



PLANNING & BUDGETING COUNCIL MEETING MINUTES
Wednesday, May 21, 2014
Building 2, Room 10 – 2:10 to 4:10 p.m.

Members Present: Doug Hirzel, Debbie Joy,, Robin Richards, Gregory Anderson, David Johnson, Chialin Hsieh, Mike Tyler, Jennifer Castello, Patty Hall, Martin Partlan, Ruth Miller, Lizette Bricker, Sarah Harmon,

Ex-Officio: Larry Buckley, President

Members Absent: Alla Aissi, Loretta Davis, Ivan Evans, Paul Naas, Vickie Nunes, Karen Olesen, Lezlee Ware

Guests: Maggie Baez, Kim Lopez, Ruth Miller

<u>AGENDA ITEM</u>	<u>CONTENT</u>	<u>PRESENTER</u>
1) APPROVAL OF MINUTES	May 7 th Minutes Approved, Karen Olesen- Reword 5 th bullet “instructions to plan”	Doug Hirzel & Debbie Joy, PBC Co-Chairs
2) BUSINESS A. Shared Governance & Institutional Benchmarks Review	<p>Survey results have been collected.</p> <ul style="list-style-type: none"> • Suggestions: Communication/Outreach to non-members • Members, Non-Members • the way that the information was collected and interpreted, the information was clear to determine who completed the survey- so summary of all comments was compiled • there may be outliners • Several comments felt that our campus has too many committees; also members serving on the committees do not share the information with their constituents. Suggested that we should include ‘Committee Reports’ to our agendas • Specific recommendations for PBC Group- Planning Groups <ol style="list-style-type: none"> a) APC suggest that PBC reviews/updates Participatory Governance Manual; PBC creates one calendar-monthly tasks for planning committees including PBC, IPC, SSPC, and APC. b) IPC suggest that Cañada calendar contain not only all events on campus, but include direct link to committee web pages with agendas and minutes posted there. Also suggested having a brief ‘training manual’ for new members to get them up to speed quickly. Mission By-Laws with committee membership should be highlighted. Committees should meet once a month and try to schedule meeting time around district managers’ 	Chialin Hsieh, Dean PRIE

<p>B. 2014-15 Hiring Timeline</p> <p>C. Accreditation Update</p> <p>D. Resource Allocation</p>	<p>meetings.</p> <ul style="list-style-type: none"> • Goals for next year <ul style="list-style-type: none"> a) Go through participatory governance manual b) One calendar for all committees c) Add PC reports to agenda d) Communication c) Improve planning to budgeting process – 74 objectives, consolidate? <p>Report was accepted by committee members. Include the things we want to improve in governance for future agendas. Questions & Comments: Same questions as last year? Yes. Are our results higher this year than last year? Chialin will report back with the comparison of both years reports</p> <ul style="list-style-type: none"> • Committee- February was last meeting- one step was removed; submit to VPs and to Senate at the same time; • What happens with retirees or those who leave the district before March 15- if the faculty member leaves after March 15 the District can still count it as 50% • Instructional program review they are asked if there is anticipation of new positions <p>Greg Anderson-Motion to approve Revised Hiring Timeline for 2014-2015, as revised by Doug Hirzel</p> <ul style="list-style-type: none"> • Annual Update to Annual Self Evaluations- “What did we change from last year?” <ul style="list-style-type: none"> ▪ Online Version- Password – wecan2014 <p>Offline Version is a Word document</p> <p>Discussed Kathy Blackwood’s presentation from last meeting - OFFICIAL statement to vote: We wanted the 86% model. There had been discussion about minimal staff required for any department and less dependent on FTE’s; we wanted to capture students who use services at a college not their home school, “you manage what you measure-what should we measure? We manage our money, program data, but we don’t measure other important information.” Suggested to endorse the first model, 86% model, because we believe that the minimum staffing for all colleges is the most equitable. We will pursue alternate measures of workload and look at the impact of students from our sister colleges using our services.</p>	<p>PBC HR Work Group, Robin Richards, VPSS, Professors Castello & Hall</p> <p>PBC Workgroups</p> <p>Doug Hirzel & Debbie Joy, PBC Co-Chairs</p>
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E. Honors Presentation	An overview of the Honors Program was given along with the Honors Transfer Program Annual Plan update. Learning Outcomes will be assessed through use of Surveys and E-portfolio. Provisional Members lack GPA or may not be at the English or Math Level Course yet.	Professor Patty Hall
F. ESL Replacement Position	Anniqua Rana is the new DEAN of Athletics, Learning Resources, and Library which leaves her faculty position vacant. Reported that the replacement for Linda Hayley is in process of being filled. English and ESL share Anniqua Rana's position. English prefers to ask for a second English Professor rather than sharing the position with ESL. Do we approve/send recommendation to President to hire two ESL faculty.	Doug Hirzel & Debbie Joy, PBC Co-Chairs
G. Division/Committee Reports	None	Division Committee Reps
3) NEXT STEPS	None	Doug Hirzel & Debbie Joy, PBC Co-Chairs
4) MATTERS OF PUBLIC INTEREST	None	Doug Hirzel & Debbie Joy, PBC Co-Chairs
5) ADJOURNMENT	At 4:10 p.m.	Doug Hirzel & Debbie Joy, PBC Co-Chairs