



**PLANNING AND BUDGETING COUNCIL MEETING MINUTES**  
**Wednesday, October 3, 2018 – DRAFT -**  
**Room 2-10**

**Members present:** Leonor Cabrera, Mary Chries Concha Thia, Megan Rodriguez Antone, Paul Naas, Rachel Corrales, David Meckler, Char Perlas, Hartman, Karen Engel, Jasmin Padilla, Yesenia Mercado, Martin Partlan, James Carranza, Gloria Darafshi, Jamillah Moore, Jeanne Stalker, Hyla Lacefield, Doniella Maher

**Members absent:** Karen Pinkham

**Guests and others present:** Debbie Joy, Alex Kramer, Kathy Blackwood, Alicia Aguirre, Candice Nance

AGENDA ITEM	CONTENT
<p>1. <b>WELCOME APPROVAL OF AGENDA</b></p>	<p>Meeting called to order at 2:10pm. Co-chair Hyla Lacefield advised minutes for September 19 are not available at this time. These meeting minutes will be completed and brought forward at the next meeting.</p>
<p>2. Accreditation</p> <ul style="list-style-type: none"> <li>• Approval of QFE Topic</li> <li>• Standards I and IV ISER Updates</li> <li>• Flex Day</li> </ul>	<p>Dean PRIE Karen Engel and Professor Alicia Aguirre Accreditation co-chairs Karen informed and presented an update on the college's accreditation activities.            Action: Motion to review two topics under consideration for the college's Quality Focus Essay (QFE) and select one to move forward.</p> <ul style="list-style-type: none"> <li>• Topic Option 1: Identify barriers to student entry, persistence, and completion, and address these barriers systematically</li> <li>• Topic Option 2: Integrate college's planning and budgeting to enhance institutional effectiveness.</li> </ul> <p>Discussion highlights:</p> <ul style="list-style-type: none"> <li>• Preference expressed from members that QFE topic should be student-centered, as opposed to governance-oriented. Topic 1 would work well and parallel college's Guided Pathways efforts</li> <li>• PBC co-chair Jeanne Stalker advised that Classified Senate has not yet had the opportunity to discuss as a group. Based on related discussions, there is interest in Topic 1: exploring and addressing items that impact our students such as food and housing insecurities, and transportation.</li> <li>• Suggestion to include childcare among the items to include in this study.</li> </ul> <p>Motion amended to select Option 1: Identify barriers to student entry, persistence, and completion, and address these barriers systematically, as the topic for the college's Quality Focus Essay.            Motion passed with one abstention.</p> <p>Alicia advised that info will be further discussed as a subsequent Flex Day(s) general session topic with related activity for the college community to participate in as a whole, or in small groups.</p> <p>Accreditation Standards I and IV status: Narratives are 80% completed. President Moore advised Standard IV C &amp; D will be completed with District office assistance. Reminder that the ISER is due March 2019. President Moore anticipates that receipt of the District draft will be in January.</p> <p>Karen Engel reminded that Accreditation-related documents may be found on Cañada's Accreditation webpage: <a href="https://canadacollege.edu/accreditation/2019agendas-minutes.php">https://canadacollege.edu/accreditation/2019agendas-minutes.php</a>            Note that Google docs is used for accreditation resources and working documents</p>

<p>3. Participatory Governance</p> <ul style="list-style-type: none"> <li>• FCMAT report</li> <li>• Review of strategies for strengthening the integration of budgeting and planning at PBC</li> </ul>	<p>President Jamillah Moore advised on the college's ongoing efforts related to the integration of budgeting and planning with the Planning and Budgeting Council.</p> <p>Highlights:</p> <ul style="list-style-type: none"> <li>• Reminder that the FCMAT report was discussed at the 2/7/2018 PBC meeting. This report summarized the March 2016 FCMAT campus visit and the team's non-binding findings and recommendations. Subsequently, Cambridge West was contracted to assist the college to implement the relevant recommendations.</li> <li>• In previous discussions, there was interest in researching other colleges' planning and budgeting governance functions, to gain ideas as to what format(s) may work well for our purposes.</li> <li>• President Moore researched a several community colleges' PBCs (or similarly-tasked groups.) Commonly, most utilize a co-chair model with VP Administration and Academic Senate designee serving as co-chairs. (A few utilize a tri-chair model.)</li> <li>• In the past, PBC members were organized into seven workgroups. Each group with a special area of focus and relationship to accreditation standards. These workgroups are: <ul style="list-style-type: none"> <li>1) Mission, Planning &amp; Goals</li> <li>2) Instruction</li> <li>3) Student and Support Services</li> <li>4) Human Resources</li> <li>5) Infrastructure</li> <li>6) Finance</li> <li>7) Governance</li> </ul> </li> </ul> <p>President Moore continues to consider these workgroups and may return to PBC with related recommendations.</p> <ul style="list-style-type: none"> <li>• PBC co-chair Hyla Lacefield suggested that the Governance Workgroup should be re-instituted as soon as possible. Suggest this workgroup meeting be scheduled at 1:40pm immediately prior to the regular PBC Meeting.</li> <li>• Suggest/request separate workgroup agenda from regular meeting agenda for efficiency</li> </ul> <p>Action: Motion to re-institute PBC Governance Workgroup for Governance and schedule workgroup meeting immediately prior to regular PBC meeting. Motion passed, with one abstention. Workgroup meeting start date tbd.</p>
<p>4. Replacement Position Request: Accounting Faculty</p>	<p>Note: This item advanced in today's agenda at the request of the presenter. Professor Candice Nance presenting in place of Professor Paul Roscelli.</p> <p>Action: Motion to move forward with replacement position request for fulltime Accounting faculty. Professor Nance informed that an Accounting, fulltime, tenure track, faculty position is vacant due to the Leonor Cabrera accepting the permanent position of Dean, Business, Design and Workforce. Recruitment to begin as soon as possible after approvals are met. Instructional Planning Council and Academic Senate have reviewed and agree to move this request forward.</p> <p>Motion to move forward with replacement position request for fulltime Accounting faculty passed with one abstention.</p>
<p>5. 2018-19 District Final Budget</p>	<p>EVC Kathy Blackwood informed on the 2018-19 SMCCD Final Budget. (This report may be found at SMCCD Webpage &gt; Financial Services &gt; Budget &gt; Annual Budget Reports.)</p> <p>This budget was reviewed and approved by the BOT at their September 26 meeting.</p>
<p>6. Program Review Process Streamlining</p> <ul style="list-style-type: none"> <li>• Prioritization Rubric</li> <li>• Validation Process</li> </ul>	<p>Karen Engel informed on the Program Review Process, Prioritization Rubric and Validation Procedure. It is noted that IPC and Academic Senate will have the opportunity to discuss at their upcoming meetings.</p> <ul style="list-style-type: none"> <li>• Reminder that the college will follow the New Position Proposal Procedures timeline as discussed and distributed. Deans will facilitate discussion within their divisions and provide real-time feedback on these proposals.</li> </ul>

	<ul style="list-style-type: none"> <li>• IPC, APC, and SSPC will provide feedback on program reviews as has been completed in the past. The feedback form has been revised and has resulted in a shorter form. Suggestion that all planning councils should follow the same procedure. (Currently, IPC and APC hear oral program review presentations. SSPC does not.)</li> <li>• Based on feedback from last year, PBC's resource request prioritization rubric was revised, eliminating or altering items considered not applicable for this group.</li> <li>• Rubric's scoring ranges were revised to provide clearer ranking and choice preference.</li> <li>• Suggestion that program review authors/resource request preparers should know and understand resource request rubric in advance.</li> <li>• Question re "What-if" high value equipment breaks down – how would depts handle this unforeseen repair/replacement expense. Suggestion that status of critical infrastructure/equipment should addressed in every program's program review. Interim VPAS Mary Chries Concha Thia added that the budget office is working on an "emergency one-time expense" procedure and form for use by depts. More to follow on this when draft procedure and form are completed.</li> </ul> <p>Action: Motion to approve the Resource Request Prioritization Rubric with changes stipulated by the college's other governing bodies passed unanimously.</p> <p>7. Enrollment Management VPI Tammy Robinson scheduled to present on this topic is not in attendance at today's meeting. This item will be carried over to a future meeting.</p> <p>8. Proposal for College Workforce Tri-Chair Hyla Lacefield and Director of Workforce Alex Kramer informed on the proposal for the college to implement Workforce Tri-Chair model. Highlights:</p> <ul style="list-style-type: none"> <li>• College's Strong Workforce initiative and efforts have been in place for almost two years. Since then, the scope of these activities has increased and broadened significantly.</li> <li>• The CTE Liaison is an Academic Senate-specific role to work with the Workforce Director and Dean of Business, Design, and Workforce. The CTE Liaison ensures faculty representation on Strong Workforce issues and decisions.</li> <li>• In the past, Professor Patty Hall has served in this role, but it was not formalized (completed with reassign/release time, etc.)</li> <li>• The college's Strong Workforce dept is in transition, due to Alex transferring to CSM. Recruitment efforts have begun and an interim director is in place. Thus, the installation of the Workforce Tri Chair at this time is appropriate and well-timed. If tri-chair model is approved by PBC, Academic Senate President Hyla Lacefield will serve as temporary CTE Liaison.</li> </ul> <p>Action: Motion to utilize Tri-chair model for the college's Strong Workforce dept passed with one abstention.</p> <p>Mary Chries Concha Thia informed on staffing changes:</p> <ul style="list-style-type: none"> <li>• Dr. Lisa Webb, Interim Director of Workforce Development</li> <li>• Yesenia Haro, transfer to Middle College Staff Assistant, ASLT from OAll, Student Services</li> </ul> <p>Leonor Cabrera: Artistry in Fashion event held on September 29 was a great success! Congratulations and kudoes to Professor Ronda Chaney and the Fashion Design and Merchandising faculty, staff, and students – great job!</p>
<p><b>II. ADJOURN</b></p>	<p>Meeting adjourned at 3:50pm.</p>

