



**PLANNING AND BUDGETING COUNCIL MEETING MINUTES**

Wednesday, September 4, 2019, Building 22 - Room 116

Regular Meeting: 2:10 to 4 p.m.

**Approved**

Members present: Diana Tedone Goldstone, Jeanne Stalker, Manuel Alejandro Pérez, Tammy Robinson, Graciano Mendoza, Max Hartman, Jamillah Moore, Paul Naas, Salumeh Eslamieh, Nick Carr, Michael Hoffman, JT Eden, James Carranza, Megan Rodriguez Antone, Karen Engel, Roslind Young, Rachel Corrales, Jeri Eznekier, Nick Martin

Members absent: Marisol Quevedo, Ada Ocampo

Guests: Alex Claxton, Allison Hughes, Jessica Kaven, David Eck, Carol Liu, Debbie Joy, Mary Chries Concha Thia

AGENDA ITEM	PRESENTER	PROCESS	NOTES
1. Welcome 2. Approval of Consent Agenda 3. Introductions	Diana Tedone Goldstone, PBC co-chair Jeanne Stalker, PBC co-chair	Information Action	Meeting called to order at 2:15pm. Action: Motion to approve of Consent Agenda items <ul style="list-style-type: none"> <li>• Approval of May 15, 2019 Minutes</li> <li>• Revise PBC 2019-20 meeting schedule: add January 29 and April 29; remove January 1 and April 1</li> <li>• Update PBC Strategic Enrollment Management Committee membership: add Gloria Darafshi</li> </ul> Motion passed unanimously.
4. College for Working Adults Program Staffing Recommendation	Dean James Carranza, Humanities and Social Sciences Jeri Eznekier, Director, College for Working Adults	Information	Dean Carranza and Jeri Eznekier informed on the CWA staff positions. The (2) instructional aides and (1) retention specialist are categorized as short-term temporary positions. For better efficiency and consistent with best practices, we would like to revise these to permanent .48 positions. Funding is already provided within the CWA budget. This was included on the PBC agenda as an information item as well as at the college cabinet meeting held earlier today. We look forward to the President’s approval and subsequent hiring process. If these positions are not re-classified as permanent .48 positions, CWA could lose them which would negatively impact student support in this growing program. Rachel Corrales advised that CSEA supports reclassification of positions like these, instead of repeatedly renewing short-term temporary positions. Co-chair Tedone Goldstone reminded that the CWA Counselor

			position was also a temporary position and conversion to permanent position was done only after successfully completing the new positions proposal process. Jeri Eznekier advised that the classified staff positions are included in program review as demonstrated factors in the program's ongoing success.
5. Sub-committee Reporting Structure	Co-chair Tedone-Goldstone, VPAS Graciano Mendoza, Dean PRIE Karen Engel Professor Jessica Kaven, IPC Co-chair	Information and discussion	Professor Kaven informed on a matter related to PBC's subcommittee reporting structure that surfaced during the recent PBC members' orientation. The sub-committee reporting structure was reorganized as part of the update of PBC By-Laws. This reflects ACES and Honors committees reporting to PBC instead of IPC. IPC support the college is better served if these committees are heard at IPC. This is not only because the nature and content of their discussion, but also adding another reporting layer seems redundant and unnecessary. Dean Engel and VPAS Mendoza provided background for the restructure of the committees under PBC completed in spring 2019. That effort resulted in the present structure and also allowed for possible revision that could address any issue that might surface. Today's item is the first such issue. Next steps may be to come up with strategy/process to address these going forward and emphasize communications on items that impact PBC subcommittees and the campus' shared governance groups. Suggestion made to designate a PBC workgroup to draft a process on this matter and amend the bylaws. Members interested in participating are asked to contact Co-chairs Tedone Goldstone or Stalker or Dean Engel.
6. Financial Update	VPAS Mendoza	Information	VPAS Mendoza reviewed the 2018-19 budget closing, the final budget for 2019-20, and the 2020-21 budget cycle. Presentation highlights: <ul style="list-style-type: none"> <li>• 66% of resources are funded from general unrestricted funds and 34% are funded with restricted funds. The percentage of resources used with restricted funds has increased since 2013-14.</li> <li>• Enrollment trend has declined over time and overall funding has increased. This is mainly because we are a basic aid district and the college's grants participation continues.</li> <li>• Salary and benefits represented 91% of Fund 1 for 2018-19. Though this has declined since 2013-14, the accepted standard is 80 to 85 percent. The higher the percentage means the less</li> </ul>

			<p>flexibility is available in the event of an economic downturn. This number for the District is in the low-80s.</p> <ul style="list-style-type: none"> <li>• Fund 1 carryover is \$561K for 2018-19. In recent years, this total has run as low as \$365K and a high of \$632K. This is funding that remains after all expenditures are paid.</li> </ul>
<p>7. Resource Request Update and Annual Update Process clarification</p>	<p>VPAS Mendoza</p>	<p>Information</p>	<p>VPAS Mendoza presented on the previous status of the personnel and resource requests process. Presentation highlights:</p> <ul style="list-style-type: none"> <li>• The last new positions proposal process resulted in the approval of two new positions, CWA Counselor and Director of Wellness, Planning, and Athletics. These positions were approved to move forward contingent on available ongoing funding. Also approved was KAD Program Services Coordinator position, contingent upon one-time funding. At the end of 2018-19, additional ongoing funding was estimated at \$130K and one-time funding of \$38K. Update for 2019-20:</li> <li>• Ongoing funding for CWA Counselor and Director of Wellness, Planning, and Athletics is provided at a total of \$312K</li> <li>• Ongoing operating funding totaled approx \$129K: President's Office = \$8800; Instruction = \$79K; Student Services = \$41K</li> <li>• One-time funding for the KAD PSC is provided at \$108K.</li> <li>• One-time operating funding totaled approx \$173K: President's Office = \$3100; Instruction = \$161K; Student Services = \$9K</li> <li>• The operating and one-time resources funded were based on the last year's resource request process that includes vetting and prioritization of requests identified through the program review process.</li> <li>• VPAS Mendoza provided a brief chronology of the 2020-21 budget cycle. PBC members are reminded that program review process is upon us and preparation should be underway. All information and data submitted via Trackdat is for FY 2020-21.</li> <li>• Suggestion to provide the resource request detail for items included in the \$173K one-time funding total. VPAS Mendoza will bring this item to a future PBC meeting.</li> </ul>

<p>8. Annual Strategic Plan and Guided Pathways Plan Update</p>	<p>Dean Engel and Vice President of Student Services Manuel Alejandro Pérez</p>		<p>Dean Engel presented on the Annual Strategic Plan with VP Pérez as she advised a lot of what is in the Strategic Plan is in tandem with the college's Guided Pathways work.</p> <p>Presentation highlights:</p> <ul style="list-style-type: none"> <li>• The college's annual plan is developed beginning with information from the EMP, 5-year Strategic Plan and other college plans, to state what the college will focus and prioritize action steps for this year.</li> <li>• VPSS Pérez recapped Flex Day's Guided Pathways activities that provided insights as to what steps the we can complete to help students enter, navigate, and complete the processes to achieve their educational goals. Priority areas: <ul style="list-style-type: none"> <li>• Develop improve Business Process Model for new students</li> <li>• Develop Interest Area Program Maps and Schedule Optimization</li> <li>• Discuss sustainable student-centered support such as tutoring and peer mentoring/support</li> <li>• Identify needs of in-person vs distance education students</li> <li>• Determine means of measuring success related to these priorities</li> <li>• Encourage ongoing dialogue and process for continual progress updates</li> </ul> </li> </ul> <p>Motion to approve the college's proposed Annual Strategic Plan as a framework for activities this year. Motion passed unanimously.</p>
<p>9. SEAP (Student Equity and Achievement Plan) Update</p>	<p>Dean David Reed, Academic Support and Learning Technologies</p>	<p>Information</p>	<p>Item to be carried over to a future PBC meeting as Dean Reed was not in attendance.</p>
<p>10. Participatory Governance Survey Results</p>	<p>PRIE Analyst Alex Claxton and PRIE Student Assistant Carol Liu</p>	<p>Information</p>	<p>Alex Claxton and Carol Liu presented the results of the 2018-19 Participatory Governance Survey. Presentation highlights:</p> <ul style="list-style-type: none"> <li>• Reviewed response rate per employment type, shared governance group membership</li> <li>• Survey questions grouped to identify: (1) respondents' info (2) knowledge of participatory governance (3) opinion of</li> </ul>

			<p>participatory governance and (4) response on District policies and procedures.</p> <p>Conclusions:</p> <ul style="list-style-type: none"> <li>• Participatory governance group members tend to rate themselves higher on information of participatory governance than non-members</li> <li>• Members tend to have slightly more positive opinion on participatory governance than non-members</li> <li>• Majority of respondents were familiar with district policies and procedures Half of those respondents did believe there is a clear division of authority and responsibility among District Office, the Board of Trustees, and the college.</li> </ul> <p>Suggestions:</p> <ul style="list-style-type: none"> <li>• Provide additional information to the campus about participatory governance may improve campus perceptions</li> <li>• Getting more campus constituents involved with participatory governance may increase perception and knowledge</li> </ul>
11. ACES Committee Report	Dean Reed	Information	Item to be carried over to a future PBC meeting as Dean Reed was not in attendance.
12. Strategic Enrollment Management (SEM) Committee Report	Dean Engel	Information	<p>Dean Engel informed on the proposed schedule of SEM Committee fall 2019 meeting topics. These include:</p> <ul style="list-style-type: none"> <li>• Career Education program development</li> <li>• Career exploration &amp; job placement</li> <li>• FYE (JAMS, COLTS Con and Student Success Teams)</li> <li>• Early College Experiences</li> <li>• Promise Scholars – Strategic Plan</li> <li>• Optimizing the Course Schedule (program maps)</li> <li>• Online instruction</li> </ul> <p>Meetings take place every two weeks on Wednesdays, 9-10am. The committee membership represents college divisions and programs, and the college constituency groups.</p> <p>Motion to approve proposed schedule of SEM Committee meeting topics for fall 2019 passed unanimously.</p>