

**PLANNING AND BUDGETING COUNCIL MEETING MINUTES**

**Wednesday, November 28, 2018 – DRAFT -**

**Room 2-10**

**Members present:** Nadya Sigona, James Carranza, Tammy Robinson, Max Hartman, Rachel Corrales, Yesenia Mercado, Jeanne Stalker, Hyla Lacefield, Doniella Maher, Paul Naas, Nick Carr, Megan Rodriguez Antone, Char Perlas, Mary Chries Concha This

**Members absent:** Karen Pinkham, Jasmine Padilla, Karen Engel, Jamillah Moore

**Guests and others present:** Tracy Huang, David Reed

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| **AGENDA ITEM** | **CONTENT** |
| 1. **WELCOME APPROVAL OF MINUTES**
 | Meeting called to order at 2:10pm. Co-chair Jeanne Stalker advised that the previous meeting minutes were not available and will be available for review and approval at a future PBC meeting. |
| 1. ISER Quality Focus Essay
 | This item was carried over to a future PBC meeting. |
| 1. Student Success Metrics
 | PRIE Analyst Tracy Huang provided an overview the Student Success Metrics provided by the State Chancellor’s Office Vision for Success:GOAL 1: Completion System wide, increase by at least 20 percent the number of CCC students annually who acquire associate degrees, credentials, certificates, or specific job skill sets that prepare them for in-demand jobs by 2021-22. GOAL 2: Transfer System wide, increase by 35 percent the number of CCC students transferring annually to a UC or CSU by 2021-22. GOAL 3: Unit Accumulation System wide, decrease the number of units accumulated by CCC students earning associate degrees, from an average of approximately 87 total units to an average of 79 total units by 2021-22. GOAL 4: Workforce System wide, increase the percent of exiting CTE students who report being employed in their field of study, from the most recent statewide average of 69% to 76% by 2021-22. GOAL 5: Equity System wide, reduce equity gaps across all of the above measures through faster improvements among traditionally underrepresented student groups, with the goal of cutting achievement gaps by 40 percent by 2021-22 and fully closing those achievement gaps for good by 2026-27.In consideration of these goals: students are described among four student journeys/educational objectives:1. Adult Education/ESL: improve basic skills in English, reading or math; complete credits for HS diploma or GED; move from non-credit coursework to credit coursework.
2. Short-term Career Education: develop/consider career interests and plans; prepare for a new career by acquiring new job skills; advance in current job or career by updating job skills; maintain certificate/license; earn a career technical certificate without transfer.
3. Degree/transfer: obtain an associate degree and transfer to 4-year institution; transfer to a 4-year institution with obtaining an associate degree; obtain an associate degree without transfer
4. Undecided/other: undecided on goal; pursue educational development; four-year college students taking courses to meet 4-year college/university requirements.

Data for Cañada students will provided and described for the next PBC meeting for review and discussion. It is noted that the due date to submit Goal Process Certification to Chancellor’s Office is December 15. |
| 1. Position Request Ballot
 | Interim VPSS Char Perlas presented on the Position Request Ballot, proposed for PBC to utilize for the current cycle of New Position Proposal Requests.Highlights:* The ballot provides a ranking system for the 16 new position proposals under consideration.
* Proposed for PBC use, voting members only.
* Members’ ballots will be tallied, and listed to reflect highest-to-lowest level of support within PBC.
* Suggest completed ballots due by December 4. PBC Chair Hyla Lacefield announced she will abstain from this ballot process, is passed, as she did not attend the proposal presentations. Former PBC Chair Debbie Joy volunteered to assist with the ballot tally.
* Results to be announced at next PBC meeting. This will be used as the basis of PBC recommendations to the President on the New Position Proposal Requests for fall 2018.

ACTION: Motion to adopt the Position Request Ballot and utilize as described for the current cycle, passed unanimously. |
| 1. Position Request Timeline
 | Interim VPAS Mary Chries Concha Thia presented information related to the New Position Proposal Requests. Highlights:* Two of the 16 proposals are for faculty positions, the remainder are classified positions.
* College budget office has already provided salary range information on the proposed positions to support an informed process.
* As described in the adopted timeline, PBC will provide its feedback to the college president for her consideration. Her decision to be announced by the end of the fall semester.
* In January, information gleaned at the State Budget Workshop will be considered to identify funding sources for the positions that will be moving forward. Appropriate determination on general- or grant-funded sources (or combination) will be made.
* Position Request Forms will be completed and provided to the Board in a timely manner so as to be included in an upcoming Board meeting. Recruitment efforts will then follow.

PBC Co-chair Lacefield advised that it was brought to her attention that the Dean Science & Technology and VPSS positions were posted prior to hiring timeline announcement. Assured that this was in error and position postings will continue to be information items on PBC meeting agendas. |
| 1. Administrative Planning Council Update
 | Mary Chries informed on the Administrative Planning Council, which met earlier today. * Discussed program reviews for the Offices of PRIE, VPAS, and VPSS
* Discussed current efforts to develop APC by-laws, drawing closer to proposed draft. This will be a topic at January APC meeting.
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| 1. Matters of Public Interest
 | Megan Rodriguez Antone: Cañada College is launching its fourth annual Jacket & Toy Drive. The donations for this year’s drive will benefit families in Redwood City through our SparkPoint partnership. Nick Carr: Recognition to Colts Mens and Womens soccer teams who enjoyed successful seasons, and exciting playoff runs, falling just short of capturing championship titles.Jeanne Stalker: Reminder to participate in Annual Classified Holliday Gift Basket fundraiser – proceeds to be used for student scholarship. Fundraiser/baskets presentation will be at the bookstore on December 19. |
| 1. Adjourn
 | Meeting adjourned at 3pm. |
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