



**PLANNING AND BUDGETING COUNCIL MEETING MINUTES**  
**Wednesday, February 21, 2018**  
**Room 2-10**

**Members present:** Hyla Lacefield, Jeanne Stalker, Maggie Lozano, Martin Partlan, R Abd-aljawad, Luis Méndez, Megan Rodriguez Anton, Rachel Corrales, Nadya Sigona, Michelle Marquez, David Meckler, Phillip King, Leonor Cabrera, Max Hartman, Melinda Day, Nick Carr, James Carranza

**Members absent:** David M. Johnson, Karen Pinkham, Paul Naas

**Guests and others present:** Debbie Joy, Doug Hirzel, Dayo Diggs, Janet Stringer, Alicia Aguirre, Nenaji Jackson

AGENDA ITEM	
1. WELCOME, APPROVAL OF MINUTES	Meeting called to order at 2:10 PM. Motion to approve Minutes for February 7 meeting passed with one abstention (Co-Chair Lacefield.).
BUSINESS 2. Accreditation Update	Accreditation Co-Chairs Alicia Aguirre and Tracy Huang informed on the college Accreditation efforts. Highlights: <ul style="list-style-type: none"> <li>• Review of timeline and current status, Standards teams continue to identify evidence, complete gap analyses, and develop outline for draft. First draft of ISER (Institutional Self Evaluation Report) on target for end of spring 2018. Final draft due in fall 2019 to be followed by team visit. Next immediate goal for standards teams to complete narratives by February 16.</li> <li>• To-date: (40) accreditation-related meetings and three ACCJC-led workshops have taken place since November.</li> <li>• Ad Hoc Steering Committee formed (committee and standards co-chairs) to act in an oversight and advisory capacity as teams' efforts can overlap or have questions that may have similar resolutions.</li> <li>• Thanks to all Cañadians for their time and efforts in collaborating and working on these teams</li> </ul>
3. Guided Pathways	Interim VPSS Phillip King provided an update on the Guided Pathways, distributing and discussing <a href="#">draft work plan</a> . Completed workplan will be submitted in advance of March 31 due date. Presentation highlights: <ul style="list-style-type: none"> <li>• The college will receive \$515K state funding (over five years) to implement Guided Pathways workplan.</li> <li>• Reviewed formation/evolution of team, training and other meetings attended, partnership/consult with Career Ladders Project staff. The team reflects broad representation from counseling and teaching faculty, classified staff.</li> <li>• The workplan to be submitted will focus on the first year of the five-year workplan. There are three areas that will be concentrated inquiry/exploration on:               <ol style="list-style-type: none"> <li>1. Student Voices – identify and explore issues important to students</li> <li>2. Business Systems Analysis and Exploration of Services – identify and research quality and effect of college services interactions with students:                   <ol style="list-style-type: none"> <li>a. Design Sequence of Process Steps</li> <li>b. Integration of Student and Academic Services</li> </ol> </li> <li>3. Metamajors and Course Sequencing (teaching and counseling- faculty as leads)</li> </ol> </li> </ul>

<p>4. Three-year Budget Projections</p>	<p>VPAS Michelle Marquez distributed information on the College's three-year budget projections. Discussion highlights:</p> <ul style="list-style-type: none"> <li>• Provided totals for including Salaries, Benefits, Other Personnel Costs and discretionary college expenses. Explained Programs and Transfers are fund 1 dollars that are transferred to support or match grants/categorical funds. Also, includes funds used to help support Health Center, SparkPoint, and other services.</li> <li>• Transfers can represent added salaries expense of COLAs not absorbed by categorical funds.</li> <li>• General Best Practice is personnel-related expenses should be kept at 85-87% of revenues.</li> <li>• Increased payroll expenses are due to step and column increases and COLAs. This projection does not reflect any new positions.</li> <li>• Auxiliary Services revenues are not reflected in fund 1 budget. These funds are used for direct student support (such as textbook assistance) and other expenses that cannot be paid from fund 1.</li> <li>• District provides allocation for COLAs, salaries steps and columns.</li> </ul>
<p>5. New Position(s) Approval</p>	<p>Motion to recommend that the president approve these new positions for 2017-18 new positions process: one (1.0) classified position and one faculty (biology) position.</p> <p>Discussion:</p> <p>PBC Co-chair Jeanne Stalker informed that the president asked for a recommendation from Classified Senate regarding the Proposed New Classified Positions. A Special Meeting was convened where Classified Senate decided not to provide a recommendation to the president on the proposed positions. Maggie Lozano explained that the supporting factors included: making such a recommendation would be a variation from the prescribed Hiring Process Procedure; taking this action would be inconsistent with group's transparency and process principles; no prioritization consensus on proposed positions (and no process for consensus) among meeting attendees.</p> <ul style="list-style-type: none"> <li>• PBC Co-Chair Hyla Lacefield described discussions on the budget process and new positions process are not optimally time-aligned. It would be nice to know ahead of time what the funding will be before investing the time and effort in putting forward a new position.</li> <li>• Hyla reported that Academic Senate prioritization discussion resulted in their recommendation of a one fulltime faculty (biology instructor), based on the current budget information.</li> <li>• President Moore expressed understanding on Hyla's comment about process timing and suggested this may be further discussed by PBC for the future. Comment that once-a-year hiring timeline was adopted by PBC assuming that budget information would be available in December.</li> </ul> <p>Other discussion points:</p> <ul style="list-style-type: none"> <li>• New full-time faculty position would somewhat reduce part-time faculty expense</li> <li>• Suggested closer look at number of director and manager positions at the College as well as administrator positions.</li> <li>• Budget factors should not dictate the needs of the college.</li> </ul> <p>Motion to recommend that the president approve these new positions for 2017-18 new positions process: one (1.0) classified position (to be determined by the president) and one faculty (biology) position passed with one abstention (VPAS Marquez.)</p>
<p>6. Budget Development Timeline</p>	<p>College Business Officer Mary Chries Concha Thia informed on the District Budget Planning Timeline and the college budget process.</p> <p>Presentation highlights:</p> <ul style="list-style-type: none"> <li>• Review of <a href="#">District budget planning calendar</a> and <a href="#">college process timeline</a></li> </ul> <p>College process steps include:</p>

	<p><u>March</u>: Receive projected District allocation information, review with College President. Use this to begin developing the college budget. Important factors are:</p> <ul style="list-style-type: none"> <li>- FTS and productivity targets, discuss and develop these with VPI and instructional deans;</li> <li>- accurate and updated information on employee information, labor distribution, and position control. Review by departments and submit changes.</li> </ul> <p><u>April</u>: Review with deans and departments to identify budget needs.</p> <ul style="list-style-type: none"> <li>- Develop division budgets, review previous budget for shortfalls or surpluses, unanticipated budget impacts</li> <li>- Develop hourly faculty budget for departments.</li> </ul> <p><u>May</u>: Tentative college budget is drafted, reviewed at PBC and submitted to Board. Adjustments made based on any new information, such as new positions approved, changes in revenues.</p> <p><u>June</u>: Final position control review.</p> <p><u>July-August</u>: Property tax revenue information is received. Final adjustments made.</p> <p><u>September</u>: Budget finalized and submitted for Board approval.</p>
7. NSF Student Grant	<p>Dean Janet Stringer informed of the college's application for NSF HSI Grant. This is the first time NSF has offered an HSI program. Janet advised that all three District college are applying for this 5-year. \$1.5 million grant. Our college looks to continue the research program piloted within a previous MSIEP Grant.</p>
8. March 8 Flex Day	<p>Interim Director Business Operations Dayo Diggs informed on March 8 Flex Day activities</p> <ul style="list-style-type: none"> <li>• Reminder: Flex Day begins and grows from the campus community. Sessions are determined by suggestions, comments, and feedback from participants</li> <li>• Review <a href="#">Flex Day schedule</a> and sessions offered</li> </ul> <p>Note that Accreditation workshop will be hands-on session for standards team members.</p> <ul style="list-style-type: none"> <li>• Campus services will be closed during Flex Day hours. All classified personnel are encouraged to attend Flex Day Sessions.</li> <li>• Comment on student senate participating in flex day activities, consistent with student participation in campus committees and other process involvement. In the past, student panels have been valuable addition to the Flex Day schedule. Professional Learning Committee would welcome suggestions of flex day sessions that include student participation.</li> </ul>
9. President's Update	<p>President Moore provided the following updates:</p> <ul style="list-style-type: none"> <li>• Reminders on Upcoming Events: <ul style="list-style-type: none"> <li>March 6, 2:30pm: Building 23/Science &amp; Technology Groundbreaking Ceremony, Parking lot 1A;</li> <li>March 22, 10am-3pm: Awareness Summit: panel discussions and presentations issues facing the college community - Food Insecurities, Housing, and Transportation. Community partners on the program include United Way, Second Harvest Food Bank, SamTrans and others.</li> </ul> </li> <li>• Additional information from <a href="#">FCMAT report</a>: (Feb 7 PBC agenda item)</li> </ul> <p>President Moore reiterated the new and/or revised processes such as Resource Requests address areas included in the FCMAT report and the IEPI PRT Menu of Options on Integrated Planning and Resource Allocation. Revised or new processes will continue to be brought to PBC for discussion in advance.</p> <p>This Report also identified college Procard (college-issued procurement cards) use as an area for college evaluation. The high number of cars issued and the high \$ amount charged in the reported period warrant a closer look. President Moore reminded that an annual cardholder review was put in place before fall 2017.</p>

<p>10. Replacement Position Request: Psychology Faculty</p>	<p>Interim Dean of Humanities and Social Sciences informed on request submitted for Psychology faculty. This request was heard and moved forward by the College Cabinet and President Moore. It is shared today with PBC and will be reviewed by the Academic Senate at their next meeting. Assuming a positive outcome ASGC the job announcement will be completed and selection committee will be organized</p>
<p>11. Staffing Update</p>	<p>No staffing changes or additions to report. Phillip King advised recruitment for the Interim Director for Disability Resource Center continues toward conclusion. The finalist interview will take place next week,</p>
<p>12. Planning Council Reports</p>	<p>No reports for today's meeting.</p>
	<p>Meeting adjourned at 4:00 pm.</p>