



PLANNING AND BUDGET COUNCIL MEETING MINUTES
Wednesday, April 15, 2015
DRAFT

Members present: Lizette Bricker, Jennifer Castello, Sarah Harmon, Chialin Hsieh, Karen Oleson, Martin Partlan, Robin Richards, Jeffrey Rhoades, Paul Naas, John Hashizume, Michelle Marquez, Megan Rodriguez, Lawrence Buckley, Debbie Joy, Doug Hirzel

Members absent: Gregory Anderson, Jithan Tennakoon, David Johnson, Lezlee Ware, Lina Tsvirkunova, Loretta Davis, Nicholas Carr

Guests and others present: Vickie Nunes, Anniqua Rana, Leonor Cabrera, Dave Hamilton, Janet Stringer, Mary Chries Concha Thia, Barbara Bucton

AGENDA ITEM	CONTENT	PRESENTER
1) APPROVAL OF MINUTES	Meeting called to order at 2:15PM Minutes of April 1 Meeting were approved after discussion and clarification requested on Progress Reports on College Plans.	Deborah Joy & Doug Hirzel, Co-Chairs
2) BUSINESS 1. Institutional Effectiveness Goalsetting	Group was asked to set institutional goals as mandated in the State Educational Code for Institutional Effectiveness. The College is tasked with setting goals in (4) areas: <ol style="list-style-type: none"> 1. Fund balance 2. Audit findings 3. Successful course completion 4. Accreditation status The first two goals have been set by the District. <ol style="list-style-type: none"> 1. Fund balance set at 15% 2. Audit findings – no audit findings 3. As a group, PBC reviewed the course completion results for the past five years. After discussion, it was moved to establish a course completion goal of 70.1%. The motion passed with no opposition, two abstentions. 4. Accreditation goal accepted: Fully Accredited with No Actions Required Dean Hsieh stated that Institutional Effectiveness Goalsetting will be discussed withl participatory governance committees and constituencies. She and VP Marquez plan to report back to PBC at May 20 meeting on these discussions and request approval on resulting consensus.	Chialin Hsieh
2. ACCJC Fiscal Annual Report	VP Marquez briefly described fiscal portion of the ACCJC Annual Report. Most of the data requested and submitted	Michelle Marquez

<p>3. New Position Announcement</p>	<p>reflects District-wide information. Reviewed specific sections that pertained to College revenue and expenditures incurred/FTEs info as well as borrowing, bonds info, post-retirement benefits, reserves and cash. VP Marquez noted that based on the timing of reporting info and this report's submission, the report reflects dated data.</p> <p>President Buckley reminded that accreditation process necessitates constant re-generation of financial and general information reports. Reviewing the recent CEO Conference he attended, President Buckley described discussions involving ACCJC Accreditation possibly changing standards. New accreditation standards may include institution's focus on improvement and quality over time, with colleges providing narrative argument on their multiyear plan(s) for improvement. This raises questions on understanding and evaluation processes. More discussions will take place at the state level.</p> <p>President Buckley thanked the groups, constituencies and individuals participating and providing recommendations for new positions. He acknowledged the thoughtful and thorough review process and steps completed by PBC, hiring prioritization recommendations from Academic Senate, as well as discussions with and notes received from staff and faculty.</p> <p>New positions: Faculty – Mathematics Instructor Classified –Rad Tech half-time position. This will folded into an existing half-time requisition or position.</p> <p>President Buckley noted the Early Childhood Education/Child Development (ECE/CD) support position requested – was a previous position that has been filled. He also discussed the Athletics Trainer position requested, commenting that this is a request we are committed to but will not fill at this time. This is in consideration of the added women's programs and the Capital Improvement Program's (CIP3's) impact on athletics programs' spaces. He took this opportunity to provide an update on the Building 1 Project: there is a delay due to permitting issues and the revised construction contract process. VP Marquez interjected Building 1 will go offline in Summer 2016. Design discussion will be taking place with faculty in the coming weeks. We presently estimate that we are 18 months to two years away from construction.</p> <p>Additionally, Science Building architect has been selected. President Buckley discussed the formation of Science</p>	<p>Larry Buckley</p>
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<p>4. Report on Replacement Process for Dean of Business, Design and Workforce, and Vice President of Student Services</p>	<p>building user groups and Sequoia High and Woodside High faculty has been invited to participate.</p> <p>President Buckley stated we will be going through a hiring process for Dean of Business, Design and Workforce (BDW). Interim Dean Dave Hamilton will be in place for the remainder of the calendar year. President Buckley has met with the BDW Division for comments and feedback pertaining to candidate selection and characteristics as well as process. He described ideas brainstormed including reorganizing Deans and/or Director-level position and how this could be incorporated into the process. Further discussion would take place directly with the Academic Senate.</p> <p>President Buckley discussed Vice President Student Services position as Robin Richards recently announced her retirement. VP Richards will be leaving in late-June. He recently met with the Student Services Division and heard their general and specific comments on characteristics, responsibilities and hiring timeline. Meeting with the Counseling Division for a similar discussion has been scheduled. A decision and announcement on interim VP is expected. President Buckley noted the calendar is a strong consideration in both Dean of Business, Design and Workforce, and Vice President of Student Services positions.</p>	<p>Larry Buckley</p>
<p>5. Staffing Update</p>	<p>Vickie Nunes named External Funding and Compliance Officer. This position (temporary, maximum two years) fills our high need for support in program funding reporting and compliance. Mary Chries Concha Thia will move from Financial Analyst to College Business Officer. President Buckley praised and thanked the Business Office staff for their continued loyalty and careful attention to the College's business affairs and their support of everyone in the Cañada community.</p>	<p>Michelle Marquez/Larry Buckley</p>
<p>3) MATTERS OF PUBLIC INTEREST</p>	<ol style="list-style-type: none"> 1. Congratulations to Debbie Joy, winner of California Community College Classified Senate (4CS) President's Service Award! 2. Puente Project Event 2:30 pm, Thursday, April 30, CIETL 9-154. 3. Wheels, a Compassion play, performance will be on campus Tuesday, April 28. 2:30 pm 4. Volunteer opportunity: Sustainability/Waste Audit Team, looking for volunteers for 3:00-4:30 time slot on April 16 at Facilities Yard (outside Building 7). 	
<p>5. ADJOURN</p>	<p>Meeting adjourned at 3:50 pm.</p>	