



PLANNING AND BUDGETING COUNCIL MEETING MINUTES
Wednesday, September 21, 2016

Members present: Kim Lopez, Supinda Sirihekaphong, Michelle Marquez, Peggy Perruccio, Leonor Cabrera, Jamillah Moore, Karen Pinkham, Megan Rodriguez Antone, Rachel Corrales, Maria Huning, David Johnson, Debbie Joy, Doug Hirzel, Lorraine Barrales-Ramirez, Nick Carr

Members absent: Chialin Hsieh, Gregory Anderson

Guests and others present: Patty Hall, Jenny Castello, Diva Ward, Mary Chries Concha Thia, Max Hartman, Heidi Diamond, Tracy Huang, Aniqua Rana, Vickie Nunes

AGENDA ITEM	CONTENT
I. WELCOME AND APPROVAL OF MINUTES	Meeting called to order at 2:13 PM Welcome to new members Maria Huning (representing Instructional Planning Council), Karen Pinkham (ITS/Facilities classified infrastructure staff) and Leonor Cabrera (Academic Senate, Business, Design and Workforce Division). Motion to approve Minutes of the September 7 meeting passed, with three abstentions.
II. BUSINESS	
1. Midterm Report	President Jamillah Moore informed on the College Midterm Report. All materials are available for review on PRIE website and will be submitted for the September 28 Board of Trustees meeting for approval. We trust it will move forward and we will then send to ACCJC in advance of the October 15 deadline.
2. Update on Institutional Effectiveness Partnership Initiative Partnership Resource Team (IEPI PRT)	VP Michelle Marquez informed on the upcoming IEPI PRT visit. As discussed at May 4 PBC Meeting , Cañada has requested the assistance of an IEPI PRT team to examine, make recommendations, identify opportunities and resources that address the college's needs in the areas of Integrated Planning & Budgeting and Professional Development. Michelle announced that the team's first visit will be Monday, October 17 and their second visit will be Monday November 14. Further information on will be distributed when available.
3. Early Childhood Education ECE Fulltime Faculty replacement position	Motion to approve proposed ECE fulltime faculty replacement position request. ECE faculty member Patty Hall provided background on the request to fill the fulltime faculty position vacant due to the passing of Professor Val Goines, just prior to the beginning of fall semester. Co-chair Doug Hirzel advised Academic Senate endorsed moving forward with this proposal. Motion to approve proposed ECE fulltime faculty replacement position request passed unanimously.
4. Draft of Professional Development Plan Framework	Doug Hirzel informed on Professional Development Plan framework that is now available for review. In accordance with PBC policies, in order for a new plan to be adopted by the college, appropriate announcement and ample time to be provided for review. A Professional Development plan framework has been drafted by the Leading From the Middle Team. (Note: information on Leading From the Middle team and their efforts that was discussed at a previous PBC meeting may be found here .)

<p>5. Proposed Hiring Process Timeline</p>	<p>Doug announced that the framework draft is available for review and feedback. It will be brought for discussion at November 7 PBC meeting. In the meantime, PBC members are encouraged to discuss with constituency groups, planning councils, and colleagues and solicit feedback. It is noted that Director of Professional Development Erin Moore is “making the rounds” at planning council meetings, senate meetings, and other committee/group meetings to discuss this item.</p> <p>Motion to approve proposed Fall 2016 Hiring Process Timeline. At September 7 PBC meeting, members passed the motion to reduce the number of hiring cycles from two per year to one per year. Co-chairs Doug Hirzel and Debbie Joy brought forth a proposed timeline for the 2016-17 hiring process. Significant dates: October 24: Last day to submit proposals to Deans or supervising administrator. November 8, 9, 10: Presentations, strength/weaknesses discussions on proposals. (Note: three days tentatively scheduled. This may be reduced based on the number of proposals received.) November 16: PBC evaluates and votes on integrity of process and submits strengths/weaknesses to College President. Discussion highlights:</p> <ul style="list-style-type: none"> • Proposed dates reflect adjustment so as not to conflict with Proactive Registration event. • Data requests (beyond what is found in the regular dashboard) may be sent now to Tracey Huang • The real-time shared document process previously used will again be utilized. • Similar to last year, no video recording will be provided. This was due to few, if any, individuals viewed the discussion sessions. This does not justify the time and expense to continue the practice. <p>Motion to approve proposed Fall 2016 Hiring Process Timeline passed. Information will be distributed campus-wide. Co-chair Hirzel urged that the goal is to put forward proposals on all possible positions, so that a master list of positions is developed and vetted through this process.</p>
<p>6. Budget Update</p>	<p>VP Marquez provided a budget update including 2015-16 closing budget and the proposed 2016-17 budget that will be submitted at the September 28 Board meeting. Presentation highlights on 2015-16 closing budget:</p> <ul style="list-style-type: none"> • Total unrestricted funding allocations: \$21.8M • Total unrestricted funding expenses: \$21.9M (difference made up from revenue outside of Fund 1 sources (facilities rentals) <p>on proposed 2016-17 college budget:</p> <ul style="list-style-type: none"> • Primary source of unrestricted funds (Fund 1) is our Site Allocation • Budget goals described: <ul style="list-style-type: none"> - Effectiveness (best use of existing resources) - Focused growth (building on proven processes and programs) - Supportive Energy (providing for innovation and ideas that support students) • Balanced budget to be submitted: Total Revenues: \$23.8M (includes District site allocation and Prop 30) Total Expenses: \$23.8M (includes salaries and benefits for regular and hourly employees plus 5% discretionary expenses) • Factors that may effect this year’s budget <ul style="list-style-type: none"> - Impact of COLA, college will have to cover adjustment for hourly employees, special projection and federal grant-funded employees. (District is holding funds to cover for Fund 1 employees COLA.)

<p>7. Study Session on Permanent v. Soft-Funded Positions</p>	<ul style="list-style-type: none"> - Declining enrollment/flat enrollment impacts Prop 30 and some categorical programs. • Final budget that is approved by the Board will be distributed at a future PBC meeting. • VC Kathy Blackwood will be invited to a future PBC meeting to present District budget overview. • More information may be found on Administrative Services website and SharePoint site. Please let Michelle know if there are problems accessing these sites. <p>Michelle provided background and facilitated discussion on permanent versus soft-funded positions.</p> <p>Background: In spring 2016, District awarded Innovation Funds for the three colleges and District office. Cañada Jams was one of the proposals selected to receive a portion of these funds. Within the Jams proposal, there were two position requests. The Innovation Funds are intended toward institutionalizing the funded projects, after proven positive outcomes. The concern surfaced that the position requests included in these proposals are not vetted through the established hiring processes and, yet, evolve into de facto permanent positions. Going forward, this issue should not resurface, as it will be the practice to submit position proposals through the established hiring process, even if funding is not identified. The question remains on moving forward on the positions requested as part of the college’s Jams proposal.</p> <p>Discussion highlights:</p> <ul style="list-style-type: none"> • Are the college hiring processes too specific and work against these special revenue sources? The issue may also arise in relation to anticipated funding for CTE as well as future innovation funds. • Temporary employees are approved by the Board on a year-by-year basis. Tenure-track faculty positions and fulltime classified staff positions are approved by the Board on a permanent basis. • Suggest that in preparation of all possible revenue sources and funding, all possible positions should be included in the fall 2016 hiring process. This also provides a forum for the college community to “buy-in.” • Specifically on the question of the Canada Jams, the lack of an existing process is a proving a current barrier to the vitality of the program. Transitioning the coordinating of these Jams to the Learning Center, requires hiring the required staff. • Could we adopt something similar to the replacement position requests? Awarding Innovation Funds to a project that has a staffing component is somewhat similar to replacing a position where there are already funds available. • A number of PBC members reinforced the opinion that all positions should be vetted and the college constituencies and community have an opportunity to weigh in on the requests for permanent positions. • Question raised on the pathway of the innovation proposals. Proposers would like feedback on their projects submitted in order that possible other funding could be pursued or proposals may be re-worked for submission when another opportunity arises. • Though the Jams program is operational, staff believes an enhanced level with a stronger positive impact on students is achievable if they are provided a path to fulfill the funded staffing needs. <p>Next steps: Suggestion that PBC should consider a recommendation for an expedited process for the Jams positions. Co-chairs Hirzel and Joy will put forward the appropriate agenda item(s) at the next PBC meeting.</p>
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<p>8. Staffing Update</p>	<p>Michelle informed on three grant-funded temporary positions: Director of Workforce Development, funded by the Menlo Park Redevelopment Project and the Adult Education Block Grant. Director of Post-Secondary Success and Completion and Program Services Coordinator – Post-Secondary Success and Completion, funded by the ESO Adelante Project Grant</p>
<p>9. Matters of Public Interest</p>	<p>Memorial Service for Val Goines will be held on Sunday, September 25, in room 6-101/102. Val's family invites all Cañada community to attend.</p>
<p>III.</p>	<p>Meeting adjourned at 4:20 pm.</p>