



COLLEGE PLANNING & BUDGET COUNCIL MEETING MINUTES
Wednesday, March 6, 2013
2:00 to 4:00 P.M. – Building 2, Room 10

Members present: Jennifer Castello, David Clay, Loretta Rascon Davis, Patty (Dilko) Hall, Sarah Harmon, Linda Hayes, Robert Hood, David Johnson, Ruth Miller, Vickie Nunes, Martin Partlan, Jonna Pounds, Robin Richards, Mike Tyler, Lezlee Ware, Nancy Wolford

Members Absent: Omar Blanco, Karen Olesen, Elizabeth Robles

Guests: Frank Austin, Ronda Chaney, Debbie Joy, Kim Lopez, Kay O’Neill, Peggy Perruccio, David Patterson, Maggie Souza, Janet Stringer

AGENDA ITEM	CONTENT	PRESENTER
1) Approval of minutes	The minutes of February 20, 2013 were approved as submitted.	PBC Co-Chairs David Clay – Academic Senate President & Jonna Pounds – Classified Senate President
2) Business A. Accreditation Update	<p>Reported:</p> <ul style="list-style-type: none"> • The college’s Accreditation Annual Report to ACCJC will be due on March 30. Information on the report will include benchmarks. A list of benchmarks has been developed using the required areas as well as the local ones. The campus will be collecting information at the March 8 Flex Day for the benchmarks required and the locally identified benchmarks. The results from this exercise will be brought back to the PBC at their next meeting for discussion and action. • Employee Survey will be sent out later this week as part of our data gathering to evaluate how well we are doing. • Review of Self-Study Draft – comments are due back by March 20th. 	Robin Richards, Vice President of Student Services & Accreditation Co-Chair
B. Majors Day	The College will be having “Majors Day” on April 17 th from noon to 1 p.m. and 5:00 to 7:00 p.m. in Building 6, Room 101/102. The “Majors Day” event is an informal mixer where students can meet with faculty to discuss their degree/certificate/transfer programs. Anyone wishing to participate or volunteer should contact Joan Rosario Tanaka in the Instruction Office.	Linda Hayes, Interim Vice President of Instruction

<p>C. Strategic Enrollment Plan</p>	<p>Reported that the Academic Senate has discussed the faculty make-up on the Strategic Enrollment Plan. So far there are six faculty members that have expressed interest in participating. It was noted that this is an 18 month commitment.</p>	<p>David Clay, Academic Senate President & PBC Co-Chair</p>
<p>D. Discussion of Hiring List, Process Integrity, Forward List to College President</p>	<p>Discussion and comments were received on the hiring process used by the college. It was noted that the hiring presentations on 2/19 went well. This was followed by a group discussion meeting on 2/26 involving members of APC, IPC, SSPC and the campus community. Those attending were put into groups. Members of the President's Cabinet were designated as group leaders and captured group discussion comments which were forwarded to the college president. There was no voting or use of dots for the positions. President Buckley was present for part of the meeting.</p> <p>It was suggested that:</p> <ul style="list-style-type: none"> - Group discussion leaders should have been more representative of the college - Enjoyed the rich conversation within the groups but felt a combination of rich conversation and using dots would give more clarity - It was suggested that it would be beneficial for the college president to remain for the entire meeting with all group discussions. It was noted that as all group discussions were taking place at the same time, it was not possible for President Buckley to listen to the entire discussion each group was involved in. He also did not want to influence their decision. <p>Following this discussion, a motion was made and seconded to include the following in the hiring prioritization process:</p> <ul style="list-style-type: none"> • With small groups in conjunction of dots, • the college president remain and listen to group discussions, and • the college president report back on how the process assisted him in his decision. <p>All members present agreed.</p>	<p>Linda Hayes, Interim Vice President of Instruction Robin Richards, Vice President of Student Services David Clay, Academic Senate President</p>
<p>E. Replacement Hire – Counseling</p>	<p>Reported that the adjunct faculty member serving as the EOPS CalWorks counselor has taken a full time faculty position in the Counseling Department. As this position is critical to the EOPS CalWorks program, a replacement hire is being requested for an EOPS CalWorks Counselor. This position is categorically funded. The replacement hiring process listed on page 21 of the College's Participatory Governance Manual has been followed and has been approved by the Academic Senate and College President.</p>	<p>Kim Lopez, Dean of Counseling</p>
<p>F. Measure G Update</p>	<p>A Measure G update was given along with a presentation showing the link of the Measure G budget to the objectives of our Educational Master Plan. The report for mid-year 2012-2013</p>	<p>Vickie Nunes, College Business Officer</p>

<p>G. Accreditation Self Evaluation</p>	<p>reflected the following:</p> <table border="0" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: left;"></th> <th style="text-align: right;"><u>Planned Amt. for 2012-13</u></th> <th style="text-align: right;"><u>Expended Amt. through 12/31/12</u></th> </tr> </thead> <tbody> <tr> <td>Instruction</td> <td style="text-align: right;">\$1,177,262</td> <td style="text-align: right;">\$565,029</td> </tr> <tr> <td>Student Support Plan</td> <td style="text-align: right;">844,348</td> <td style="text-align: right;">370,293</td> </tr> <tr> <td>Course & Program Innovation Plan</td> <td style="text-align: right;"><u>328,390</u></td> <td style="text-align: right;"><u>146,581</u></td> </tr> <tr> <td></td> <td style="text-align: right;">\$2,350,000</td> <td style="text-align: right;">\$1,081,901</td> </tr> </tbody> </table> <p>A copy of the entire Measure G Report presented is posted with these minutes on the Planning & Budget website.</p> <p>The Planning & Budget Council members broke up into their work groups.</p>		<u>Planned Amt. for 2012-13</u>	<u>Expended Amt. through 12/31/12</u>	Instruction	\$1,177,262	\$565,029	Student Support Plan	844,348	370,293	Course & Program Innovation Plan	<u>328,390</u>	<u>146,581</u>		\$2,350,000	\$1,081,901	<p>PBC Work Groups</p>
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<p>3) DIVISION/ COMMITTEE UPDATES</p>	<p>None</p>	<p>Division/Committee Reps</p>															
<p>4) NEXT STEPS</p>	<p>Continue review of Self Evaluation draft.</p>	<p>PBC Co-Chairs David Clay – Academic Senate President & Jonna Pounds – Classified Senate President</p>															
<p>5) MATTERS OF PUBLIC INTEREST</p>	<p>Flex Day Reminder on Friday, March 8th</p>	<p>PBC Co-Chairs David Clay – Academic Senate President & Jonna Pounds – Classified Senate President</p>															
<p>6) ADJOURNMENT</p>	<p>The meeting was adjourned at 3:35 p.m.</p>	<p>PBC Co-Chairs David Clay – Academic Senate President & Jonna Pounds – Classified Senate President</p>															