



**PLANNING AND BUDGETING COUNCIL MEETING MINUTES**  
**Wednesday, September 20, 2017**  
**Room 2-10**

**Members present:** Jeanne Stalker, Hyla Lacefield, Karen Pinkham, David Johnson, Megan Rodriguez Antone, Nadya Sigona, Melinda Ramzel, Max Hartman, Paul Naas, Nick Carr, Margarita Lozano, Tracy Huang, David Meckler, Martin Partlan. Leonor Cabrera, James Carranza, Jamillah Moore, Phillip King, R Abd-aljawad

**Members absent:** Rachel Corrales, Karen Pinkham

**Guests and others present:** Mike Garcia, Diva Ward, Mary Chries Concha Thia, Jonathan Wax, Alex Kramer, Mayra Arellano, David Reed, Aaron McVean

AGENDA ITEM	CONTENT
<b>I. WELCOME, APPROVAL OF AGENDA, APPROVAL OF MINUTES</b>	Meeting called to order at 2:10 PM. Motion to amend agenda to add items 1) District Strategic Measures, guest presenter Aaron McVean, SMCCD Interim VP on Planning and Research 2) Update on Human Services program, Interim Dean Leonor Cabrera President Moore advised that VP McVean would be part of existing agenda item, President's Update. Motion to approve agenda as amended passed unanimously. Motion to approve September 6 meeting minutes passed unanimously.
<b>II. BUSINESS</b> A. New Position Proposals Process Timeline  B. Professional Learning Committee Update	Motion to approve proposed new position proposals timeline (attached). Co-chair Jeanne Stalker informed that this steps described in the proposed timeline are similar to those in place last year – the dates have been updated. Discussion highlights: 1) Live document will be used similar to last year, allowing audience to post questions and feedback during presentations. The document is accessible during the process timeline then removed upon completion. 2) Question posed on submitting proposals for categorical-funded positions, as we did last year, as well Fund 1 positions. VPAS Michelle Marquez advised that anticipated grant- and innovation- funded proposals were presented along with Fund 1 positions. This provides the opportunity for presentation and description of need, as well as questions and feedback for all anticipated positions. 3) Three proposals presentation dates are scheduled, October 31, November 1 and 2. Number of position proposals will dictate if all dates are needed. 4) Video recording of presentations was discontinued a few cycles ago. All members of the college community are encouraged to attend the presentation sessions to participate in the process. Motion to approve new position proposals timeline passed unanimously.  Michelle Marquez informed and provided an update on the Professional Learning Committee. 1) The Committee is putting the finishing touches on a survey, to be distributed campus-wide. The objectives of the survey are to assess needs, find out topics of interest and preferred delivery methods as well as surface barriers and challenges related to professional learning offerings. The information gathered will assist in I developing and identifying learning opportunities and is consistent with the Professional Learning Plan adopted last year. The survey is tentatively scheduled for distribution in early-October. 2) Michelle provided a reminder for October 11 Flex Day. Please remember to RSVP (and relay this to colleagues.) Agenda and RSVP info may be found <a href="#">here</a> .

<p>C. Program Review Resource Requests</p>	<p>Michelle informed and provided an update on Program Resource Requests.  Highlights included:</p> <ol style="list-style-type: none"> <li>1) The funding sources for program resource requests are lottery allocation and funds directed for instructional equipment and technology. Personnel or staffing needs are not included in this process.  Total \$ requested: \$973,268  Total \$ approved: \$150,828  Equipment = \$32,501  IT requests = \$14,271  Subscriptions = \$1,214  Supplies = \$102,382</li> <li>2) This summary and details on each request may be found on the on the <a href="#">Administrative Services</a>&gt;SharePoint site&gt;FY 2017-2018 Budget Information&gt;17-18 Budget Documents&gt;Program Review FY 17-18.</li> <li>3) As part of their Integrated Planning and Budgeting efforts, Tracy Huang and Michelle Marquez are taking a look at the resource request process to identify areas for adjustment or improvement. One focus will be developing a method for prioritizing resource requests.</li> <li>4) This resource request summary and detailed report came out of the resource requests component within the program reviews submitted in SPOL (Strategic Planning Online application.)</li> <li>5) Question posed if funds are carried over from year to year? Michelle informed that the funds described in the approved resource requests are allocated to the respective departments. Follow up is done during the year. The funds are not carried over, however, an allocation is directed to each instructional division each year.</li> </ol>
<p>D. Space Allocation Workgroup</p>	<p>Michelle informed on the Space Allocation Workgroup.  The workgroup's Guiding Principles were finalized when approved by PBC. As their efforts move forward, it is now prudent for a review of the membership composition of the workgroup. As a reminder, a primary purpose of the workgroup is to develop an efficient, transparent, and sustainable process for allocating campus space. Michelle advised that one of the action steps, documenting space and inventory, will be folded into a District comprehensive effort, with the implementation of a space management system. More information will be provided on this system at a future PBC meeting.  Discussion highlights</p> <ol style="list-style-type: none"> <li>1) The current workgroup composition has (1) classified staff member, who is from administrative division. Jeanne Stalker suggested addition of (2) members, representing Instruction and Student Services, respectively. PBC representatives are encouraged to seek potential workgroup members from their planning councils and constituency groups.</li> <li>2) Question posed if Campus Parking Space is a component in the space management system, as this a priority concern for students as well as faculty and staff. No information on this yet, but may have as part of management system information to be presented at future PBC meeting.</li> </ol>
<p>E. Accreditation Update</p>	<p>Motion to approve administrators, faculty, and staff members who have been assigned thus far as ISER standards co-chairs and sub-group chairs.  Tracy Huang informed on the current list of the standards co-chairs and sub-group co-chairs. There is representation across divisions and disciplines. As PBC is the accreditation oversight committee, Tracy highlighted the PBC members on the list. Recruitment is on-going to complete this list of co-chairs as well as members. The recruitment is a group effort among the responsible parties, constituency groups, college leadership, and the campus community.  Motion to approve administrators, faculty, and staff members who have been assigned thus far as ISER standards co-chairs and sub-group chairs passed unanimously.</p>
<p>F. College Mission Review Process</p>	<p>Motion to move forward on the process to review the College Mission.  President Moore informed a review to College Mission from time to time is helpful and prudent for our institution. We propose aligning the upcoming review with Accreditation efforts as review of the College</p>

	<p>Mission is included in the Accreditation Standard 1. Part of the review will be examining applicable and related data. The most recent review of the College Mission was completed as part of the last Accreditation process.</p> <p>Motion to move forward on the process to review the College Mission passed unanimously.</p>
<p>G. Guided Pathways Update</p>	<p>Interim VPSS Phillip King informed and provided update on the college's Guided Pathways efforts. The college will send a team to the September 26 Guided Pathways Workshop in Sacramento. These workshops are being held as the California community colleges move forward on the state's Guided Pathways initiative. The initiative provides \$150M funding through a request proposal process and self-assessment efforts related to developed guided pathways. The workshop is requires to take part in the process and provides a forum for administrators, faculty and staff to hear experiences and gain related information. Likely proposal components include on-ramping students, curriculum alignment, and assessment. The College's proposal is slated for completion in time to seek Board approval in November with submission to the state by December.</p>
<p>H. Reassigned Time Budget</p>	<p>Interim VPI David M. Johnson provided information on the college's reassigned time budget for 2016-17. (Attached)</p> <p>David asked PBC members to review this and advise him of any questions or need for clarification. The objective for the Office of Instruction is to assess this budget based on need (with consideration of budget constraints) and allow for a transparent resulting process</p>
<p>I. Program Supervisor Position, Office of Instruction</p>	<p>David Johnson informed on the Detailed Program Supervisor Position within the Office of Instruction, Following the ALL (Athletics, Library, Learning Center) Division reorganization into two divisions: Academic Support &amp; Learning Technologies and Athletics, Dance, and Kinesiology, it was appropriate to introduce a position with duties that would include assisting with curriculum program, class scheduling and staffing needs, planning and logistics, and other related duties, many of which are particularly at this time when our athletics activities are going on in a number of locations.</p> <p>Athletic Director Mike Garcia was present to answer any questions from PBC members. His vision of the detailed program supervisor position included coordination in advance of building 1 completion, evening dance shows, and college events, along with coordination with business office on a many matters. As Athletic Director, Mike's focus is on compliance including grade checks on student athletes and other compliance requirements in seven varsity sports. David Johnson added that the position was discussed with the Classified and Academic Senate Presidents and President Moore.</p> <p>Question posed to AD Garcia if tools of support provided are adequate and if you are receiving the support needed for the role you have, given that it is not a full Dean position? AD Garcia advised that the he is experiencing the best support and resources seen in a number of years.</p>
<p>J. Human Services Program</p>	<p>Interim Dean Business, Design and Workforce Development Leonor Cabrera provided information on the Human Services (HMSV) Program.</p> <p>Presentation points:</p> <ol style="list-style-type: none"> <li>1) Decrease of enrollment from 2014 to 2017 of 60.1% (compared to overall college decrease = 19% and BDW Division decrease = 23.6%)</li> <li>2) Decrease of load from 2014 to 2017 of 70.5% (compared to overall college decrease = 4.8% and BDW Division decrease = 9%)</li> <li>3) Review of current related job titles and education required reflected most jobs require at least a bachelor's degree. Ten-year projection reflected minimal job growth and annual salary that was not consistent with supportable income levels for the Bay Area.</li> <li>4) Program promotion through varied Division and Marketing and Outreach Department efforts in targeted areas were consistent endeavors with limited success.</li> </ol> <p>Currently, the program is in hiatus. Ideas to re-generate the program include</p> <ul style="list-style-type: none"> <li>• Adding Distance Learning courses</li> <li>• Possible partnership with Notre Dame de Namur</li> <li>• Align for Transfer with CSU</li> <li>• Transfer Model Curriculum (TMC) with Social Work and Human Services</li> </ul>

<p>K. President's Update</p>	<p>Due to staffing and curriculum requirements, the earliest the program would be able to re-start would be Fall 2019. Leonor will provide any new relevant information as surfaced.</p> <p>President Moore informed:</p> <ol style="list-style-type: none"> <li>1) 18th Annual Animation Show of Shows digital art show on Sept 19 was outstanding! Paul Naas provided that we are exploring possibility of hosting next year.</li> <li>2) Reminder on September 26: A College-wide Meeting/Town Hall discuss the Board's statement on social values of diversity and equity. Dr. Jeremiah Sims, Director of Equity at CSM will facilitate. This will be 2:30-4:30pm in room 6-101/102.</li> <li>3) Introduced Aaron McVean, District Interim VP of Planning, Research and Institutional Effectiveness to provide information on District and College Strategic Metrics.</li> </ol> <p>Presentation highlights:  Stemming from the development and adoption of the District Strategic Plan, the Board determined the need for metrics to be used at the three colleges, individually and collectively to monitor the plan's implementation and progress.  The cohort to be studied is first-time, full-time students.  Metrics include: use of student education plan, persistence, progression, and completion.  This will be a topic for an upcoming Board Study Session.  District and College Scorecard and Metrics may be found <a href="#">here</a>. More information may be provided as surfaced.</p>
<p>L. Staffing Update</p>	<p>John Omar, Instructional Aide II, Learning Center, effective August 14, reassignment  Georgeanne Morin, STEM Project Director, September 18  John Kenny, Theatre Manager, August 18  Cecilia Costelow, International Students Program, Program Services Coordinator, August 21  Dayo Diggs, Interim Director of Operations, Administrative Services, September 18</p>
<p>M. Matters of Public Interest</p>	<p>Redwood Symphony concert on September 23 will feature works by Mason Bates, a contemporary classical composer. This is particularly noteworthy performance for a community symphony. (David Meckler)</p> <p>Artistry in Fashion: (Leonor Cabrera)  September 23:  Designer Sale and Showcase, 10am-4pm, Upper and Lower Lawn  Stylist Show, 11am, Amphitheatre  Open House, 12noon-3pm, Bldg 3, rooms 253 and 255  Special Guest Sandra Betzina, Vogue Patterns designer, Power Sewing book series.  Bldg 3, Room 255, 12noon-3pm. Proceeds toward student scholarships.</p>
<p><b>III. ADJOURN</b></p>	<p>Meeting adjourned at 4:00 pm.</p>