



PLANNING AND BUDGET COUNCIL MEETING MINUTES
Wednesday, October 7, 2015

Members present: Doug Hirzel, Supinda Sirihekaphong, Nick Carr, Winnie Kwofie, Joanna Dai, Paul Naas, Lorraine Barrales-Ramirez, Peggy Perruccio, Michelle Marquez, Kim Lopez, David Johnson

Members absent: Debbie Joy, Rachel Corrales, Chialin Hsieh, Gregory Anderson, Megan Rodriguez, Lezlee Ware, Larry Buckley

Guests and others present: Mary Chries Concha Thia, David Hamilton, Vickie Nunes, Janet Stringer, Barbara Bucton

AGENDA ITEM	CONTENT	PRESENTER
1) WELCOME AND APPROVAL OF MINUTES	Meeting called to order at 2:10 PM Minutes of September 16 Meeting were approved as corrected, with one abstention. Welcome to Joanna Dai, newly-appointed PBC member representing Associated Students.	Doug Hirzel
2) BUSINESS A. Fall Hiring Timeline	Reminder new positions proposals are due to the VPs by October 14. Review will commence in subsequent weeks. Reviewed current process: <ol style="list-style-type: none"> (1) Presentation on each proposal (historically, each approx 8 minutes) (2) Small group analysis: discussion of strengths and weaknesses (usually 5-10 minutes per proposal) (3) Large group presentation: sharing small groups' findings for large group discussion (usually 20 minutes, total) Current process outcomes: Participants are able to identify the strengths of each proposal and can identify the major justifications. Participants develop "buy-in" to support a proposal. Participants are able to identify only one question and less than one weakness for each proposal. Two time periods have been set aside for Fall hiring process. Discussion on if any adjustments needed to current process from proposal presenter or other perspective. Highlights: <ul style="list-style-type: none"> • Presentation time allotment sometimes does not provide for adequate Q&A time. Presenters desire to "make the case" for the position by providing pertinent data and supporting info takes time does not allow for long Q&A. • Oral presentations are beneficial. Members often do not read proposals in advance of the presentations. Q&A is a vital component to the group's understanding of the department's position request. • Dividing presentations between the two allotted time periods discussed. Some members may not be able to present at both sessions. In the past, video has been available. However, there have been few, if any, viewers. Will research on any recording availability. • Develop and utilize standard template so similar questions and information are presented per position proposal (such as used in hiring justifications.) 	Doug Hirzel

	<ul style="list-style-type: none"> • Emphasize to members to read proposals and give thought to questions ahead of time and encourage presenters to focus on key points. • Noted that faculty form is new for this fall hiring process. Classified position form is unchanged. • Discussed possible value, going forward, in looking at other colleges' processes, such as using ranking lists. <p>Co-chair Hirzel advised any further thoughts on this or on restructuring the group discussion on the proposals be sent to him or Debbie Joy. Additionally, please note any thoughts as we go through this hiring process for reference and future use.</p>	
B. Progress Reports	<p>Co-Chair Hirzel noted that draft of these progress reports will be, if not already, posted on PRIE website. Specific planning councils and constituencies to review and evaluate. Feedback from all groups is welcome.</p> <ol style="list-style-type: none"> 1. Sustainability 2. Educational Master Plan (will go to the three planning councils) 3. Strategic Plan <p>Student Equity, Facilities, Basic Skills, Strategic Enrollment Plans will be brought to PBC on October 21. Planning councils and constituencies representatives will report on their recommendations on these at that time. All plans are on College PRIE website: http://canadacollege.edu/plans/index.php</p>	Doug Hirzel
C. Measure H Update	<p>VP Marquez announced Friday, November 6, 12-1pm, Vice Chancellor Jose Nunez and team will be on-campus for a presentation on the Measure H Program for SMCCD and Cañada College. This is an opportunity to hear important information and ask questions. A campus-wide announcement will be distributed.</p> <p>Agenda to include:</p> <ul style="list-style-type: none"> • Program Budget Overview • Project Delivery Methods (how a project is designed and constructed) • Team Recommendations <p>VP Marquez advised Cañada Building 1 and Science Building projects are moving forward. Building 1 design meetings are scheduled this month with faculty and staff. Science Building project is in pre-design program validation stage. All College faculty and staff are encouraged to attend on November 6.</p>	Michelle Marquez
D. College Benchmark Report	<p>Motion to accept PBC recommendations to adjustments on report of College's Benchmark Standards and aspirational goals as discussed and determined at September 16 meeting. Co-chair Hirzel advised Academic Senate did not take any action on endorsement. In discussion on this report, some PBC members felt that the Benchmark/Standard for Total # of FTES at 3900 was low and recommended adjustment to 4000. Motion was amended to include this adjustment and passed unanimously.</p>	Doug Hirzel
E. Governance Manual	<p>Background: The College's Participatory Governance Manual addresses and details how decisions are made at the College. This goes along with the College values toward transparency and consistency. Co-chair Hirzel advised that the portion of the manual addressing the hiring process and prioritizing positions needed updating. Co-chair Hirzel facilitated a discussion on other revision recommendations to include in this update.</p> <p>The recommended changes were noted and will be included in the revised manual which will be submitted for PBC review and approval at a later time.</p>	Doug Hirzel

F. Staffing Update	New Employees and Staffing update: Guillermo Alonzo, Detailed Retention Specialist, Counseling Cheri Markt, Engineering Faculty, Science and Technology Gonzalo Arrizon, Retention Specialist, STEM, Science and Technology	Michelle Marquez
G. Matters of Public Interest	Congratulations to Science and Technology Division on receiving U.S. Department of Education Minority Science and Engineering Improvement Program (MSEIP) Grant totaling \$900,000 over three years, beginning on October 1. Only twenty such grants are awarded nationally. In these projects, Cañada will partner with SFSU and UC Merced.	Michelle Marquez
3)	Meeting adjourned at 4:00 pm.	