



**COLLEGE PLANNING & BUDGETING COUNCIL MEETING MINUTES**  
**Wednesday, February 20, 2013**  
**2:00 to 4:00 P.M. – Building 2, Room 10**

**Members Present:** Omar Blanco, Jennifer Castello, David Clay, Sarah Harmon, Patty (Dilko) Hall, Linda Hayes, Robert Hood, David Johnson, Ruth Miller, Rosalina Mira, Vickie Nunes, Karen Olesen, Martin Partlan, Jonna Pounds, Loretta Davis Rascon, Mike Tyler, Lezlee Ware, Nancy Wolford.

**Members Absent:** Elizabeth Robles

**Guests:** Frank Austin, Debbie Joy, Kim Lopez, Maggie Souza, Janet Stringer,

<b>AGENDA ITEM</b>	<b>CONTENT</b>	<b>PRESENTER</b>
<b>1) APPROVAL OF MINUTES</b>	The minutes of February 6, 2013 were approved as submitted.	David Clay & Jonna Pounds, PBC Co-Chairs
<b>2) BUSINESS</b>  1. Campus Review of SMCCCD Chapter 7 Policies and Procedures	<p>Reported that this document is under revision for these two key reasons:</p> <ol style="list-style-type: none"> <li>1. Some Board Policies = Procedures – there are some board policies that were procedures rather than policy and these require adjusting.</li> <li>2. Missing Procedures – many of the board policies did not have procedures associated with them, and these needed to be developed</li> </ol> <p>It was noted that the VPSSs reviewed all Chapter 7 policies and procedures and compared them with the model policies and procedures developed by the CCLC. For each Board policy, an action was determined and is noted on the pages as:</p> <ul style="list-style-type: none"> <li>• No Change: no change required – the policy matched well with CCLC</li> <li>• Delete Board Policy: there was a need to completely delete the existing policy and replace with a new policy</li> <li>• Revise Board Policy: there was a need to adjust the policy</li> <li>• Delete Board Policy and move to Procedures: the content of the policy belonged in procedures</li> <li>• Draft New Procedure: there was no existing procedure.</li> </ul> <p>Vice President Richards reported that the document has been reviewed by the enrollment services committee at all three campuses and SSPC at Cañada.</p> <p>The document was reviewed and discussed at the PBC meeting. Proposed changes/comments were noted. The Vice Presidents of Student Services at all three colleges will be meeting at the end of February/early March to discuss the proposed changes and make the necessary revisions. The revised document will be presented to our Board of Trustees (for policies) and the Joint VP Council (for administrative procedures) in June for their approval.</p>	Robin Richards, Vice President Student Services

<p>II. Accreditation Update</p>	<p>Vice President Richards reported that Issue #2 of the campus Accreditation Newsletter was sent via email to the campus community today. A copy was provided for PBC members and guests to view.</p> <p>Reported that the third draft of our Self-Study Evaluation is done. This document has gone through two different drafts, technical and editing, and is now ready for the entire campus community to review. The review draft has been posted on our accreditation website and is available to view with the following link <a href="http://www.canadacollege.edu/inside/accred/index.shtml">http://www.canadacollege.edu/inside/accred/index.shtml</a></p> <p>An email has been sent to the campus community asking them to review the document and provide feedback. This can be done at the following campus meetings: IPC on March 1, PBC on March 6, Academic Senate on March 14, Campus Open Forum on March 19, and PBC on March 20. A form is also available for comments for those who are unable to attend any of the meetings and can be sent to the Self-Study editor Sarah Harmon.</p> <p>Other Accreditation news includes:</p> <ul style="list-style-type: none"> <li>• March 5 Accreditation Steering Committee meeting to discuss the facilitation of the Flex Day groups</li> <li>• March 8 Flex Day – an accreditation presentation to include where we are in the process will be made by Accreditation Co-Chairs Robin Richards and Doug Hirzel, along with Self-Study Editor Sarah Harmon.</li> <li>• Self-Study Evaluation reviews scheduled on March 1 by IPC, March 6 by PBC, March 14 by Academic Senate, March 19 an Open Forum, March 20 PBC Review</li> <li>• Comments incorporated into a final draft on March 31</li> </ul>	<p>Robin Richards, Vice President Student Services &amp; Accreditation Co-Chair</p>
<p>III. Accreditation Self Evaluation</p>	<p>PBC members met with their work groups as follows:</p> <ul style="list-style-type: none"> <li>• Mission, Planning &amp; Goals – Robert Hood, David Clay, Jonna Pounds, Elizabeth Robles</li> <li>• Instructional Services – David Johnson, Linda Hayes, Lezlee Ware</li> <li>• Student and Support Services – Ruth Miller, Karen Olesen, Loretta Davis Rascon</li> <li>• Human Resources – Jenny Castello, Patty (Dilko) Hall, Robin Richards</li> <li>• Infrastructure – Nancy Wolford, Mike Tyler, Lina Mira</li> <li>• Finance – Vickie Nunes, Martin Partlan</li> <li>• Governance &amp; Process – Sarah Harmon, Omar Blanco, Larry Buckley</li> </ul>	<p>PBC Work Groups</p>
<p>3) DIVISION/ COMMITTEE UPDATES</p>	<p>None</p>	<p>Division/Committee Reps</p>
<p>4) NEXT STEPS</p>	<p>Continue with PBC work groups</p>	<p>David Clay &amp; Jonna Pounds, PBC Co-Chairs</p>
<p>5) MATTERS OF</p>	<ul style="list-style-type: none"> <li>• Majors Day on 4/17 – volunteers needed</li> </ul>	<p>David Clay &amp; Jonna</p>

<b>PUBLIC INTEREST</b>		Pounds, PBC Co-Chairs
<b>6) ADJOURNMENT</b>	The meeting adjourned at 3:41 pm Documents handed out the meeting included: <ul style="list-style-type: none"><li>• SMCCCD Chapter 7 Policies and Procedures</li><li>• Accreditation News (Issue #2) February 20, 2013</li></ul>	David Clay & Jonna Pounds, PBC Co-Chairs