



**PLANNING AND BUDGETING COUNCIL MEETING MINUTES**  
**Wednesday, February 1, 2017**  
**Room 2-10**

**Members present:** Kim Lopez, Max Hartman, Lorraine Barrales-Ramirez, Nick Carr, Anna Camacho, David Meckler, David Johnson, Lea Moreno, Jasper Nguyen, Paul Naas, Peggy Perruccio, Maria Huning, Megan Rodriguez Antone, Chialin Hsieh, Debbie Joy, Doug Hirzel, Gregory Anderson, Jamillah Moore, Karen Pinkham

**Members absent:** Michelle Marquez

**Guests and others present:** Mary Chries Concha Thia, Gohar Momjian, Jeanne Stalker, Alex Kramer, Heidi Diamond, Anniqua Rana, Leonor Cabrera, Vickie Nunes, Jenny Castello

AGENDA ITEM	CONTENT
I. <b>WELCOME, APPROVAL OF TODAY'S AGENDA, APPROVAL OF JANUARY 18 MEETING MINUTES</b>	<p>Meeting called to order at 2:11 PM</p> <p>Motion to amend agenda:</p> <ul style="list-style-type: none"> <li>- removing Item 2A, Redwood City 2020 (information) and rescheduling to March 15 meeting,</li> <li>- moving Item 2F, Building 23 Update /President's Update to Item 2A</li> </ul> <p>Motion to amend agenda passed unanimously Motion to approve agenda as amended passed unanimously.</p> <p>Recognize and welcome new members:</p> <ul style="list-style-type: none"> <li>- Anna Camacho, representing Academic Senate, Science and Technology</li> <li>- Jasper Nguyen, representing Associated Students</li> <li>- Max Hartman, representing Student Services Planning Council</li> </ul> <p>Motion to approve Minutes of January 18 meeting, as corrected, passed unanimously.</p>
II. <b>BUSINESS</b>	
A. President's Update/ Building 23 Update	<p>Jamillah Moore's updated as follows:</p> <ul style="list-style-type: none"> <li>• invited PBC members to sign the congratulatory card to Board President Tom Mohr. President Mohr was recently honored by the Redwood City San Mateo Co. Chamber of Commerce as the inaugural recipient of their Cornerstone Award.</li> <li>• welcomed Gohar Momjian, assigned to the college from District Office. Previously, Gohar has been working at the District office on the Chancellor's Staff and is presently on-loan to Canada Administrative Services division to gain knowledge in our college's operations procedures and workflows as well as become familiar with current college processes.</li> <li>• announced Board approval to moving forward with McCarthy/HGA as the design-build entity for the new science building 23. Science and Technology faculty and others have the opportunity to provide input and comments to the design team. Further information will be included in President Moore's weekly update.</li> </ul>
B. Strong Workforce Program Update	<p>VP Gregory Anderson, Dean Heidi Johnson, and Alex Kramer, Director, CTE Workforce Program informed on the status of the college's Strong Workforce Program.</p> <p>Presentation highlights:</p> <ul style="list-style-type: none"> <li>• The Strong Workforce Initiative was introduced by the Office of the State Chancellor to address the need to fill nearly two million "middle skills" job openings anticipated by 2025. Canada's plan includes programs that award</li> </ul>

<p>C. 2016-2017 Mid-Year Report</p>	<p>degrees, certificates and credentials in specific programs. (Credentials in some fields, as an example, may be awarded upon the completion of one or two classes.)</p> <ul style="list-style-type: none"> <li>• Career Technical Education is the focus of the Strong Workforce Initiative. The state will provide ongoing categorical funds over the next three years. PBC members noted and celebrated that the college had just completed and submitted its Strong Workforce Project Plan on January 31st.</li> <li>• Intent of the grant is to provide “more and better” programs addressing workforce needs. The college’s plan is designed to directly address this in specific ways.</li> <li>• The plan process and engagement with the college community is summarized on this <a href="#">timeline</a>.</li> </ul> <p>Strong Workforce Initiative budget information:</p> <ul style="list-style-type: none"> <li>• 60% funds will be allocated among the community college districts, (local shares for CTE at colleges) and 40% funds will be allocated among multi-district regions (Regional shares to invest in CTE at colleges upon collaboration, such as shared curricula and programs.)</li> <li>• For SMCCC District: Local share = \$2,076,866 and Regional share = \$1,176,891 Of these amounts, the Canada allocation: Local = \$554,609 and Regional = \$317,761</li> <li>• Data used in considering funding included labor market demand and college information such as CTE enrollments/certificates and degrees completed. Additional Canada information may be found <a href="#">here</a>.</li> <li>• Business, Design and Workforce programs support will include: <ul style="list-style-type: none"> <li>– Professional development (enhance required advisory board/partnership events, program coordination and technical trainings)</li> <li>– Facilities, equipment, software: creation of “business hub”</li> <li>– Increase marketing opportunities for existing programs</li> <li>– Support new programs in their early stages</li> </ul> </li> <li>• Funding will be used to strengthen existing programs and initiate new programs. Proposed new programs: <ul style="list-style-type: none"> <li>– Neurodiagnostic Technology (potential partnership with local 4-year institution)</li> <li>– Teacher Credentialing</li> <li>– Information Security/Digital Security</li> <li>– Viticulture</li> </ul> </li> <li>• Broad-based input will continue to be sought from the campus community on implementation of the program. Individual discussions with faculty members, Academic Senate, Curriculum Committee, Instructional Planning Council are some of these avenues.</li> </ul> <p>Mary Chries Concha Thia informed on the <a href="#">Mid-Year Report</a> (as of 12/31/2016) of the 2016-17 College Budget.</p> <p>Highlights included:</p> <ul style="list-style-type: none"> <li>• College expenses are on track at this halfway point for salaries and benefits and general and administrative expenses.</li> <li>• The Mid Year Report shows -0- for Special Programs (includes SparkPoint, Middle College, Health Services. These programs continue to be funded and the expenses will be reflected on year-end budget report.</li> <li>• COLA (Cost of Living Adjustment) for the current fiscal year is not included, as the rate has not been established. Contracts are still in negotiation. (Mary Chries</li> </ul>
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advised that the State COLA for this year is 1.48%) The District has set aside funds for this expense (effective 7/1/2016) and these funds will be allocated once the District COLA rate has been established

- Reviewed anticipated increases in STRS & PERS employer rates through 2020-21

Factor	2016-17	2017-18	2018-19	2019-20	2020-21
CalPERS	13.89%	15.80%	18.70%	21.60%	24.90%
CalSTRS	12.58%	14.43%	16.28%	18.13%	19.10%

D. [EMP Strategic Initiative Process](#)

Motion to approve the proposed process for gathering strategic initiatives to include in the 2017-2022 Educational Master Plan.

Co-Chair Doug Hirzel presented on the background and proposed process.

- [Draft Educational Master Plan](#) will be released to the campus community for feedback today.
- PBC members are asked to encourage constituencies for feedback and comments on the draft.
- Phase 1, identifying Goal Areas is complete. These are Student Success and Completion, Community Connections, Organizational Development
- Phase 2 is developing Strategic Initiatives to achieve these goals.

Proposed process:

- PBC members are assigned to particular division, planning council and constituency meetings and other groups' meetings, soliciting input on strategic initiatives, utilizing an exercise similar to the exercise used to develop EMP goals.
- Exercise steps:
  - Please review the details of the three EMP Goals and the supporting concepts and values that were proposed by our colleagues.
  - Brainstorm and suggest (3) strategic initiatives for each goal. Groups can explain their initiative choices and may suggest measureable outcomes for each initiative.
  - Groups are asked to identify a member who can be contacted for questions on the group's feedback.
- Feedback and exercise responses are to be completed and submitted by March 14. These will be discussed at March 15 PBC meeting.

Motion to approve the proposed process for gathering strategic initiatives for the 2017-2022 Educational Master Plan passed unanimously.

E. EMP Strategic Initiative Development

Doug requested PBC members to break into small groups to brainstorm on possible strategies to move forward on the Proposed Strategic Initiatives feedback received from the campus groups.

Discussion highlights:

- Initiatives should have clearly measureable outcomes
- Consider scalability, the number of students that may be affected over 2-5 years.
- Initiatives should follow on to action steps that would be taken in 2-5 years
- Avoid being too specific.
- Note that components in other college plans will stem from this EMP.

F. Staffing Update

New faculty member, Sumathi Shankar, Math Instructor, effective 1/12/2017

New assignments:

Sally Heath, Retention Specialist STEM programs, grant-funded, effective 1/26/2017

Margarita Lozano, Program Services Coordinator, Upward Bound, effective 1/3/2017

<p>G. Matters of Public Interest</p>	<p>Lorraine Barrales-Ramirez: This is the last week of EOPS student orientation. If you are aware of any students who need assistance, please direct them to EOPS.</p> <p>Jenny Castello: At February 13 City Council meeting, Redwood City officially becomes a Welcoming City. This designation is part of Welcoming America and is a result of collaborations across the community, corporate and civic organizations as well as other economic entities. This recognition is one of many activities to celebrate Redwood City's 150<sup>th</sup> anniversary. Also included in this celebration is an update of Faces of Redwood City photography project. Nominations will be sought for families who live/work/learn in this city.</p> <p>Anniqua Rana: Upcoming ACES Inquiry meetings are March 10, April 17 and May 5. Please come to learn more about ACES Inquiry. Professors Michael Hoffman and Rebekah Taveau are leading these efforts.</p>
<p><b>III. ADJOURN</b></p>	<p>Meeting adjourned at 4:10 pm.</p>