



**PLANNING AND BUDGETING COUNCIL MEETING MINUTES**  
**Wednesday, February 7, 2018**  
**Room 2-10**

**Members present:** Martin Partlan, R Abd-aljawad, Melinda Day, Max Hartman, Jeanne Stalker, Diana Tedone, Tracy Huang, Megan Rodriguez Antone, Nadya Sigona, David Meckler, David M. Johnson, Rachel Corrales, Leonor Cabrera, Michelle Marquez, Karen Pinkham, Paul Naas, Phillip King, Nick Carr, Luis Méndez

**Members absent:** Maggie Lozano

**Guests and others present:** Trustee Tom Mohr, Bill Woods, Dayo Diggs, Mary Chries Concha Thia, Rebekah Taveau, Julie Carey, Katie Schertle

AGENDA ITEM	
1. WELCOME, APPROVAL OF MINUTES	<p>Meeting called to order at 2:10 PM.            Motion to approve Minutes for December 6, 2017 meeting passed unanimously.            Motion to amend today's meeting agenda and move Item 3: Updating PBC By-laws to a future meeting as Co-chair Hyla Lacefield (who is absent today) wishes to facilitate this discussion. Motion passed unanimously.            Jeanne called upon R Abd-aljawad to introduce new PBC member, ASCC President Luis Méndez. He joins R in representing the Associated Students. Welcome Luis!            Welcome to Trustee Tom Mohr.</p>
BUSINESS 2. Public Safety Study Update	<p>SMCCCD Director of Public Safety Bill Woods informed on the preliminary recommendations from the District Public Safety Study.            Presentation highlights:</p> <ul style="list-style-type: none"> <li>• Public Safety staff are not sworn police personnel, though they work closely with the San Mateo Co. Sheriff's Office and local law enforcement agencies.</li> <li>• The public safety study consisted of research and data collection plus a variety of outreach efforts among students, classified staff, faculty, and administrators, including public forums, interviews, and surveys. A dedicated website was also utilized to receive feedback.</li> <li>• Margolis Healy (the company engaged by the District to complete the study) made the recommendation that the Department of Public Safety transition to a sworn and armed police department.            District staff <u>does not agree</u> with this recommendation. The rationale for <u>not</u> accepting this recommendation:           <ul style="list-style-type: none"> <li>- All three colleges are safe campuses with minimal crime incidents.</li> <li>- Local law enforcement does not support the District transitioning to its own police department.</li> <li>- Establishing a new department is very expensive.</li> <li>- There is a nationwide decline in trust and confidence in law enforcement, notably among under-represented communities.</li> <li>- There are other opportunities to work with law enforcement to enhance safety.</li> <li>- A sworn and armed police department is not consistent with the approach the District wants to pursue.</li> </ul> </li> <li>• Margolis Healy's report included 71 recommendations dealing with many aspects of public safety such as: communications, emergency management, campus outreach, alarms, staffing, other equipment, etc.</li> </ul>

	<p>Preliminary Staff Recommendations:</p> <ul style="list-style-type: none"> <li>• Clarify the mission and role of District Public Safety</li> <li>• Reject the recommendation to create a sworn and armed police department.</li> <li>• Implement BOT-approved remaining Margolis Healy recommendations (such as developing operational staffing model)</li> <li>• Explore possible enhanced services on or near District campuses through local law enforcement agencies.</li> </ul> <p>Director Woods advised this information and discussion with constituency groups and planning councils is being completed. Feedback on the study, as well as related ideas and comments are welcome. District staff will review all feedback and develop final recommendations for Board consideration.</p> <p>PBC Co-Chair Jeanne Stalker thanked Director Woods for his time and presentation and encouraged PBC members to pursue feedback from their constituents and colleagues.</p>
<p>3. Budget Update</p>	<p>VPAS Michelle Marquez provided a budget update, regarding the new position proposals decision timeline last discussed at PBC at the end of spring 2017. At that time, it was explained that this decision would tie in with the 3-year budget projections which are completed in February. We have not yet received the information on our revenue projections from the District. Michelle is confident that this information will be received in advance of the February 21 PBC meeting. The budget update and related information would be presented at that time.</p>
<p>4. Resource Request Process</p>	<p>Motion to approve the proposed resource request process to be put in use for the current year and evaluated at the end of the year.</p> <p>At the October 18 PBC meeting, Tracy Huang and Michelle Marquez provided information and proposed process on Resource Requests, including their inclusion in Program Reviews and prioritization procedures through the three planning councils, PBC, and college leadership. Since that time, the proposed process has been discussed with Academic and Classified Senates, and Administrative, Student Services, and Instructional Planning Councils. From these discussions, the process was clarified to describe PBC will provide resource request recommendations to the college president. The rubric was also reorganized to distinguish considerations not necessarily applicable to all resource requests (legal/accreditation mandates and health/safety liabilities.) Michelle advised that there were questions on resource requests relative to program reviews. More discussion on day-to-day ongoing instructional needs and how these are not part of the resource request process would help clarify this.</p> <p>The process is proposed to be a prototype for the current year. At the end of the spring semester, it will be evaluated and brought back to PBC for update and discussion. Resource requests are due at the end of February. Reminder that departments can submit resource requests each year.</p> <p>Question posed on if an unforeseen or unexpected expense arises – Michelle informed that the resource requests are for instructional and technology needs. In the college’s overall budget/integrated planning efforts a budget augmentation mechanism will be included.</p> <p>Motion to approve the proposed resource request process to be put in use for the current year and evaluated at the end of the year passed unanimously.</p>
<p>5. Accreditation Update</p>	<p>Interim Dean of PRIE Tracy Huang provided an Accreditation update. Tracy advised that Accreditation Co-Chair Alicia Aguirre could not come to today’s meeting as she is in a training session for an Accreditation Peer Review Team. Tracy expressed that Alicia regrets not being at today’s meeting, but hopes that her training and work as a peer review team member will be helpful with our college’s accreditation journey. Tracy provided the following updates:</p> <ul style="list-style-type: none"> <li>• Standard II committee: Professor David Meckler will be filling in for Professor Jessica Kaven while she is on maternity leave this semester. If approved the Academic Senate at their next meeting, Professor Meckler will serve as co-chair for Standard II with Interim VPSS Phillip King.</li> </ul>

<p>6. Accreditation Ad Hoc Steering Committee</p>	<ul style="list-style-type: none"> <li>• Accreditation 2019 online course has been developed and is available through Canvas. This will allow team members to review documents, collaborate and track progress. Please watch for the invitation from SMCCCD to join this course.</li> <li>• “Road to Accreditation” presentation will be this Friday, February 9, 12-2pm, in room 2-10. Our ACCJC Representative will be available to answer questions as we work through our Self-Evaluation Report and prepare for fall 2019 site visit. The session will also be available via live streaming.</li> </ul> <p>On behalf of herself and Alicia Aguirre, Tracy Huang informed on the Accreditation Ad Hoc Steering Committee</p> <ul style="list-style-type: none"> <li>• Reviewed the current Accreditation team structure <ul style="list-style-type: none"> <li>- Led by President Moore</li> <li>- PBC serves as Accreditation Oversight Committee</li> <li>- Standards Co-Chairs, Elements Tri-Chairs and Committee members</li> </ul> </li> <li>• Introduced the concept of an Accreditation Ad Hoc Steering committee, to insure key leadership involvement, better organization, and provide a venue for optimal participation</li> </ul> <p>The ad hoc steering committee goals are:</p> <ul style="list-style-type: none"> <li>- Guide and support work of element teams</li> <li>- Provide and prepare initial gap analysis</li> <li>- Guide and support campus feedback and progress</li> <li>- Draft and report recommendations to</li> </ul> <p>PBC Members would include:</p> <ul style="list-style-type: none"> <li>- Accreditation Co-Chairs</li> <li>- PBC (accreditation oversight committee) co-chairs</li> <li>- Standards Co-Chairs</li> </ul>
<p>7. Enrollment Management</p>	<p>Interim VP Instruction David M. Johnson provided an update on enrollment management for 2018-19. He expressed thanks to the deans for their work and thoughtful decision-making. A specific number of FTEF are assigned to each division. The deans are in the process of submitting their course schedules for fall 2018, having completed summer 2018. We are confident that with results will be projecting load of 490 and offer a comprehensive academic program with courses students need to complete their educational goals.</p> <p>David spoke to a previous strategic enrollment plan document and introduced the prospect of updating this for useful application going forward. This may be discussed at a future PBC meeting. Discussion on pinpointing reasons behind declining enrollment removing eliminating economic factors as well as demographics to get a clearer picture of college efficiency. David also commented on engaging/receiving feedback from ASCC and students in discussions on course offerings.</p>
<p>8. FCMAT Report</p>	<p>Michelle Marquez informed and updated on the <a href="#">FCMAT management assistance team report</a>.</p> <p>Background: At March 15 PBC meeting, Jim Austin and Michelle Giacomini presented on their organization, FCMAT, and their visit to our college at the invitation of college leadership. Their organization’s role is to help California’s educational institutions in the areas of fiscal management, budgeting, and similar functions. They visited Cañada to provide advice and guidance on procedures, internal controls, business processes, and related areas. Their report and recommendations have been received and address areas in:</p> <ul style="list-style-type: none"> <li>• budget management and integrated planning;</li> <li>• enrollment planning discussions among the campus community;</li> <li>• external funds and grants management procedures;</li> </ul>

<p>9. Institutional Benchmarks (ACCJC and IEPI)</p>	<ul style="list-style-type: none"> <li>• procedures manuals and process for adopting new procedures;</li> <li>• desk manuals describing job duties specific to roles; cross-training</li> <li>• ProCard use and management.</li> </ul> <p>Their recommendations were received and categorized consistent with Accreditation standards. Specific recommendation(s) and the resolution for the College can be brought to PBC, as they are addressed (i.e. Resource Request Process.) It was noted that the team's observations on governance was similar to the previous feedback from the <a href="#">IEPI PRT team</a>.</p> <p>Tracy Huang informed on the College's Institutional Benchmarks. Institutional Benchmarks (or Institutional-set Standards) are required by the US Department of Education (USDOE) and ACCJC are set indicators related to student performance and specific outcomes. The College sets metrics that serve as annual targets and aspirational goals. These metrics include: course completion, persistence, degrees completed, transfers completed, degree programs offered, and others. Complete college information is attached to these minutes. Next steps:</p> <ul style="list-style-type: none"> <li>• Evaluate the standards that we are exceeding and adjust these standards.</li> <li>• Develop plans and actions steps towards closing gaps.</li> <li>• Maintain ongoing discussions about these standards including comparison with District standards as applicable, review with constituency groups and determine any other areas to apply metrics and goals.</li> </ul>
<p>10. Campus Climate Survey</p>	<p>President Jamillah Moore discussed the results of the campus climate survey, reiterating and building on her remarks at January 12 Flex Day, as well as sharing feedback she has received from conversations with groups and individuals among the campus community.</p> <ul style="list-style-type: none"> <li>• It is planned that the climate survey will be distributed annually. There remains concern about anonymity of responses and survey comments. Next time we will include "decline to state" option for department/division or other identifying info.</li> <li>• Transparency and communication will be topics that we will continue to discuss in the coming months. What are these defined among students, staff, and faculty? Can we listen more effectively or provide improved, consistent feedback mechanisms?</li> <li>• Comments also received on strengthening the campus community in informal ways, allowing for conversations across disciplines that are enjoyable and unstructured.</li> </ul>
<p>11. President's Update</p>	<p>President Moore provided these updates:</p> <ul style="list-style-type: none"> <li>• The College received Redwood City San Mateo Belmont Chamber of Commerce 2017 Cornerstone Award. Cañada was selected by the Chamber's Executive Committee, in recognition of our ability in making a meaningful and lasting impact in the community, devoting time, talent and resources to community development, and philanthropic initiatives. President Moore, staff and faculty representatives represented the College at the Chamber's Annual Dinner on January 26. Thank you to all the college</li> <li>• President Moore distributed a draft Hiring Timeline for campus positions. This timeline is subject to change but provides PBC members with an overview of the interim positions and anticipated dates for posting, interviews, and selection. Regarding the VP Instruction position, we are currently reviewing applications. Expected interview schedule late-Feb or early March, with Finalists Interviews (including campus forums) in mid March.</li> <li>• Question posed on the Temporary Director of Professional Development and Innovation. The position is posted and applications are being received until February 17. This assignment is through June 2019. In fall 2018, it is planned that the permanent position will be proposed through the New Positions Hiring Process.</li> <li>• President Moore distributed information on the District Promise Scholars Program. This can be found here. This information was distributed at the February 3 Board Retreat.</li> </ul>

<p>12. Staffing Update</p>	<p>Interim Dean of Science and Humanities James Carranza provided information on the Replacement Position Request for ESL Faculty.  Faculty members Katie Schertle, Julie Carey, and Rebekah Taveau were present to support the position request and express appreciation for Professor Jenny Castello (retired in the fall 2018) and Professor Jeanne Gross (retired spring 2017.)  Michelle Marquez reported these staffing changes:  Serina Garcia: Division Assistant for Counseling, effective January 11  Max Hartman, Dean of Counseling, effective January 2</p>
<p>13. Matters of Public Interest</p>	<p>Luis Mendez: spoke to Cañada school spirit and ASCC efforts to strengthen this among the campus community. Discussed return of Cody Colt, Athletics partnership activities, subsidizing “meal deals” for day and evening students.  Paul Naas: Congratulations to Cañada College students Ivy Woolridge, Elizabeth Birdwell and Victor Kolbe who have been invited to show their films at the Cannes Film Festival in France. The students have the opportunity to be part of an educational program for rising film-makers. Information on how to support the students with travel expenses, through SMCCC Foundation, may be found <a href="#">here</a>.  Thank you to the Foundation and ASCC who have already made donation.</p>
<p>I.</p>	<p>Meeting adjourned at 4:10 pm.</p>