



PLANNING AND BUDGETING COUNCIL MEETING MINUTES

September 5, 2018

Room 2-10

Members Present: Hyla Lacefield, Jeanne Stalker, Martin Partlan, Nick Carr, Paul Naas, Tammy Robinson, Rachel Corrales, James Carranza, Max Hartman, Leonor Cabrera, Doniella Maher, Mary Chries Concha Thia, Karen Engel, David Meckler, Char Perlas, Debbie Joy

Members Absent:

Guests: Jamillah Moore, Adolfo Leiva, Margie Carrington, Allison Hughes, Yesenia Mercado, Alex Kramer

AGENDA ITEM	
1. Welcome and Introductions Approval of Minutes	After introductions, co-chairs noted that Barbara Bucton was out sick and, as such, there were no minutes from the previous meeting to review and approve. Council voted unanimously to consider and approve them at the next meeting.
2. FCMAT Report Update	President Moore reviewed the recommendations the College had received from the Fiscal Crisis & Management Assistance Team (FCMAT) and explained that the College is making systematic efforts to address them. Today's presentation on streamlining program review is related to these recommendations.
3. Program Review Process	<p>A team comprised of Mary Concha Thia (Interim VP of Administration), Allison Hughes (Instructional Technologist), and Karen Engel, (Dean of PRIE), presented proposals for streamlining the program review process this year, noting that last year (Feb. 7, 2018), the PBC adopted a new timeline for resource requests and program review to try to align the College's planning and budgeting calendars more effectively (a FCMAT recommendation). The proposal included a choice between: (1) using SPOL as is; (2) cleaning up SPOL; or (3) using TracDat as the online tool for submitting program review and resource request documentation. The team showed a video that compared the scenarios. The team also showed a slightly modified timeline for the program review process which would require programs to submit all resource requests (not just personnel requests) and program reviews by early November, 2018. The team recommended the use of TracDat and the PRIE and Administration offices explained that their teams would be happy to provide extra training, 1:1 support, and technical guidance to help programs meet the new, faster timeline this year.</p> <p>The Council discussed the pros and cons of the online tools; Doniella Maher voiced a concern about using the Assignment feature in TracDat because the English department finds it troublesome, but Allison clarified that that feature actually won't be used for Program Review in TracDat. David Meckler highlighted the benefit of faculty having one less software to learn and access throughout the year.</p>

	<p>Doniella Maher noted faculty frustrations with the way the position presentations were held and responded to in prior years and raised questions about that process;</p> <p>Guest Margie Carrington noted that discontinuing the presentations might be worth considering since they can be divisive.</p> <p>Debbie Joy also noted that Student Services historically has done Program Review in teams, but that actually doesn't really work well, since it can be difficult to do program review for multiple programs at once.</p> <p>Martin Partlan, Nick Carr and other faculty members indicated they would need to consult with their Divisions before they could choose a tool or provide other guidance.</p> <p>The item will come back to the PBC on Sept. 19 after members have consulted with their constituencies on:</p> <ul style="list-style-type: none"> • SPOL v. TracDat •
<p>4. 2017-18 Final Budget</p>	<p>Mary Chries Concha Thia, Interim VPA, presented the 2017-18 year-end budget and balances as an information item.</p> <p>Presentation highlights:</p> <p>Total unrestricted funding allocations: \$26.6M</p> <p>Total unrestricted funding expenses: \$26M</p>
<p>5. Education Master Plan Final Approval</p>	<p>Karen Engel, Dean of PRIE, explained that while the PBC had approved all of the components of the 2017-2022 Education Master Plan last year, the document had not been approved and forwarded to the Board of Trustees for adoption and approval.</p> <p>PBC voted unanimously to approve the Plan and forward it to the Board for adoption. Char Perlas and Karen Engel abstained.</p>
<p>6. Enrollment Management Task Force</p>	<p>President Moore reminded PBC members that the Council re-constituted an Enrollment Management Task Force last year in an effort to update the College's Strategic Enrollment Plan. The last one expired in 2017. The members of the Task Force include (by position): VPI, Dean of Counseling, Dean of BDW, Dean of PRIE, Academic Senate President, Classified Senate President, faculty representative appointed by Academic Senate President. These individuals will be participating in the Districtwide Enrollment Management Forum on September 11. Dr. Moore asked for input and approval on the make-up of the task force.</p> <p>Discussion: in considering that the role of the Task Force would be and whether additional members (students, counselors) should be added to the Task Force, PBC asked if the existing members of the Task Force could please determine the scope of work and ideal membership for the Task Force and return with a recommendation to PBC by the next meeting. David Meckler suggested adding a counselor since they are on the front lines with students. Dr. Moore recommended that the group could meet as is and then make a recommendation as to who to add.</p>

	PBC voted unanimously to approve the membership of the Task Force as being the same as it has been, with the note that the group could determine and make recommendations on its role and membership.
7. Strategic Plan	<p>Karen Engel, Dean of PRIE, informed the Council that the College did not currently have an annual Strategic Plan that operationalized the Ed. Master Plan and other college plans in a manner that allowed for effective implementation, tracking and measuring of outcomes and goal attainment. She suggested that the PBC create an ad hoc committee to synthesize existing plans and create a strategic plan for the 2018-19 academic year. In future, the PRIE office would make sure to bring strategic plan drafts to the PBC in the spring for the following academic year for approval.</p> <p>PBC unanimously named Dean James Carranza, Hyla Lacefield, and Allison Hughes to serve on the ad hoc committee and to return to PBC with a draft plan for the current year as soon as possible.</p>
8. Planning Council Update	Planning Councils have not met yet this year.
9. President's Update	President Moore reminded everyone of the Welcome Back to School Reception to be held September 6, 2018 at 1:30 – 3:30 in 2-10.
10. Staffing Update	<p>Mary Concha Thia, Interim VPA, gave the update of new employees and staffing changes (all Fund 1 unless otherwise indicated)</p> <p>Gena Rhodes, Interim Director of Disability Resources Center, 07/01/18</p> <p>Karen Engel, Dean, PRIE, 07/09/18</p> <p>Ariela Villalpando, Program Services Coordinator Promise, 07/16/18</p> <p>Richard Saroyan, International Counselor, 08/01/18</p> <p>Marisol Quevedo, Program Supervisor, Promise Scholars, 08/08/18</p> <p>Natalie Alizaga, Associate Professor, Psychology, 08/13/18</p> <p>Danielle Pelletier, Associate Professor, ESL, 08/13/18</p> <p>Gerardo Pacheco, Associate Professor, ESL, 08/13/18</p> <p>Ellen Young, Associate Professor, Biology, 08/13/18</p> <p>Char Perlas, VP, Student Services, 08/27/18</p> <p>Mariah Boyd, Promise College Recruiter, 08/27/18</p>
11. Matters of Public Interest	Paul Naas reminded everyone of The Digital Art & Animation department will be screening the 19th annual Animation Show of Shows next Tuesday, September 18th at 7 pm in the Main Theater.
12.	Meeting adjourned at 4:00 p.m.