



PLANNING AND BUDGETING COUNCIL MEETING MINUTES
Wednesday, October 17, 2018
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

Members absent: Karen Pinkham, Doniella Maher

Guests and others present: Dayo Diggs, Laura Brugioni, Sarita Lopez, Chantal Sosa, Milena Angelova, Lezlee Ware, Michelle Marquez/SMCCD, Linda Rizolli/Swinerton.

<p>PBC Governance and Process Workgroup Meeting</p>	<p>1. Interim Director of Business Operations Dayo Diggs discussed the college's Participatory Governance Manual.</p> <p>As part of the college's accreditation preparation, Dayo has been reviewing the participatory governance structure, including the current model and existing documents. She advised the college's Participatory Governance activities are included in ISER Standard IV and its structure/bylaws should align/coincide with the SMCCD Board governance structure. Dayo has reviewed the college's Participatory Governance Manual and the PBC By-laws and noted items that needed revision and update.</p> <p>Items included:</p> <ul style="list-style-type: none"> • Overview and definition of college's participatory governance • Definition and description of college's decision-making process relating to participatory governance • Structure of how the college' participatory governance operates should be better defined. <p>With regard to the Planning and Budgeting Council, the current manual does not define nor describe processes. As PBC is the only governing body, its processes should be clear and documented, including its evaluation process. Goals, objectives and charges for each college planning council also should be adequately described.</p> <p>Question posed on what would be the next steps for PBC. It was suggested to discuss council structure, and develop well-defined goals, objectives and charges. Members brainstormed on a visual chart that would describe participatory governance structure and college groups, with the college's mission statement as the foundation. As an example, PRIE Dean Karen Engel showed a draft of the Annual Plan flowchart, and how the planning councils, senates, program review, resource requests, and other college entities and processes are interconnected, Workgroup will work on the graphic describing the governance structure and discuss at a future PBC meeting.</p> <p>2. Co-Chair Hyla Lacefield discussed the role of PBC and its current bylaws.</p> <p>Presentation highlights:</p> <ul style="list-style-type: none"> • PBC's role is to provide the regular opportunity for all college constituencies to collaborate and have input on planning and budgeting data-drive recommendations and priorities. • Streamlining and defining PBC processes, as described in last year's FCMAT and IEPI PRT findings, is continuous and on-going (i.e. resource requests, program review, etc.) • Introduced including VPAS as a third chairperson for PBC, joining the president (or vice-president) of the classified and academic senates. Reviewed PBC agenda planning
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	<p>Action: Motion to accept, as described, the composition of PBC's Enrollment Management Task force, and to insure the equitable ratio of staff and faculty representation, Motion passed unanimously.</p> <p>4. Professional Learning Plan Professor David Meckler, Faculty Professional Development Coordinator, presented on the college's Professional Learning Plan. Presentation highlights:</p> <ul style="list-style-type: none"> • The current plan elapses in 2018. Written and approved in 2017 as a new plan for the college, it was determined that it would be reviewed after one year. • The draft plan is narrower in scope as the Director of Professional Development and Innovation will remain vacant. • Included in the draft plan: <ul style="list-style-type: none"> - purpose and functions of the campus-wide Professional Learning Committee, Faculty and Classified Professional Development committees - campus professional learning opportunities - district professional development opportunities - plan process, assessment and evaluation - other relevant information (i.e. CIETL coordination) <p>Motion to accept draft for 2018-2020, direct PBC members to discuss draft with constituency groups, and report feedback and suggested revisions. Motion passed unanimously Approval of final draft will be an agenda item at an upcoming PBC meeting.</p> <p>5. Distance Education Strategic Plan Professor Lezlee Ware, Faculty Distance Education Coordinator, presented on the college's Distance Education Strategic Plan Presentation highlights:</p> <ul style="list-style-type: none"> • The term of the plan currently in place is 2012-2013. The term for the proposed updated draft is 2017-2019. Initial work began on this draft in late fall 2016. As the current Instructional Technologist and Faculty Coordinator were assigned, they became the core of the Distance Education committee, along with the Articulation Officer. • It is noted that goals and objectives remain from the earlier drafts and that some of these have been achieved. It is helpful that this information remain for institutional history. For example, online tutoring and coordination with District DEAC are ongoing items that have shown progress during this time. It is encouraged that this progress be included in college's ISER draft as well. • Distance Learning presently reports to Academic Support and Learning Technologies (ASLT) <p>Motion to accept draft for 2017-2019, direct PBC members to discuss draft with constituency groups, and report feedback and suggested revisions. Motion passed unanimously Approval of final draft will be an agenda item at an upcoming PBC meeting.</p> <p>6. Strong Workforce Program Tri-chair PBC Co-Chair Hyla Lacefield informed on the Strong Workforce Program Tri-Chair</p> <ul style="list-style-type: none"> • Tri-chair housed in Business, Design, and Workforce • Members include: <ul style="list-style-type: none"> - Dean of the Business, Design, and Workforce Division - Academic Senate CTE Faculty Liaison - Director of Workforce Development • At present, Hyla is in serving as the Academic Senate Liaison. Release time will be determined going forward. • Recruitment has begun for the Director of Workforce Development position.
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<p>7. Capital Projects Update</p>	<p>Linda Rizzoli, Swinerton, informed on the status of the college's capital projects and share projects' renderings and photos. Presentation highlights:</p> <ul style="list-style-type: none"> • Swinerton is responsible for managing the construction projects at all three colleges. on behalf of the District <p>Building 1: Kinesiology and Wellness, 85,000 sq. ft.</p> <ul style="list-style-type: none"> • Awaiting final approval from the State. The State is outsourcing the review of the building plans, which can slow down the review process. We anticipate approval in the coming weeks, with construction beginning immediately thereafter. Currently, completing work on the infrastructure, such as electrical connections, soil testing and composition etc., so that all is in place when construction begins in earnest. • Completion date is still expected for June 2020. Once construction begins, we will look for ways to accelerate progress. • Parking lot 4 will become pathway/plaza leading to the building. • Construction updates will continue to be sent, particularly regarding campus traffic flows as they relate to this project. We will be moving traffic as work will begin to provide adequate power and other utilities to support the building. Traffic will be re-routed on campus for this as well as to provide truck access to the site Anticipate this work for mid- to late- December. <p>Building 23: Science and Technology</p> <ul style="list-style-type: none"> • This project is ahead of schedule. We anticipate completion mid-2019 and may be able turn it over to the District for fall 2019. Currently, work is being completed on the building exterior (skin) and interior work, such as distribution of systems, will follow. • In early-2019, exterior features will be installed including seating and landscaped areas. <p>Building 9 exterior</p> <ul style="list-style-type: none"> • This project is being completed in phases. Work allows us to do the repair work as well as pinpoint the sources of the leak(s). • Work will progress around the building as planned. The west and south sides of the building have the most damage. • Swinerton is not managing this project, but we understand it is tracking on schedule.
<p>8. Planning Council Updates</p>	<p>Administrative Planning Council: Mary Chries Concha Thia APC Met on Sept 18. Looking to develop, implement and evaluate the Administrative Program Plan cycle, which then makes recommendation to the Planning and Budgeting Council. APC currently has no bylaws, so these will be developed. Working on including faculty and classified representatives for this council, particularly to participate in program reviews that this group evaluates</p>
<p>9. President's Update</p>	<p>President Moore informed on:</p> <ul style="list-style-type: none"> • Administrative Planning Council: as Mary Chries advised, APC is currently developing by-laws as well as goals, objectives and charges. This directly relates to ISER Standard IV. Mary and President Moore will update PBC going forward, as PBC is charged with accreditation oversight going forward. • Inaugural President's Luncheon will take place on Tuesday, October 23, at Hiller Aviation Museum. Proceeds will be directed to the college's Promise Program. Thanks, in advance, to those who are volunteering and/or attending.
<p>10. Matters of Public Interest</p>	<p>Nick Carr: Support Colts Women's Soccer team, they have won seven in a row.</p>
<p>Meeting adjourned at 4:00 pm.</p>	

