



PLANNING & BUDGET MEETING MINUTES
Wednesday, April 16, 2008
1:30 to 3:30 p.m. – Building 3, Room 142

Members Present: Debbie Joy – College Council Co-Chair, Maria Lara-Blanco – CSEA Rep, Phyllis Lucas-Woods – Vice President of Student Services, Monica Malamud – AFT Rep, Joan Murphy – Classified Senate President, Marilyn McBride – Vice President of Instruction, Martin Partlan – Academic Senate Rep
 Ex-Officio: Thomas Mohr – President, Vickie Nunes – College Business Officer
 Absent: Blanca Castillo – Student Rep, Karina Camacho – Student Rep, Bart Scott – College Researcher, Ron Trugman – College Council Co-Chair
 Guests: Linda Hayes, Janet Stringer, Katie Townsend-Merino, Mike Walsh, Terry Watson,

AGENDA ITEM	CONTENT	PRESENTER
1) APPROVAL OF MINUTES FROM APRIL 2, 2008	The minutes were approved as submitted by members in attendance with one abstention.	Joan Murphy & Martin Partlan, Planning & Budget Co-Chairs
2) PUBLIC COMMENTS	Announced that our annual report to ACCJC is due on April 18 th and will reflect a percentage increase of courses with SLOs and assessments.	Marilyn McBride, Vice President of Instruction
3) BUSINESS I. Educational Master Plan	Reported that the work on our Educational Master Plan is moving along. The Executive Master Plan Committee will be meeting with MAAS Companies, Inc. tomorrow. As the College does not have a Technology Committee and as Technology will be an integral part of the Educational Master Plan, President Mohr is forming a Technology Committee. Members of this committee will include faculty, classified, and ITS and will be approved by their Senates. A letter was read from ACCJC Director Barbara Beno clarifying the meaning of a Progress Report being renamed Follow-up Report and still due by October 15, 2008. President Mohr is waiting to hear back from ACCJC Vice President Steve Maradian to clarify questions on SLOs.	Thomas Mohr, President

<p>II. SLO/Assessment Update as it Relates to Accreditation</p>	<p>Reported that at the SLO Day on March 28th 130 faculty worked with their departments and were able to produce at least one SLO with an assessment for over 260 courses. Reports to ACCJC reflect a percentage increase of courses with SLOs going from 20% to 39% and courses with assessments going from 1% to 35%. Student Services percentages went from 75% of programs with SLOs and 25% of programs with assessments to 100% for both. Focus group responses on SLO Day to question of feeling more confident about writing SLOs were very positive. Approximately \$15,000 was spent on Ad Junct faculty participation and is being proposed to include in our budget for upcoming SLO days. Members were informed that we are at the development stage of the ACCJC Rubric for evaluating institutional effectiveness and need to work on the developmental stage. The SLO Steering Committee will be discussing how we are going to structure SLOs. Right now this is being done by department. Will also need to discuss restructuring Institutional SLOs to program levels. We are looking into posting SLO information and data on Share Point.</p>	<p>Ray Lapuz, SLO Coordinator</p>
<p>III. Lab Tech Position</p>	<p>Presented a Classified Hiring Justification for the Laboratory Technician position. This is an existing full time permanent position that is currently filled by Lilli Lazar who will be retiring at the end of June 2008. The job duties will remain the same. There has been no change in the number of laboratory experiences and so there is still a need for a laboratory technician. If the position is not filled faculty will have to spend considerable more time on laboratory maintenance which will take away from the time they will have available for teaching and office hours. A motion was made and seconded to move forward in filling the Lab Technician position. All members in attendance agreed to move forward in filling this position.</p>	<p>Janet Stringer, Dean of Science & Technology</p>
<p>IV. Re-Classification of Theatre Technician/ Events Coordinator Position</p>	<p>Reported that our District Office, Labor Management Council, and Board of Trustees have reviewed the Theater Technician/Events Coordinator and concurred that this position should be reclassified to a Theater Design/Tech Director where the job requirements and duties are more fitting. Job duties of both positions along with the job schedule, grade, and step were discussed with members.</p>	<p>Katie Townsend-Merino, Dean of Humanities & Social Sciences</p>
<p>V. Proposal to Conduct Hiring Requests/ Justifications for Faculty & Staff Semi-Annually</p>	<p>A proposal was made to conduct Hiring Justifications in the Fall Semester (October) and Spring Semester (February) to examine our hiring and take a complete look at the College. Currently this is done once a year in the Fall semester for faculty and for new classified staff positions. It was pointed out that existing Classified staff</p>	<p>Joan Murphy & Martin Partlan, Planning & Budget Co-Chairs</p>

	<p>positions are filled during the year when vacant. Phyllis Lucas-Woods went on record that the committee members should go back to their constituency groups to discuss this further. A motion was made to do hiring justifications for faculty. This motion died.</p> <p>After a lengthy discussion, a motion was made and seconded for the College to review the hiring cycle for faculty two times a year. All members in attendance agreed with one abstention. It was also noted by committee members that we should ask SMCCCD Vice Chancellor of Human Resources and the President of CSEA to come to a Planning & Budget meeting to discuss the CSEA contract language, Rules & Regulations, and Ed Code.</p>	
4) ADJOURNMENT	The meeting was adjourned at 3:30 p.m.	Joan Murphy & Martin Partlan, Planning & Budget Co-Chairs