



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

**Members Present:** Jennifer Castello, David Clay, Patty (Dilko) Hall, David Johnson, Sarah Harmon, Robert Hood, Linda Hayes, Rosalina Mira, Vickie Nunes, Martin Partlan, Jonna Pounds, Loretta Davis Rascon, Robin Richards, Amanda Torres, Lezlee Ware, Nancy Wolford

**Members Absent:** Ruth Miller, Karen Olesen, Mike Tyler

**Guests:** Kim Lopez, Jan Roecks, Janet Stringer, Dave Vigo

AGENDA ITEM	CONTENT	PRESENTER
1) APPROVAL OF MINUTES	The minutes were approved as amended.	David Clay, Academic Senate President & Jonna Pounds, Classified Senate President
2) BUSINESS		
A. Student Equity	Reported that the Student Equity Committee met last week and are in the process of making revision to the benchmark portion of their document. They plan to have a final draft next week and will begin forwarding it to the campus shared governance groups.	David Clay, Student Equity Committee Co-Chair
B. Strategic Enrollment Plan	President Buckley reported that he will be meeting with with Academic Senate President Clay to select faculty members for the committee. An email will be sent to announce this ad hoc committee of the PBC.	Larry Buckley, President
C. Delineation of Functions in Our District	As part of the District accreditation process, each campus and the District Office is asked to review the delineation of functions in our District. Based on the 2007 ACCJC Policy, our district developed and officially adopted a Function May that indicated the primary, secondary, and shared nature of the functions as identified in the accreditation standards. This document is reviewed every three years. PBC members were asked to review the “Delineation of Functions” with their constituency groups and provide any feedback at the next PBC meeting on April 17th where this document will be an action agenda item.	Jan Roecks, Interim Dean Business, Workforce, & Athletics
D. Draft PBC Bylaws & Handbook	A draft of the PBC Bylaws and Handbook was handed out for review. Members were asked to review and discuss this document with their	Robin Richards, Vice President Student Services & Lezlee

<p>E. Accreditation</p> <p>a. Review of Accreditation Self Evaluation</p> <p>b. Benchmarks</p> <p>c. ILO Survey Questions</p> <p>F. New Hires Discussion</p> <p>G. Budget Update</p>	<p>constituency groups and bring any feedback received to the next PBC meeting where this item will be up for discussion and adoption.</p> <p>Sarah Harmon reported that campus feedback on the self-evaluation document has been good. The document will go to the Accreditation Oversight Committee on April 9<sup>th</sup> and then emailed to the PBC and campus senates. Our Board of Trustees will review the document in May or possibly June. Vice President Richards shared the most recent campus copy of the Accreditation Newsletter. A draft of Cañada College Benchmarks/Standards and Goals was reviewed and included a lengthy discussion on all of the 19 benchmarks.</p> <p>An e-portfolio task force has been created serving the purpose of student learning and college assessment. This discussion included:</p> <ul style="list-style-type: none"> <li>• This semester, doing assessment for approximately 35 to 50 students. Assigned faculty will assess and grade at the end of the semester</li> <li>• E-portfolios expected from 10 departments</li> <li>• Self-report on how students thought they learned</li> <li>• Statement from student survey will be done by mid-April and then sent to councils for conversation and added to self-evaluation</li> <li>• Relate to CSSSE assessment results</li> <li>• Received 127 responses from employee voice survey. Results are being analyzed and a matrix will be done. Survey results will be brought back to PBC 4/17 meeting.</li> </ul> <p>President Buckley sent a campus-wide email announcing his decision for new hires for the campus.</p> <p>The President's Cabinet discussed replacement positions at their meeting this morning. An email will be sent to the campus community in the next few days regarding this.</p> <p>The Academic Senate will be having an emergency meeting to discuss the hiring committee membership for the new faculty hires - Astronomy/Physics, Math, Multimedia, and Psychology.</p> <p>Copies of the 2012-2013 Mid-Year Budget Report were handed out to PBC members for their review.</p>	<p>Ware, AFT Rep</p> <p>Robin Richards &amp; Doug Hirzel, Accreditation Co-Chairs</p> <p>Sarah Harmon, Accreditation Editor</p>       <p>Larry Buckley, President</p>       <p>Vickie Nunes, College Business Officer</p>
<p>3) DIVISION/COMMITTEE UPDATES</p>	<ul style="list-style-type: none"> <li>• Humanities – Drama Production “Almost An Evening” on 3/20 at 2:20 p.m.; 3/21 at 12:45 p.m.; 3/23 at 8 p.m.; and 3/24 at 2 p.m.</li> </ul>	<p>David Johnson, Dean Humanities &amp; Social Sciences</p> <p>Lezlee Ware</p>

	<ul style="list-style-type: none"> <li>• Humanities &amp; Social Sciences Awards on 5/7 at 5 p. m. in Theater Foyer.</li> <li>• ESL Recognition Ceremony on 5/8 at 7:30 p.m. in Main Theater</li> <li>• Campus Preview Day for high school students on 3/21 at 9:30 a.m. in Main Theater and throughout campus</li> </ul>	Jennifer Castello Loretta Davis Rascon
4) NEXT STEPS	Self-Evaluation	
5) MATTERS OF PUBLIC INTEREST	Sequoia Adult School Fundraiser on 4/3 at 3:30 p.m. in SUHSD grounds - Carrington Hall – tickets see Jenny Castello	Jennifer Castello
6) ADJOURNMENT	The meeting was adjourned at 3:52 p.m.	David Clay, Academic Senate President & Jonna Pounds, Classified Senate President