



PLANNING AND BUDGETING COUNCIL MEETING MINUTES
Wednesday, October 18, 2017
Room 2-10

Members present: Martin Partlan, Margarita Lozano, Rachel Corrales, Nadya Sigona, David Meckler, Leonor Cabrera, Tracy Huang, Michelle Marquez, David M. Johnson, R Abd-aljawad, Jamillah Moore, Max Hartman, Nick Carr, Karen Pinkham, James Carranza, Jeanne Stalker

Members absent: Paul Naas, Phillip King, Megan Rodriguez Antone, Melinda Ramzel, Hyla Lacefield

Guests and others present: Caroline Ouyang, Alex Kramer, Adolfo Leiva, Erin Moore, Mary Chries Concha Thia

AGENDA ITEM	
I. WELCOME, APPROVAL OF MINUTES	Meeting called to order at 2:10 PM. Motion to approve minutes for October 4 approved unanimously.
II. BUSINESS A. Resource Request Prioritization Process	VPAS Michelle Marquez and Interim Dean PRIE Tracy Huang informed on the efforts toward developing a Prioritization Process related to Program Reviews' Resource Requests. Highlights: <ul style="list-style-type: none"> • Consistent with the objective of PBC having a larger role in the planning and budgeting functions for the college, Michelle, Tracy, Dayo Diggs, worked on drafting a process/rubric for prioritizing resource requests received through the program review process. The information presented was developed from current college process, processes at other institutions as well as experiences shared by the IEPI PRT team and others. • Currently, the time-consuming component is the multiple back-and-forth communication needed to clarify a single resource request. The proposed process calls for this clarification prior to submitting the request in program review. Pricing, description, purpose, etc. should be included initially, particularly for the benefit of the manager, director, and others who are part, of approval process. Requests should include this complete information. • Requests will then be prioritized within each Division as determined by the Dean. This will be followed by review by one of the three Planning Councils (Instruction, Student Services, and Administrative.) Each Planning Council will review requests from programs under their purview. For example, Administrative Planning Council would review requests from Offices of VPAS, VPSS, PRIE, VPI, Marketing and Outreach. Once the planning councils have completed their prioritizations, PBC will prioritize all the resource requests, generating one master list. College Cabinet and College President review would follow. Completion including notification to the requestor would be completed by the end of the academic year. • Proposed rubric was reviewed. Considerations included: relevance to College Mission & Strategic Goals; District Strategic Goals; College Operational Plans; Learning Outcomes; Health, Safety & Liability; Legal or Accreditation Mandate; Fiscal Responsibility. Also if the resource requested is an on-going or one-time request. • Next steps: Tracy and Michelle will present this proposed process to the planning councils, Academic and Classified Senates. Either or both Tracy and Michele can be available to attend other groups' meetings (Division meetings and others) to present this information and receive direct feedback. • Question posed as to scope and specific types of resources requested (such as a one-time or high-cost request, ongoing operational supplies, etc.) Michelle advised that a Resource Guide will be developed as part of this effort to develop this process.

<p>B. Construction Update</p>	<p>Michelle provided information on the campus construction for the next few weeks.</p> <ul style="list-style-type: none"> • Installation has begun of new pipes in advance of upgrade of campus chiller in preparation of new buildings (lower lawn and throughout campus) Roof repair of building 13 also in process. Much of this work will be after hours and on weekends. • Construction forum scheduled for Friday, October 27. District Facilities and Project(s) Team Leadership will provide information on the construction work including impact on the campus community. • Question posed on improvement needed in building 13. Michelle reminded members that projects are implemented based on our Facilities Master Plan. Building 13 renovation is included in the Plan and funding sources are being pursued.
<p>C. Technology Replacement Standards</p>	<p>Interim Dean BDW (Business, Design, and Workforce) Leonor Cabrera informed on Technology Replacement Standards.</p> <p>Background: The District has provided funding for technology replacement at a rate of \$200,000 per year. This funding will end 6/30/2018. The College will need to fund \$200,000 next year and each subsequent year for technology replacements. This includes employees and student labs. Canada does not have a replacement schedule in place and this is a first proposal for this schedule.</p> <ul style="list-style-type: none"> • Current inventory = 979 devices. Includes: Employee Mac books/desktops, PC laptops/desktops, Tablets; Student Lab PC desktops • Replacement costs: MAC Technology (laptops/desktops) \$2,650 PC Desktop \$962 PC Laptop \$1,553 MACs replacement cost is significantly higher than PCs. Suggested replacement time for MACs is seven years and for PCs is five years. • PBC Members and others interested to provide direct feedback may attend Please come to Technology Committee meeting on • Accessories may be considered as ongoing instructional supplies, please review with deans.
<p>D. Planning Council Updates</p>	<p>Interim VPI David M. Johnson reported Instruction Planning Council activities:</p> <ul style="list-style-type: none"> • reassigned time applications are currently being submitted for consideration • applications requested for faculty coordination of CIETL. Anticipate this will be completed by November 20. • Continuing discussions on potential degree courses of study, pathways and program related to online college online college <p>Student Services and Administrative Planning Councils: no update to report.</p>
<p>E. President's Update</p>	<p>President Jamillah Moore informed on recent activities:</p> <ul style="list-style-type: none"> • Thanks to ACES Committee for hosting Oct. 17 Equity Workshop - noted high level of engagement among attendees. Facilitators did a great job sharing helpful information. • President Moore reported on her recent participation on ACCJC Accreditation Team visit to DeAnza College during the week of October 9. <ol style="list-style-type: none"> 1. Provided the opportunity for direct experience with the accreditation process relating to new guidelines adopted by ACCJC. 2. DeAnza provided a concise, quick reference guide that proved useful to the accreditation team. 3. Discussed accreditation team format/processes between multi-college districts and single institutions 4. Provided examples of receiving information from institution's key personnel and constituency groups. 5. Noted that concerns related to cost of living, housing and other barriers are shared concerns within their college community.

<p>F. Matters of Public Interest</p> <p>G. Staffing Update</p>	<p>6. Strong consideration of institution's Quality Focus essay and related metrics and evidence.</p> <p>7. Discussed ACCJC-mandated Third Party Complaint/Compliance Process for concerns expressed by campus community and/or external parties</p> <ul style="list-style-type: none"> • President Moore discussed direction received from District related to addressing enrollment and colleges reaching specific target on Load. Further discussions will be held among college leadership and divisions. • Tracy Huang: October 27 Accreditation kick off meeting will be held immediately after Construction Forum in room 2-10. A second (makeup) session will be scheduled. • Leonor Cabrera: Human Services program update. Two Human Services classes will continue to be offered. These are included in the AD-T requirements. • Erin Moore: Professional Learning Needs Assessment (survey) is online. Please encourage your colleagues to participate and help program professional learning on campus. • Nick Carr: Support COLTS Soccer! Cañada Mens and Womens team continue their successful seasons <p>No changes or additions to report.</p>
<p>III. ADJOURN</p>	<p>Meeting adjourned at 3:40 pm.</p>