



PLANNING & BUDGETING COUNCIL MEETING MINUTES

Wednesday, February 5, 2014

Building 2, Room 10 – 2:10 to 4:10 p.m.

Members Present: Allaa Aissi, Gregory Anderson, Lizette Bricker, Jennifer Castello, Patty Hall, Sarah Harmon, Doug Hirzel, Robert Hood, Chialin Hsieh, David Johnson, Debbie Joy, Karen Olesen, Martin Partlan, Loretta Davis Rascon, Robin Richards, Mike Tyler

Ex-Officio: Larry Buckley – President

Members Absent: Ruth Miller, Paul Naas, Lezlee Ware

Guests: Kim Lopez, Maggie Souza, Dave Vigo,

<u>AGENDA ITEM</u>	<u>PRESENTER</u>	<u>PROCESS</u>
1) APPROVAL OF MINUTES	The minutes were approved as submitted.	Doug Hirzel & Debbie Joy, PBC Co-Chairs
2) BUSINESS A. EMP Process	<p>In reviewing the EMP process, three documents were reviewed and discussed. Suggested changes/additions to document are bolded.</p> <p><u>Document 1</u> <u>Document Section IX “Evaluation Process and the College Dashboard”</u> which reads “It is important to assess both the processes and outcomes for the Master Plan activities. Because this is an action-oriented master plan, an annual report on the activities will be created. From this assessment, revisions to the current implementation objectives will be completed annually. The annual report will contain an analysis of each of the objectives in the implementation plan. And, each year, the campus will review the vision, mission, values and strategic directions as part of the evaluation process. “ The assessment process takes place as follows with the <u>Area/Description of Evaluation/Frequency/Report to</u> Under Report To CPC was changed to PBC on document.</p> <p><u>Document 2</u> <u>Identify the Responsible Party for each objective</u></p> <ol style="list-style-type: none"> 1. Identify Responsible Party <ol style="list-style-type: none"> a. Main person or people (responsible party) who are coordinating the effort and work with the Work Group Identify Responsible person b. Work groups Add PBC as “c.” (workgroups report back to PBC) 2. Implementation Questions <ol style="list-style-type: none"> a. In order to fully accomplish this action step by 2017, what is the plan to 	Doug Hirzel, PBC Co-Chair

<p>B. Hiring Timeline for Spring Process</p>	<p>accomplish this action step for 2013-14, 2014-15, 2015-16, and 2016-17 Describe your planned activities and timeline for accomplishing these activities in order to fully achieve this objective by 2017.</p> <p>b. What have you accomplished for the 2013-14? Provide more evidence</p> <p>c. Based on your accomplishment, what percentage is complete to date? (The anticipated % of accomplishment for each year is 25%. Therefore, 4 years accomplishment reaches 100%.) Please provide evidence (links or documents) that support your accomplishment. Change first accomplishment to achievement.</p> <p>3. <u>Identify main person to coordinate the EMP progress effort:</u> Debbie Joy and Chialin Hsieh No changes</p> <p>4. <u>In May 2014, the EMP Annual Report will include</u> a summary of the achievements made relating to the objectives included in the EMP and will incorporate both the “process” measures on the activities and the overall “outcomes” measures from the Dashboard. Revised or new objectives will be included in the report. Work on objectives can be done all year long but need to be completed and given to PBC by May.</p> <p><u>Document 3</u> <u>EMP Section VIII. Implementation: The Strategic Plan on</u> The objectives for Teaching and Learning, Completion Objectives, Community Connections Objectives and Global and Sustainable Objectives were reviewed in their entirety. Proposed changes were made and noted in the document by PBC Co-Chair Doug Hirzel as the document was being discussed.</p> <p>A motion was made and seconded to approve the:</p> <ul style="list-style-type: none"> • <u>Document Section IX “Evaluation Process and the College Dashboard</u> • <u>Identify the Responsible Party for each objective</u> • <u>EMP Section VIII. Implementation: The Strategic Plan</u> <p>with their proposed changes. All members present agreed. (Note that the revised documents are posted on the PBC website for this meeting.)</p> <p>“2013-1014 Timeline for Identifying Possible New Positions” was reviewed and discussed. The timeline included:</p>	<p>Doug Hirzel, PBC Co-Chair</p>
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SPRING DATES	Group	Process
February 5	PBC	Discuss and approve process and timeline
By February 28	Divisions	Written justifications/requests to Deans or VPSS
By March 7	Instructional Divisions, SSPC, APC	Review positions to prioritize what comes forward for presentation
By March 10	Instructional Divisions, SSPC, APC	Submit Position Justifications to the VPs
By March 11	VPs	Faculty Position Requests to the Academic Senate President Classified Position Requests to Classified Senate President
By March 11	PBC Chairs	Post Hiring/Position Justifications on the PBC Website
By March 17	Divisions	Submit PowerPoint presentations to VPI Office
March 18 2:10 – 4:00 pm	Joint IPC/SSPC/APC and Academic Senate	Position Proposal Presentations
March 19 or 25 2:10 – 4:00 pm	Joint IPC/SSPC/APC	Discussion: Identification of proposal strengths and weaknesses
March 26 2:10 – 4:00 pm	Special PBC Meeting	Discuss proposals and college needs; forward analysis to President
March 27 2:10-4:00 pm <i>Building 9-154</i>	Academic Senate	Prioritize faculty positions and forward list to President
April 8	President	Announces decisions on new positions
By April 24	ASGC and CSEA	Approve hiring committees

PBC members were asked to select between March 19 or 25 for the Joint IPC/SSPC/APC meeting discussion to identify position proposal strengths and weaknesses.

A motion was made and seconded to have the Joint IPC/SSPC/APC meeting discussion to identify position proposal strengths and weaknesses on March 25th and discuss the process used in this timeline at their meeting on March 26th. All members agreed.

Reported on the following positions:

- Kinesiology/Soccer – hiring committee has been formed with Mike Garcia serving as chair.
- Library Support Specialist – hiring committee has been formed with Diana Tedone serving as chair.

C. Hiring Updates

Larry Buckley, President

<p>D. Visual Communications Coordinator position</p>	<ul style="list-style-type: none"> • Planning & Research Analyst – Kim Lopez, Dean of Counseling Services, served as the hiring committee chair. An internal candidate, Brandon Price, was selected for this position. Brandon will begin on February 10th. • Dean of Athletics, Learning Center and Library – Chialin Hsieh, Dean of Planning, Research and Institutional Effectiveness, will chair this committee. A committee has been formed and their first meeting will take place on February 12th. • Program Services Coordinator for the Dean of ALL – this position is temporarily on hold until the Dean of ALL has been selected. Valeria Estrada will chair this committee. • Learning Center Manager – Diva Ward from Oxnard College has been selected for this position and will begin on February 28th. • Instructional Assistant II - this position replaces Nancy Ward in the Learning Center. Janet Stringer, Dean of Science & Technology, is the chair for this hiring committee. • Vice President Administrative Services – will be selecting a hiring committee chair and begin working on the committee members. Hope to have this done by the end of February. <p>An update was also given on the following unfilled faculty positions:</p> <ul style="list-style-type: none"> • Business full time faculty position – two searches have been conducted for this position. The college will be going out again. • Interior Design full time faculty position – two searches have also been conducted for this position. Based on enrollments, will be discussing what the next steps will be. • ESL/Reading – faculty retirement in the ESL department last year – will be exploring the need for this position. <p>Questions were asked on “how long should the position be kept open – should we look at it every year” and “what is a reasonable time to decide to replace</p> <p>Reported that this is a new/replacement position. Roberta Chock had filled this position along with being the college webmaster. The college is not in the position right now to field this position. The position would entail our schedule, catalog, and other printed material. At this time, the language for the new type of replacement is being reviewed along with its need. CSEA has been informed. This will come back to the PBC as an information and discussion item. The next step would be for the President to take action and then go to the Board of Trustees for approval. Right now the college has hired a consultant, Jose Garcia, to do the</p>	<p>Larry Buckley, President</p>
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<p>E. Professional Development</p>	<p>summer/fall schedule.</p> <p>The college has put the college webmaster on hold as we have limited funds right now. Robert Hood, Public Information Officer/Director of Marketing is doing the work. The college is considering using one-time funds to hire someone for contract work with the possibility of hiring a full-time webmaster in a couple of years.</p> <p>Reported that a task force made up of the Academic Senate President, CIETL Co-Chairs, Faculty Professional Development, Classified Senate President/Vice President/ Classified Professional Development, Dean of PRIE, VPI, VPSS, and college President met in December and January to discuss the need to determine:</p> <ol style="list-style-type: none"> 1) What is currently happening on campus with respect to professional development 2) How we might create an integrated, campus-wide vision for professional development 3) What process for planning and providing professional development could be used <p>Currently professional development activities are conducted through CIETL, Professional Development Committee, STOT, Classified Professional Development, and Management Professional Development.</p> <p>At the meetings, the task force group felt it would be better to incorporate Professional Development Planning into our existing committee structure, rather than set up a new committee. The group also felt the these key elements needed to be addressed: relate to College Planning, relate to Annual Plan/Program Review, become a coordinated effort and be part of participatory governance</p> <p>As a result, the following proposal is be recommended by the Professional Development Task Force:</p> <ul style="list-style-type: none"> ✓ <u>Structure</u> – the PBC would serve as the primary group to identify the overall direction of professional development for the college. The Standard IIIA Work Group would provide coordination and report to the total group. Input would be received by PBC from IPC, SSPC, APC, Classified Senate and Academic Senate on professional development needs. These groups would receive input from the annual plans/program reviews, surveys, and request forms submitted by individuals. They would review this information and provide information to PBC. ✓ <u>Role of PBC</u> – the PBC serves as the overall planning group, specifically: <ul style="list-style-type: none"> - Developing an overall vision and direction for professional development - Identifying an annual “theme” for the college’s professional development - Receiving feedback from all of the groups 	<p>Doug Hirzel, PBC Co-Chair</p>
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<p>F. Division/Committee Reports</p>	<ul style="list-style-type: none"> - Coordinating efforts as needed - Establishing an allocation process for funding ✓ <u>Specific Activities</u> – the following activities will be coordinated by the PBC to facilitate the development of the plan. <ul style="list-style-type: none"> - periodic survey of campus staff on professional development needs - Focus group discussion by all governance groups on needs (to inform the annual theme) - Annual evaluation of how well the professional development activities are working. ✓ <u>Funding/Resources</u> – specific funding will be set up to support overall professional development. The amount and allocation process will be determined. <p>Discussion followed. Question was asked – “how do we want to grow our institution?” Suggested that we use the term “institutional development and have it tie into our Educational Master Plan, Student Success Plan etc. Also suggested funding could be set aside for special college events i.e. President’s Speaker Series.</p> <p>Announced that Vice Presidents Richards and Anderson are involved with AB86 – Career Pathways which directs Community Colleges to work with secondary and industry partners.</p>	<p>Division Committee Reps</p>
<p>3) NEXT STEPS</p>	<p>Review Technology Plan</p>	<p>Doug Hirzel & Debbie Joy, PBC Co-Chairs</p>
<p>4) MATTERS OF PUBLIC INTEREST</p>		<p>Doug Hirzel & Debbie Joy, PBC Co-Chairs</p>
<p>5) ADJOURNMENT</p>	<p>The meeting was adjourned at 4:10 p.m.</p>	