



COLLEGE PLANNING COUNCIL MEETING MINUTES

Thursday, September 1, 2011

2:00 to 4:00 P.M. – Building 3, Room 142

Members Present: Leonor Cabrera, David Clay, Rachel Corrales, Robin Richards, Sandra Robles, Tristan Sheldon, Gregory Stoup,

Ex-Officio: James Keller

Members Absent: Joan Murphy, Jonna Pounds, Sarah Perkins, Faculty Rep

Guests: Lucy Carter, Roberta Chock, Michelle deCoteau, Linda Hayes, Robert Hood, Debbie Joy, Raj Lathigara, Monica Malamud, Vickie Nunes, Joan Rosario, Rita Sabbadini, Maggie Souza, Janet Stringer, Mike Tyler, Dave Vigo

AGENDA ITEM	PRESENTER	PRESENTER
1) APPROVAL OF MINUTES (Action)	The minutes of the Budget Committee and College Planning Council Joint Meeting were approved.	Rachel Corrales & Leonor Cabrera, CPC Co-Chairs
2) BUSINESS		
I. Educational Master Plan (Informational)	<p>The Educational Master Plan Development process was handed out and reviewed. The final draft of the Educational Master Plan document is in its final stages. Upon completion, the document will be circulated to all campus staff and faculty for their review and along with the participatory governance bodies. Comments can be made by:</p> <ul style="list-style-type: none"> • Submitting an email to stoupg@smccd.edu • Brief survey to be distributed on campus via Survey Monkey • Attending one of the campus forums (suggested to schedule two in the daytime and one in the evening) • Attending one of the following participatory governance meetings in September/October <p>The EMP Steering Committee will collect and synthesize all comments and report back to the College Planning Council. The final EMP document will be presented to the College Planning Council for approval in November.</p>	Robin Richards, Vice President Student Services Gregory Stoup, Director of Planning, Research, & Student Success
II. Accreditation	<p>Reported that Cañada’s next Accreditation Comprehensive Visit will be in Fall 2013. In preparing for this, our Administrative team has put together a timeline with plans and processes. We are currently in the self evaluation reporting stage of the Accreditation process. Members of our campus community have been identified to lead and Co-Chair teams responsible for writing the report. The Self Evaluation Report is the college’s response as to how we meet the four standards set by ACCJC. The four standards are:</p> <ul style="list-style-type: none"> • Institutional Mission and Effectiveness • Student Learning Programs and Services • Resources • Leadership and Governance <p>The Standard Co-Chairs will be attending an ACCJC training session.</p>	Gregory Stoup, Director of Planning, Research, & Student Success

<p>III. Budget</p> <p>a. Budget for 2011-2012 & 2012-2013</p>	<p>The budget figures for 2010/11 and 2011/12 were reviewed. It was noted that full time and hourly benefits have been absorbed in the budget to show the true costs of the college. Our budget allocation amount for 2011/12 is \$16,243,801</p> <p>Expenses including position control salaries, hourly salaries, benefits, discretionary funds total to: \$16,525,951</p> <p>leaving a shortage of: (\$282,150)</p> <p>The shortage will be covered with projected carryover funds from 2010/11.</p> <p>Three proposed scenarios were shown for the expected shortfall in 2012-2013. It was noted that there is a chance that our District may fall into Basic Aid depending on how revenue comes in to the state.</p>	<p>Vickie Nunes, College Business Officer James Keller, Interim President</p>
<p>b. International/non-resident students</p>	<p>Our District is currently working with the three colleges on an allocation model for non-residents. Cañada is transitioning the International Students program to CIUS (Center for International & University Studies).</p> <p>A Steering Committee for the International Studies program has been formed by our District. Committee Representation is from all three colleges and the District Office. Cañada reps include Sarah Perkins, Robin Richards, and Kim Lopez. Vice President Richards said that the committee is also looking for a faculty member from our campus to join them. Meeting discussions have included globalization of curriculum and an allocation formula for non-resident fees. It was suggested an updated report be given at each CPC meeting</p>	<p>Robin Richards, Vice President of Student Services</p>
<p>c. Measure G</p>	<p>Reported on the accomplishments and use of Cañada Measure G funds for 2010/2011 which included:</p> <p><u>Instruction</u></p> <ul style="list-style-type: none"> • Funded 142 sections that served approximately 3500 students • Coordinate and improve basic skills, distance education and workforce development offerings • Hired a Workforce Development Specialist • Launched College for Working Adults and Neighborhood College <p><u>Student Support</u></p> <ul style="list-style-type: none"> • Expanded academic counseling with 6,400 drop-in appointments utilized by student • Launched a new Peer Mentoring Program • Added services for veterans and financial aid students • Library and Learning Center expended its evening and weekend hours, serving an additional 1200 students • Offered Math and English tutoring on Saturdays • Hired a Director of Articulation and Orientation (will begin on 9/6/11) <p><u>Course & Program Innovation</u></p> <ul style="list-style-type: none"> • Increased by nearly 50% the number of associated degrees and occupational certificates awarded in 2010-2011 • Funded PEP • Funded Math Jam & Word Jam 	<p>Vickie Nunes, College Business Officer</p>

<p>d. Bond Initiative</p> <p>e. Coastal Initiative</p>	<p>Total Planned Amount for Measure G Funds \$1,960,605 Total Amount of Measure G Fund Expended \$1,318,199.</p> <p>A Facility Master Plan completed this past spring reflects capital improvements for all three campuses. Based on results received from a recent survey to the community, our Board of Trustees has elected to put a \$564 million bond measure on the November ballot. It was noted that we have lost \$200 million in support as a result of the State budget. This involved projects for capital and ADA improvements and hazardous waste removal.</p> <p>Cañada projects include a new building for Workforce/Science and unfinished work to Building 3. Discussions will need to occur on the necessary work on Buildings 1 and 13 which are project proposals that have been submitted to the State. We are also looking into asking Swinerton Management & Consulting to assist us in planning for our campus.</p> <p>It was added that the Student Dining area should open toward the end of Spring 2012. Work to be done on this space is currently out to bid.</p> <p>Our District is in the midst of discussing with different San Mateo County agencies the possibility of a partnership to provide community support on the coast. Discussions have included the possibility of creating a 1000 square foot center that would take in a library, county agencies, community college, and retail store that could support an entrepreneurial program. Updates on this initiative will continue.</p>	<p>James Keller, Interim President</p> <p>James Keller, Interim President</p>
<p>3) DIVISION/ COMMITTEE UPDATES</p>	<p><u>Science & Technology</u> – Room G15 in Building 16 and formerly the location of Central Duplicating has been renovated into a lab class for Physics and Science this fall semester. Also the Science & Technology Division is currently going through the hiring process for a full time Earth Science faculty.</p> <p><u>Humanities</u> – the Division has been discussing TBA hours. Transfer Discipline Parade is scheduled for October 26 8:00 to 10:30 a.m. and 7:00 to 9:30 p.m. in the Main Theater.</p> <p><u>Business, Workforce & Athletics</u> – upcoming events include:</p> <ul style="list-style-type: none"> • Artistry in Fashion on Saturday, September 24th from 10 am. to 4 p.m. • Arts & Olive Festival on Sunday, October 2nd from 10 a.m. to 5 p.m. • Monopoly Tournament Accounting Scholarship Fundraiser on October 29. • Dance Presentation in December. 	<p>Division/Committee Reps</p>
<p>4) NEXT STEPS</p>	<p>None</p>	<p>Rachel Corrales & Leonor Cabrera, CPC Co-Chairs</p>
<p>5) MATTERS OF PUBLIC INTEREST</p>	<ul style="list-style-type: none"> • Students from the Bridging Hispanic Minds to Success Club assisted ESL students in setting up their MYSMCCD email accounts. • Cañada will be participating in the San Mateo County drill for the “Great California Shakeout” on October 20th. 	<p>Rachel Corrales & Leonor Cabrera, CPC Co-Chairs</p>
<p>6) ADJOURNMENT</p>	<p>The meeting was adjourned at 3:25 p.m.</p>	<p>Rachel Corrales & Leonor Cabrera, CPC Co-Chairs</p>