



PLANNING AND BUDGETING COUNCIL MEETING MINUTES
Wednesday, May 2, 2018
Room 2-10

Members present: Jeanne Stalker, Hyla Lacefield, Phillip King, Martin Partlan, Megan Rodriguez Antone, Max Hartman, Melinda Day, David Meckler, Paul Naas, Tracy Huang, James Carranza, Nick Carr, Leonor Cabrera, Jamillah Moore, Michelle Marquez, Nadya Sigona

Members absent: Karen Pinkham, Luis Méndez, R Abd-aljawad, Rachel Corrales

Guests and others present: Dayo Diggs, Lale Yurtseven, Alison Hughes, Mary Chries Concha Thia, Adolfo Leiva, Diva Ward, Joan Murphy

AGENDA ITEM	
1. WELCOME, APPROVAL OF MINUTES	Meeting called to order at 2:15 PM. Motion to amend today's agenda: Item 4. ESO and A2B Programs update and Item 6: Promise Programs Positions to be carried over to next meeting. Motion passed unanimously. Motion to approve minutes of April 18 meeting passed unanimously.
BUSINESS 2. Accreditation Update: Standard I and Standard III 3. Accreditation Update: College Mission Statement 4. Guided Pathways	<p>VPAS Michelle Marquez informed on Standard III status. The Human Resources and Facilities sections teams are working to complete lists of evidence and first drafts. They are working with District staff to include the most recent information related to Cañada. The Technology and Finance sections are also working with District staff, as it is important to have information consistent in all three colleges' ISERs related to these sections. Much of the evidence in the Finance section will be identified as placeholder information. The most recent information available will be inserted, closer to the ISER due date. Drafts will continue to be worked over the summer.</p> <p>Accreditation Team co-chairs Tracy Huang and Alicia Aguirre informed on Standard I status. The college's ISER author is currently working on completing this draft. This standard includes the college's Mission Statement, Institutional Effectiveness and Integrity. We will be reporting more about the Mission Statement at today's meeting. Included in report on Institutional Effectiveness and Integrity will be information on program reviews, resource requests and prioritization and related recent activities.</p> <p>Accreditation Team co-chairs Tracy Huang and Alicia Aguirre informed on the proposed updated text of the College's Mission Statement. Suggestion made to revise slightly the language regarding students' transfer objectives. ACTION: Motion to approve proposed updated College Mission Statement, as amended, passed unanimously. The newly-approved Mission Statement may be found here.</p> <p>Interim VPSS Phillip King presented an update on the Guided Pathways. Presentation highlights" The workplan submitted will focus on the first year of the five-year workplan. There are three areas that will be concentrated inquiry/exploration on: 1. Student Voices – identify and explore issues important to students 2. Business Systems Analysis and Exploration of Services – identify and research quality and effect of college services interactions with students: a. Design Sequence of Process Steps b. Integration of Student and Academic Services</p>

<p>5. Sustainability Plan Review Period</p> <p>6. Resource Request Prioritization</p> <p>7. Resource Request Prioritization Activity</p> <p>8. Planning Council Reports</p> <p>9. President's Update</p> <p>10. Staffing Update</p>	<p>3. Metamajors and Course Sequencing (teaching and counseling- faculty as leads)</p> <p>The initial workgroup has been divided into teams, focusing on these three areas. Team leads are currently being identified. These will be discussed with both Academic and Classified Senates. Phillip is working with the College Business Office in developing the tentative project budget. Also a web page will be developed to provide continuous information on this project as well as to provide a common location for the project's working documents.</p> <p>Co-chair Hyla Lacefield informed that the draft Sustainability Plan for the college will be available to review on the PBC website. Approval of this plan will be on the May 16 PBC agenda. PBC members are encouraged to review and discuss this plan with constituency groups and relay any feedback to Sustainability Committee Chair Susan Mahoney and/or the PBC Co-Chairs.</p> <p>VPAS Michelle Marquez provided information on the Resource Request Prioritization process. The college's APC, IPC and SSPC planning councils have completed or are nearly completed with ranking the resource requests submitted. Today, PBC members will break into small groups to discuss and rank the resource requests. The resulting information will be compiled with the other planning councils' rankings and discussed, in total at the May 16 PBC meeting.</p> <p>Michelle Marquez and Hyla Lacefield coordinated the small group' activity and assigned specific sections of the Resource Requests list to one of the three small groups formed.</p> <p>Phillip King: Student Services Planning Council has completed Resource Requests and Prioritization Michelle Marquez: Administrative Planning Council met on April 30 to discuss Program Reviews, Resource Requests and Prioritization, and Planning Council Self-Evaluation questions. Michelle provided that APC currently does not have formal charter, by-laws, etc. We are 2018-19 to discuss and draft these, as determined by the group.</p> <p>President Moore advised that subject to Board approval on May 16, Dr. Tammy Robinson will begin as our new Vice President of Instruction on June 4. Recruitment efforts continue and are on track for Dean of Business, Design and Workforce Development and Interim Dean of Science and Technology. President Moore also announced that James Carranza will be the permanent Dean of Humanities and Social Sciences effective June 14, pending Board approval.</p> <p>Michelle Marquez advised the following staffing information:</p> <ul style="list-style-type: none"> • Maggie Baez transferred to Science and Technology as Assistant Project Director in the STEM Center effective April 17.
	<p>Meeting adjourned at 4:00 pm.</p>