



**PLANNING AND BUDGETING COUNCIL MEETING MINUTES**  
**Wednesday, March 7, 2018**  
**Room 2-10**

**Members present:** Hyla Lacefield, Jeanne Stalker, Maggie Lozano, Tracy Huang, Nadya Sigona, Megan Rodriguez Antone, Michelle Marquez, Paul Naas, Martin Partlan, David Meckler, Jamillah Moore, James Carranza, Melinda Day, Luis Mendez, R Abd-aljawad, Nick Carr

**Members absent:** Rachel Corrales, Max Hartman, Karen Pinkham, Leonor Cabrera, Phillip King

**Guests and others present:** Margie Carrington, Diva Ward, Janet Stringer, Nenaji Jackson, Dayo Diggs, Yesenia Mercado, Debbie Joy

AGENDA ITEM	
1. WELCOME, APPROVAL OF MINUTES	Meeting called to order at 2:10 PM. Motion to approve Minutes for February 21 meeting passed unanimously.
BUSINESS 2. Accreditation Update	Accreditation Co-Chair Tracy Huang informed on the college Accreditation efforts. Highlights: <ul style="list-style-type: none"> <li>• Co-Chair Alicia Aguirre is presently serving on an ISER Review Team at another California community college. This assignment will afford her valuable experience as we progress on our accreditation efforts.</li> <li>• Reminder that the ACCJC emphasizes an evidence-based academic inquiry of college processes and review areas for improvement. Examples: Standard 1: review of college mission and how it drives planning and resource allocation. Standard 2: update student learning outcomes and insure they are the result of a collective collaboration. Instructors determine the SLOs for their courses. SLOs are used for improving teaching and learning and focused on types of classes, not demographics. In reviewing Distance Education, the peer review team may look for regular and substantive instructor interactions with students. The team may look at least fifteen or 10% of the number of online sections.</li> <li>• Quality Focus Essay: through the ISER process, topics will be identified for this component, where the college will address specific items for improving student achievement and success. More information on this item can be expected in fall 2018. Potential essay topics will be brought to PBC for discussion.</li> </ul>
3. Hiring Timeline	President Moore provided the following information <ul style="list-style-type: none"> <li>• Hiring timeline was distributed to campus with <a href="#">March 2 Weekly Update</a></li> <li>• Selection of Vice President of Instruction is underway. Three finalist candidates will be scheduled for student and campus community forums, conversation with college cabinet, and final interview with hiring committee.</li> <li>• Dean of Business and Workforce Development and Dean of Planning, Research, and Institutional Effectiveness positions are posted and applications open into April.               <ul style="list-style-type: none"> <li>- Question posed on Dean of PRIE position, if consideration can be given to making this a director position, instead of keeping it as a dean. Jamillah advised that the recruitment will move forward, however, she welcomes the discussion. The Dean position is consistent throughout the District and its position on the timeline was a consideration for accreditation process and completion.</li> </ul> </li> </ul>

<p>4. President's Update</p>	<ul style="list-style-type: none"> <li>Jamillah reminded that selection processes, for the most part, do not continue over summer recess as most faculty members are not on campus to participate.</li> </ul> <p>President Moore provided the following information:</p> <ul style="list-style-type: none"> <li>March 14 National School Violence Awareness, a remembrance event will be planned by ASCC to honor and respect victims of school violence. It will be in the Grove at 10am.</li> </ul>
<p>5. Building 9 Repairs</p>	<p>VPAS Michelle Marquez informed on repairs work for Building 9.</p> <p>Repair needed to correct building 9 leaking problem. The problem has existed since the building opened. For several years, the District has been in an on-going legal process with design company and building company to determine cause(s) and correction(s) for the leaking problem. The past rainy seasons have worsened the situation for equipment, students, and employees. The District has determined that repair work is to begin. The on-going legal situation, however, is a determining consideration on how the repair work will be scheduled. The college will not have input on this work schedule. The estimated repair cost is \$10-12 million and work is scheduled to begin in June lasting 18-24 months. We can expect scaffolding and construction noise similar to last summer. It will be completed in four phases, beginning with the west side of building 9 (side facing the upper lawn.) This is another large-scale construction project for the campus, in addition to the new construction of Buildings 1 and 23. Planning discussions are presently taking place on moving employees/departments who will be affected. The campus community is encouraged to be aware of the impact this has on students and the campus learning environment.</p> <p>Construction Forum for the campus community is scheduled for April 5, 2:15-2:30pm, in room 6-101/102. PBC members are asked to encourage their constituencies to attend for more information and answers to any questions/concerns they may have.</p>
<p>6. Guided Pathways</p>	<p>Financial Aid Director Margie Carrington informed on Guided Pathways.</p> <p>Presentation highlights:</p> <ul style="list-style-type: none"> <li>College began in the fall on the self-assessment to receive Guided Pathways Initiative funds. This is expected to be a five-year, \$515K grant to implement the work plan.</li> <li>The Guided Pathways team reflects broad representation from counseling and teaching faculty, as well as classified staff.</li> <li>The work plan to be submitted will focus on the first year of the five-year work plan. This work plan (discussed at <a href="#">February 21 meeting</a>) follows on the completed self-assessment submitted last fall.</li> <li>The plan will be completed by the end of March, allowing sufficient time for review and feedback within the college community.</li> </ul>
<p>7. College Budget Priorities</p>	<p>Michelle Marquez informed on College Budget Priorities.</p> <p>Consistent with the recommendations the college has received regarding establishing principles on budget development, Michelle researched other institutions and government agencies for any information they had in place and what might be useful for our college to consider. These included:</p> <ol style="list-style-type: none"> <li>College goals drive budget process plans and priorities, including resource allocation.</li> <li>How relevant data is determined and its role in decision-making</li> <li>Cost v. benefit outcomes an important consideration in resource allocations</li> <li>Regular assessment put in place and provision for adjustments to be made, if needed.</li> <li>Long-term projections should be tied to budget development.</li> <li>Budget processes are transparent and feedback mechanism in place and available to campus. Planning councils and constituency groups, for example, may play an important role in collecting feedback.</li> </ol> <p>Comment made that practical examples should be provided, even though budget principles, in general, should be kept at high-level focus.</p> <p>Michelle will formalize draft budget principles for review and discussion at future PBC meeting</p>

<p>8. 50<sup>th</sup> Anniversary Update</p>	<p>Director of Community Relations &amp; Marketing Megan Rodriguez Antone provided an update on the college's 50<sup>th</sup> Anniversary recognition</p> <p>Highlights included:</p> <ul style="list-style-type: none"> <li>• Signage throughout campus reflecting the 50<sup>th</sup> Anniversary logo and slogan: "Honor the Past, Transform the Future."</li> <li>• Anniversary-inspired E-mail signature block has been designed by the marketing team. Details will be sent to college employees to incorporate for their email signature,</li> <li>• 50<sup>th</sup> Anniversary merchandise is available for purchase at the bookstore. Please consider for gifts to your friends and family members, especially if they are former students or employees.</li> <li>• Please have a look at the <a href="#">50<sup>th</sup> Anniversary web page</a>. It features photos of college activities through the years – some individuals you may recognize. Also included is a "<a href="#">Love Letters to Cañada</a>" section, where individuals can post their memories of Cañada, or its role in their own or family's history.</li> <li>• Upcoming events include: <a href="#">March 22 Awareness Summit</a>, April 7 Colts Classic baseball game v Skyline College, and April 14 Reading Circle.</li> </ul>
<p>9. Planning Councils Reports</p>	<p>IPC Instructional Planning Council: James Carranza informed that March 16 meeting will begin at 8:30am to provide enough time for the group to discuss program reviews (mostly Humanities and Social Sciences, Library and Learning Center Divisions) and resource request prioritizations.</p>
<p>10. Staffing Update</p>	<p>Michelle Marquez announced the following staff additions:</p> <ul style="list-style-type: none"> <li>• Libia Bustamante, Staff Assistant, Middle College, ASLT Division, effective 1/17/2018</li> <li>• To Nhu Do, Adjunct Counselor, Disability Resource Center, Student Services, effective 1/11/2018</li> </ul>
<p>11. Matters of Public Interest</p>	<p>Maggie Lozano: Maggie spoke on college committees, workgroups, and the need for centralized and updated information on the roles, objectives, memberships, meeting information, etc. In her role as an officer in Classified Senate, Maggie was looking to make sure that Classified Senate was represented on college committees and maintained the appropriate role in committee activities. This was a challenging task as the information, if available, was neither current nor accurate. Maggie took the time to do deeper research and prepared a spreadsheet of the information that she found. She suggested a discussion at PBC on next steps and responsible party(ies). Michelle Marquez advised that Administrative Service Business Operations was working on related research on campus committees, particularly identifying which are governance-related in their purpose. Jamillah Moore provided that other individuals have expressed similar findings, and this is part of a bigger picture as we look to improve processes. An example is the work done in the Grant Application and Management process, which was streamlined, formalized and put into practice.</p> <p>Dayo Diggs: Reminder of March 8 Flex Day. RSVPs are still being accepted.</p>
	<p>Meeting adjourned at 3:40 pm.</p>