



**MINUTES OF SPECIAL MEETING OF THE PLANNING & BUDGETING COUNCIL**

**Wednesday, October 23, 2013**

**Building 9, Room 154 – 2:30 to 3:30 p.m.**

**Members Present:** Alaa Aissi, Gregory Anderson, Lizette Bricker, Jennifer Castello, Ivan Evans, Patty Hall, Sarah Harmon, Robert Hood, Chialin Hsieh, Doug Hirzel, David Johnson, Debbie Joy, Ruth Miller, Vickie Nunes, Martin Partlan, Loretta Davis Rascon, Robin Richards, Mike Tyler, Lezlee Ware

**Ex-Officio:** Lawrence Buckley – College President

**Members Absent:** Karen Olesen,

**Guests:** Linda Hayes, William McInnis, Victoria Rosario, Teresa Scott, Maggie Souza, Janet Stringer

*This is a special meeting held during our college's accreditation visit.*

*Members of the visiting Accreditation Team in attendance are:*

*William McInnis, Victoria Rosario, and Teresa Scott.*

<b>AGENDA ITEM</b>	<b>CONTENT</b>	<b>PRESENTER</b>
1) APPROVAL OF MINUTES	The minutes were approved as amended.	Doug Hirzel, Academic Senate President & Debbie Joy, Classified Senate President
A. Introductions	Members of the Planning and Budgeting introduced themselves to the visiting accreditation team members.	PBC Members
B. Overview of PBC & its Workgroups	The PBC Co-Chairs gave an overview of the Planning and Budgeting Council noting its structure and that it is designed to plan, advise and evaluate the college's planning processes that include the Strategic Plan, the Educational Master Plan, the Instructional Program Plan, the Student Services Program Plan, ACCJC recommendations, Accreditation Planning Agendas, and the Facilities Plan. PBC uses data from these plans to made decisions and recommendations regarding resource allocation. PBC also reviews College and District policies, provides accreditation oversight, establishes ad-hoc workgroups and subcommittees to address college planning needs and priorities. PBC advises and makes recommendations to the President. PBC is organized into seven workgroups, each with a special area of focus and relationship to accreditation standards. The workgroups are: <ul style="list-style-type: none"> <li>• Mission, Planning &amp; Goals</li> <li>• Instruction</li> <li>• Student and Support Services</li> <li>• Human Resources</li> <li>• Infrastructure</li> <li>• Finance</li> <li>• Governance</li> </ul>	Doug Hirzel, Academic Senate President & Debbie Joy, Classified Senate President
C. Review of Instructions for	PBC members broke into their Workgroups to discuss and work on their assigned task listed as follows:	Doug Hirzel, Academic Senate

<p>Workgroups</p>	<ul style="list-style-type: none"> <li>• Mission, Planning &amp; Goals - Report and discussion on Enrollment Planning</li> <li>• Instruction – Using a draft of the Strategic Plan Progress Report summarize the key accomplishments from the “Strategic Plan Progress Report” that relate to the Distance Ed Plan, Basic Skills Plan, Student Equity Plan (pp. 14, 16-17, 26, 36, 41, 45, 49, 54). Identify any initiatives that you are aware of that are currently in progress this year. You may want to refer to the actual plans.</li> <li>• Student and Support Services- Work together with the Instruction workgroup to accomplish that task</li> <li>• Human Resources - Using the Hiring Timeline and Hiring Justification forms for faculty and staff hiring identify additional data (from OPRIE) that may inform hiring prioritization decisions (e.g. FT FTEF to PT FTEF ratios). Plan how to frame the 11/13 discussions of new position recommendations.</li> <li>• Infrastructure – Using a draft of the Strategic Plan Progress Report summarize the key accomplishments from the “Strategic Plan Progress Report” that relate to the Technology &amp; Facilities Plans (pp. 14-15, 18, 21-22, 36-37, 45, 49, 53). Identify any initiatives that you are aware of that are currently in progress this year. You may want to refer to the actual plans.</li> <li>• Finance – Using the Integrated District Budget Calendar examine the 2013-14 Integrated Budget Planning Calendar for use as model to build the 2014-15 process. Identify any omissions and suggestions for improvement.</li> <li>• Governance – President Buckley and Alaa Aissi will work with Finance workgroup; Sarah Harmon will work with Instruction workgroup.</li> </ul>	<p>President &amp; Debbie Joy, Classified Senate President</p>
<p>D. Workgroups Reports</p>	<p>Listed below are the reports from the workgroups.</p>	<p>Workgroups</p>

## Notes from PBC Workgroup Meeting 10/23/13

WORKGROUP	ASSIGNMENT	DOCUMENTS (posted on 10/23 Meeting materials)	WORKGROUP NOTES
Mission, Planning & Goals (1)	Report and discussion on Enrollment Planning	None	<p>Discussed Strategic Enrollment Plan – Campus Open Forum planned for early November that will include:</p> <ul style="list-style-type: none"> <li>• Analyzing District data from environmental scan</li> <li>• Determine what academic program to market and support</li> <li>• Discuss what our assumptions are</li> <li>• Provide a message board for comments so everyone from the college can participate</li> <li>• Write a report with true reflection of our college with draft available to share in spring 2014</li> </ul>
Instruction (11A)	Summarize the key accomplishments from the “Strategic Plan Progress Report” that relate to the Distance Ed Plan, Basic Skills Plan, Student Equity Plan (pp. 14, 16-17, 26, 36, 41, 45, 49, 54). Identify any initiatives that you are aware of that are currently in progress this year. You may want to refer to the actual plans.	Draft Strategic Plan Progress Report	<p>Distance Ed Goal 4: add the standard evaluation process for Distance Ed courses. Also the outline bill of rights should be imperative. Define for online certain key terms, such as grievances, participation, addressing of students and faculty, what is disruptive behavior.</p> <p>Questions:</p> <ol style="list-style-type: none"> <li>1) Janet/Jane created a check list for faculty, to make sure that the course is Distance Ed and not correspondence. 1 page form of the draft.</li> <li>2) Consistent/concise standard orientation for Distance Ed – would help with this greatly.</li> </ol> <p>Tech Plan: software, tech committee processes.</p>
Student & Support Services (IIB/C)	Work together with the Instruction workgroup to accomplish that task.		<p>Distance Ed Orientation to include:</p> <ul style="list-style-type: none"> <li>• Develop consistency for Distance Ed at all three campuses</li> <li>• Distance Ed orientation on how handled in each class</li> <li>• Expectations for Distance Ed faculty</li> <li>• Create Distance Ed checklist</li> </ul>
Human Resources (IIIA)	Identify additional data (from OPRIE) that may inform hiring prioritization decisions (e.g. FT FTEF to PT FTEF ratios). Plan how to frame the 11/13 discussions of new position recommendations.	<p>Hiring Timeline</p> <p>Hiring justification forms for faculty and staff positions</p>	<ul style="list-style-type: none"> <li>• Presentations on 11/12 &amp; 13</li> <li>• For 11/12 <ul style="list-style-type: none"> <li>- Change presentation timeframe to 10 minutes</li> <li>- Need form for Administrator – can use faculty form</li> <li>- Identify more data that is consistent such as: from PR form, FTEF, PTEF, sections taught by part-time and full time, with overall enrollments, over 4 semesters, PETF load,</li> </ul> </li> </ul>

			<ul style="list-style-type: none"> <li>disaggregate</li> <li>• For 11/13</li> <li>- Discussion group developing pros and cons</li> <li>- Use PBC members as group chairs</li> <li>- Large paper for comments</li> <li>- Rank each position as level 1 and 2</li> </ul>
Infrastructure (IIIB/C)	Summarize the key accomplishments from the "Strategic Plan Progress Report" that relate to the Technology & Facilities Plans (pp. 14-15, 18, 21-22, 36-37, 45, 49, 53). Identify any initiatives that you are aware of that are currently in progress this year. You may want to refer to the actual plans.	Draft Strategic Plan Progress Report	<p><b>Social Science Hub</b></p> <ul style="list-style-type: none"> <li>• A Social Science Hub was created on the third floor of Building 9 to provide space to conduct workshops and engagement activities for students majoring in the social sciences.</li> </ul> <p><b>STEM Center</b></p> <ul style="list-style-type: none"> <li>• The STEM Center is a location in Building 9 where furniture was changed this past year to make it more student-friendly and usable.</li> </ul> <p><b>The Grove and Career Center</b></p> <ul style="list-style-type: none"> <li>• The Grove and the Career Center opened in their new locations in Fall 2012. Renovation to the Grove included all new video-wall, integrated sound system, satellite television, etc. Used for student film festival, guest speakers, monthly music recitals, etc.</li> </ul> <p><b>Sustainability Plan</b></p> <p>The college's Sustainability Committee developed a plan which will engage both faculty and students in projects directed at being more sustainable. The college has recently installed new electric vehicle charging stations. Our English 100 Honors program along with the Associated Students of Cañada College hosted an event for students to present their ideas concerning sustainability: changes that we can make to lighten our carbon footprint including implementing a ride-share program, planting edible landscaping, bringing the subject of sustainability into mainstream courses, increasing overall environmental awareness, and installing solar panels.</p> <p><b>VROC Center</b></p> <ul style="list-style-type: none"> <li>• A veteran's resource center was created in the Learning Center in Building 9.</li> </ul> <p><b>BTO Center</b></p> <ul style="list-style-type: none"> <li>• "Beating the Odds" resource center was created in the Learning Center in Building 9.</li> </ul> <p><b>Animation Lab</b></p> <ul style="list-style-type: none"> <li>• Building 19 converted to animation lab to service multimedia animation courses.</li> </ul> <p><b>Financial Literacy Lab</b></p> <ul style="list-style-type: none"> <li>• New Building 9 resource center.</li> </ul> <p><b>Emergency Announce System</b></p> <ul style="list-style-type: none"> <li>• Completing of campus-wide announcing system.</li> </ul>

Finance (IIID)	Examine the 2013-14 Integrated Budget Planning Calendar for use as model to build the 2014-15 process. Identify any omissions and suggestions for improvement.	Integrated District budget Planning Calendar	<p>Modify the College Integrated planning Calendar as follows:</p> <ol style="list-style-type: none"> <li>1) September-Add Review Budget goals/Priorities for the current year</li> <li>2) January- Add Review Current Year expenditures</li> <li>3) February- Add Update from Chancellor's Council on Discussions of Budget Strategies and allocations.</li> </ol> <p>Add Spring Hiring Prioritization</p>
Governance (IV)	Buckley will work with Finance workgroup Harmon will work with Instruction workgroup		

**Additional Documents from HR Workgroup**

**2013/14 New Position Requests**

**Review Process**

**SSPC – IPC – APC**

Tuesday, November 12, 2013

2pm to 4pm

**Key Points on the Discussion Process:**

- **Outcome:** List of Strengths and Weaknesses for the Positions and Tier 1/Tier 2 ranking
- **Process:** Small Group Discussions
  - Agenda**
    - **2pm to 3pm:** Discuss the positions in groups and make notes
    - **3pm to 4pm:** Report Out from the Groups
  - **Recording:** All information for strengths and weakness should be included on large yellow posters so they can be reviewed by all attendees
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  - **Attendees** divided into eight (8) groups with a leader from the Cabinet, to include:
    - Group 1 –
    - Group 2 –
    - Group 3 –
    - Group 4 –
    - Group 5 –
    - Group 6 –
    - Group 7 –
    - Group 8 –
- **Questions** to consider:
  - What do the data indicate about the need for the position? (e.g. FTES, enrollments, etc)
  - What key considerations are there with the position? (e.g. are there other FT faculty, has there been a significant change in workload, etc)
  - What is the relationship of the position to the Educational Master Plan and overall goals for the college?
- **Ranking:**
  - The groups are asked to rank positions in Tier 1 (high priority) and Tier 2 (medium priority)



## **DRAFT CRITERIA FOR USE IN DEVELOPING NEW POSITION PROPOSALS**

### **FOR FACULTY HIRES**

IPC/SSPC criteria for hiring faculty include a well written/presented proposal based on the current annual planning document with data and rationale that include the following:

#### **A. Department/Discipline/Program Criteria**

1. Identify current Comprehensive Program Review (in cycle) and current Annual Program Plan documents with position need and justification in the annual plan.
2. Identify specialized knowledge (area expertise) or training needed for the discipline/program.
3. Identify extraordinary program development and/or needs (for example: are there laboratory oversight, industry connections, student mentoring, etc.).
4. Describe PT/FT faculty needs for the discipline/program.  
Describe any future economic, community or governmental initiatives/mandates this proposal is addressing.
5. Describe any budgetary implications of the proposal.

#### **B. College Mission and Goals Criteria**

1. Explain how the request supports the goals of the college strategic plan. Make sure to specifically address the strategic directions in the Educational Master Plan for the college (note: when document is finished, this will be hyperlinked).
2. What unmet needs will this position address (student, district, community)?
3. How will this position enhance retention and student success?
4. Describe how the position supports a pathway to student educational goal completion (certificate and/or degree) or GE transfer certification.

#### **C. Historical data criteria supporting request.**

Discuss Department/Discipline/Program enrollment and student service trends for the discipline. These data should include four semesters of trends for:

- a. Ratio of PT/FT FTEF
- b. Sections Taught by PT/FT Faculty in the discipline
- c. Faculty Load in the discipline
- d. Enrollment Trends for the Discipline
- e. Student Success Data by Ethnicity



## **Draft CRITERIA FOR USE IN DEVELOPING NEW POSITION PROPOSALS**

### **FOR ADMINISTRATIVE HIRES**

IPC/SSPC criteria for hiring administrators include a well written/presented proposal based on the current annual planning document with data and rationale that include the following:

#### **A. Department/Discipline/Program Criteria**

1. Identify current Comprehensive Program Review (in cycle) and current Annual Program Plan documents with position need and justification in the annual plan.
2. Identify specialized knowledge (area expertise) or training needed for the discipline/program.
3. Identify extraordinary program development and/or needs (for example: are there laboratory oversight, industry connections, student mentoring, etc.). Describe any future economic, community or governmental initiatives/mandates this proposal is addressing.
4. Describe any budgetary implications of the proposal.

#### **B. College Mission and Goals Criteria**

1. Explain how the request supports the goals of the college strategic plan. Make sure to specifically address the strategic directions in the Educational Master Plan for the college (note: when document is finished, this will be hyperlinked).
2. What unmet needs will this position address (student, district, community)?
3. How will this position enhance retention and student success?
4. Describe how the position supports a pathway to student educational goal completion (certificate and/or degree) or GE transfer certification.



E. Questions & Answer for Visiting Team	The visiting Accreditation team members thanked the PBC for showing them what we do and asked what motivated us into looking at different things and ways of working.	
2) ADJOURNMENT	The meeting was adjourned at 3:30 p.m.	Doug Hirzel, Academic Senate President Debbie Joy, Classified Senate President