DREAMCenter, Bldg 9 Room 219B, appointments preferred. Free legal information about immigration, domestic violence, tenant rights, and other general legal issues.</p> <p>DACA workshops: (Adolfo Leiva)  September 13, 10-11am, Room 9-154 and September 14, 5-8pm, Room 9-123  Offering information and resources to our students.</p> <p>Artistry in Fashion: (Leonor Cabrera)  September 23:  Designer Sale and Showcase, 10am-4pm, Upper and Lower Lawn  Stylist Show, 11am, Amphitheatre  Open House, 12noon-3pm, Bldg 3, rooms 253 and 255  Special Guest Sandra Betzina, Vogue Patterns designer, Power Sewing book series.  Bldg 3, Room 255, 12noon-3pm. Proceeds toward student scholarships.</p> <p>Women in Tech panel presentation: (Alex Kramer)  September 13: co-sponsored by STEM, Workforce Development, and PTK Honor Society, 5-7p, Room 6-101/102.</p> <p>Equity workshop: (Rebekah Taveau)  October 17: For staff and faculty to discuss equity and challenges faced in teaching and learning. Will be held in Room 2-10, 2:30-4:30pm.</p> <p>Personal Counseling Center: (Max Hartman)  Open to assist students who need to discuss personal issues or concerns that they may have. Walk-ins welcome. Please pass this along to students who may need assistance.</p>
<p>III. <b>ADJOURN</b></p>	<p>Meeting adjourned at 3:50pm.</p>