

**PBIM Minutes**  
*District Academic Affairs and Student Services Committee (DAASSC)*  
*Friday November 9, 2018 9:30am to 11:30am*  
*District Board Room*  
*(Co-Chairs: Jason Cifra & Dr. Mario Rivas)*

*Committee Membership:*

**I. STANDING ITEMS**

- A. CALL TO ORDER (9:30 am) 9:35am**
- B. ADOPTION OF THE AGENDA (5 min) - Accepted**
  - Adding a section for discussion of hourly professionals
- C. APPROVAL OF MINUTES (5 min)**
  - **Action:** Review/Approval of 10/12/2018 minutes will take place in next meeting.
- D. PUBLIC COMMENT (5 min)**
- E. SUB COMMITTEE REPORT (5 minutes each)**
  - Inger: Supporting college implementation of college/district plan by:
    - 1: recommended set of teacher preparations for the certification – once finalized, it will be forwarded to DAASSC to implement, either now or in Feb. 2019.
    - 2: Developing 2-year budget to show that FTE & colleges have what they need to support the growth and quality of the program(s).
    - 3: Inger has been appointed to statewide equity taskforce – which is a part of OEI. All four colleges' equity plan must address the student education by Spring 2019.
      - **Action:** More info to be present/discuss at next meeting.

Marie Ambry, on behalf of Mary Clarke-Miller:

- Sub. Committee – strong workforce funds that are setting in 12/31/2018.
  - Concern: Processing of the training provided by Finance/Accounts Payable/Purchasing to the campuses. The procedure of a request/payment getting processed limits the spending of grant funds at the college.
  - Concerns regarding classified hourly, I.e., CE are licensing mandates. CE faculty has resolution drafted that is to be provided to SEIU, once draft is finalized, the resolution will be presented to DASSCC. JC & MR will attend the CE faculty meeting for more clarity.

**II. CARRIED OVER AND NEW ITEMS**

Goal(s):	Topic:	Time Allocation:	Presenter:	Strategic Plan
	<i>Enrollment Updates</i>	<i>VC Brown</i>	<ul style="list-style-type: none"> <li>• <i>MR will look into verifying the information/issue regarding Measure B, Fund 1 &amp; 12.</i></li> <li>• <i>SB generated a 4yr list of new Student Funding Formula.</i></li> <li>• <i>Data from yr 17-18 were used to project the allocation for 18-19. - Target: student success data and residential data (now has three areas: Basic, Supplement, &amp; Student Success Allocation).</i></li> </ul>	<i>20 minutes</i>
	<i>Note: VC Brown will share data regarding FTEs for 2018-2019 – MR will upload data to SharePoint.</i>			

		<ul style="list-style-type: none"> <li>• Increase FTEF! - PCCD current residential FTEF are lower than the amount PCCD is currently being funded. - Starting after 2021, PCCD will receive the actual funding that matches the FTEF.</li> <li>• During Summer &amp; Fall, faculty/instructors will receive notification of the number of FTEF in their department.</li> <li>• FTEF total this year is 1,221 – projected to be the same for next year. Goal is to not decrease the number.</li> <li>• VPI should communicate all info to the colleges.</li> </ul>	
<p><i>Non-Credit Marketing and Plan Update</i></p> <p><i>Note: SB responds promptly to emails.</i></p>	VC Brown	<ul style="list-style-type: none"> <li>• Provided marketing materials to Marketing – two videos/ppt/flyer to provide info and encourage faculty to engage about non-credit. Video will be shared at next meeting.</li> <li>• Non-credit draft plan will be provided at next meeting.</li> <li>• SB will propose request for Non-Credit to be a formal sub-committee of DAASSC at next meeting.</li> </ul>	10 minutes
<p><i>New Program Review Next Steps</i></p>	VC Brown	<ul style="list-style-type: none"> <li>• SB sent email regarding faculty technical issues: saving, what was inputted, and mapping the program review. - Working with IT to resolve these issues.</li> <li>• By end of January 2019, will form working group on program review for student services.</li> <li>• None of campus has launch student services – until everything is stable.</li> <li>• Projecting to be launched</li> <li>• by next two weeks.</li> <li>• One department chair has done it and is satisfied.</li> <li>• BCC completed most program reviews, immediately.</li> </ul>	10 minutes
<p><i>Review of DAASSC Goal Draft – From discussion and vote last meeting.</i></p>	All	<ul style="list-style-type: none"> <li>• Need clarity of colleges’ current focus, what works/challenges the colleges, and how can we assist them.</li> </ul>	45 minutes

		<ul style="list-style-type: none"> <li>• <i>Suggestion: Generate a matrix to track what the colleges are doing for the current academic year and review what may overlap on the dialogue and support. Also determining what other support that can be provided to the colleges.</i></li> <li>• <i>Suggestion: Facilitate communication (regarding AB 705, Guided Pathways, and New Funding Formula) across the district level and board team for clarity of current tasks and future plans. Also, build list to advocate on what needs to happen on district level.</i></li> <li>• <b>Action:</b> <i>Next meeting, each colleges will provide a brief presentation on what they are doing, current progress and future plans towards guided pathways.</i></li> </ul>	
<i>Finalize Memberships</i>	<i>All</i>	<ul style="list-style-type: none"> <li>• <b>Action:</b> <i>Need to student representative.</i></li> </ul>	<i>20 minutes</i>
<i>Discussion on Hourly Professionals</i>	<i>Donald/All</i>	<ul style="list-style-type: none"> <li>• <i>Concern: Lack of resolutions for hourly professionals. Over 200 hourly workers are in positions of instructional offices, life guards, interpreters, and other different offices.</i></li> <li>• <i>Faculty perspective: if lose hourly, they will no longer teach their courses because of potential safety concerns.</i></li> <li>• <i>Issue: Lack of information from Chancellor and Board of Trustees.</i></li> <li>• <i>DM will attend next board meeting to request information on hourly professionals.</i></li> <li>• <i>RT: Ongoing communication between SEIU &amp; PCCD for short-term and long-term resolutions.</i></li> <li>• <i>SEIU has provided proposal to PCCD and is waiting to hear back and receive PCCD's proposal.</i></li> </ul>	<i>15 minutes</i>

		<ul style="list-style-type: none"> <li>• <i>State/private mediator may be involved for long-term resolution proposal.</i></li> <li>• <i>Need of leadership and communications for classified, faculty, and administrators.</i></li> </ul>	
<i>Finalize Sub-Committees</i>	<i>All</i>		<i>10 minutes</i>
<i>Closing Comments/Announcements</i>	<i>All</i>	<ul style="list-style-type: none"> <li>• <i>Have follow up meetings.</i></li> </ul>	<i>15 minutes</i>

**III. Adjournment** (11:30am) 11:40am

**IV. Next Meeting** (Friday, December 14, 2018, 9:30am-11:30am)