



PLANNING & BUDGET COUNCIL MEETING MINUTES

Wednesday, May 1, 2013

Building 2, Room 10 – 2:00 to 4:00 p.m.

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

Ex-Officio: Lawrence Buckley – President

Members Absent: Ruth Miller

Guests: Frank Austin, Jan Roecks, Janet Stringer, Dave Vigo,

<u>AGENDA ITEM</u>	<u>CONTENT</u>	<u>PRESENTER</u>
1) APPROVAL OF MINUTES	The minutes of April 17, 2014 were approved as amended.	David Clay, Jonna Pounds, Classified Senate President
2) BUSINESS A. Sustainability Program	<p>To encourage the California Community Colleges to a more sustainable future, the California Community College Chancellor’s Office encouraged state community colleges to recognize the need for environmental and economic sustainability. In creating a Sustainability Plan, Cañada followed the process and utilized the tools provided in the CCC Sustainability Template that included:</p> <ul style="list-style-type: none"> • Commitment from Campus Administration • Establish a Campus Sustainability Committee • Define Goals, Objectives, Criteria, and Timelines • Select and Prioritize Implementation Programs • Create and Execute Action Plans • Monitor and Regularly Report Progress to Campus <p>Our campus Sustainability Committee has developed the following Vision Statement to guide our college in its sustainability planning efforts which reads:</p> <p style="text-align: center;"><i>Cañada College will be a model for environmental sustainability, inspiring and empowering our community to implement sustainable practices and promote social equity.</i></p> <p>To realize this vision statement, goals and priorities have been created that reflect campus needs, interests, and available resources. The goals and priorities (not necessarily ranked by priority) are:</p>	Raj Lathigara Susan Mahoney

<p>B. 2012-2017 Strategic Plan</p>	<ul style="list-style-type: none"> • Campus and community awareness and involvement • Curriculum development • The build environment • Energy conservation and efficiency • Water conservation and efficiency • Solid waste management • Transportation • Sustainable procurement • Renewable energy and onsite generation • Climate action plan • Sustainability plan management <p>Our campus Sustainability Committee is currently sharing with the campus community their final draft of our Sustainability Plan with campus feedback by May 8th. The Sustainability Plan will then go before our Board of Trustees for their review on June 12th.</p> <p>The 2012-17 campus Strategic Plan for our campus was presented, reviewed, and discussed. The 2012-17 Strategic Plan is to provide annual direction and priorities for key initiatives for the college. It was developed by using the mission, vision, values, strategic directions and objectives from the Educational Master Plan, as well as information from the Facilities Master Plan, the Technology Plan, the Student Equity Plan, the District Education Plan, and the Basic Skills Plan. By incorporating the various initiatives into one document, the college is provided with clear direction on what we need to be accomplishing over the next five years.</p> <ul style="list-style-type: none"> • Strategic Directions/Goals include: <ol style="list-style-type: none"> 1. Teaching and Learning 2. Completion 3. Community Connections 4. Global and Sustainable • Overall Focus is “Completion.” • Annual Initiatives: <ul style="list-style-type: none"> ✓ 2012-13: Student Learning, Sustainability and completion ✓ 2013-14: Pathways, Community and Completion ✓ 2014-15: Student Engagement, Mentorships/internships and Completion ✓ 2015-16: Evaluation of All Plans ✓ 2016-1017: New Educational Master Plan <p>Proposed suggestions to the document included:</p> <ul style="list-style-type: none"> • Year 2 Objectives – under pathways 2.4 add Honors 	<p>Robin Richards, Vice President of Student Services & Accreditation Co-Chair</p>
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<p>C. Accreditation Update</p>	<ul style="list-style-type: none"> • Strategic Plan Detailed Information on Annual Initiatives – add a table to indicate when to be done • Add Sustainability <p>The document will be on the next PBC agenda for approval.</p> <p>Reported that the Accreditation Self Study document is almost in its final draft and that the evidence site is being updated. The final Self Study draft will be sent to the campus community for their review early next week. The document will be on the next PBC meeting agenda for approval and will be presented to our Board of Trustees for their approval in June.</p>	<p>Robin Richards, Vice President of Student Services & Accreditation Co-Chair Sarah Harmon, Accreditation Editor</p>
<p>D. Governance Evaluation Results</p>	<p>The final Annual Review of Participatory Governance report was reviewed and discussed. It was reported that the document will be brought to ASCC for their comments next week.</p> <p>A motion was made and seconded to accept the Participatory Governance report with the recommended changes discussed. All members present agreed.</p>	<p>Robin Richards, Vice President of Student Services & Accreditation Co-Chair</p>
<p>E. Institutional Learning Outcomes (ILO) Evaluation</p>	<p>The survey results from the 2012 ILO Assessment and 2013 ILO Assessment were reviewed and discussed.</p> <p>It was noted that as a college and campus community, we have to measure ILOs. This will involve dialog and developing a plan for assessing the evaluation of ILOs. It was proposed that we look into doing this at our next Flex Day in August 2013. Also proposed that the Academic Senate look into this being part of Program Review.</p>	<p>Sarah Harmon, Accreditation Editor</p>
<p>F. Commencement Update</p>	<p>Reported that we are asking for volunteers to assist with Commencement and offering comp time. Those volunteering need to work with their supervisors.</p> <p>Our commencement speaker will be the Honorable Cruz Reynoso, retired professor of law at UC Davis. He is one of California’s preeminent civil rights lawyers and a former Associate Justice on the state’s Supreme Court. He is also the recipient of the Presidential Medal of Freedom by former President Bill Clinton.</p>	<p>Larry Buckley, President</p>
<p>3) DIVISION/COMMITTEE UPDATES</p>	<ul style="list-style-type: none"> • Humanities & Social Science The “One Community, Many Dreams” event on April 29 & 30 was well attended. The students work from the creative writing workshops was very powerful. Thank you to Alison Field and Michael Hoffman for all their work on this event. Humanities & Social Sciences Awards Ceremony on 5/7 at 5 p.m. in Theater 	<p>Division/Committee Reps</p>

	<p>Foyer and ESL Recognition Ceremony on 5/8 at 7:30 p.m. in Main Theater</p> <ul style="list-style-type: none"> • Business, Workforce & Athletics Interior Design Hiring Committee will be having its first meeting soon. The hiring committee for the Business will be formed in Fall 2013. Interior Design graduation on 5/24 at 3:45 p.m. in 6-102. Human Services graduation on 5/22 at 6 p.m. in 6-102 Fashion Design Fashion Show on 5/18 in Main Theater ECE graduation will be at Skyline College this year VPI Open Forums on 5/2 and 5/6 from 2:30 to 4:30 in 3-142 PTK Evening of Academic Excellence on 5/11 at 5 p.m. in Gym Honors Symposium on 5/4 – Cañada had 12 students participate • Campus Events College Achievement Awards on 5/10 at 4:30 p.m. in Gym Retirement Reception honoring Ron Trugman, Nancy Ward, and Nancy Woford on 5/13 at 2:30 p.m. in 6-102 Campus End of the Year Party on 5/16 at 3 p.m. at Cañada Vista 	
4) NEXT STEPS	None Mentioned	David Clay, Academic Senate President Jonna Pounds, Classified Senate President
5) MATTERS OF PUBLIC INTEREST	David Clay was recognized and thanked for his time serving as Academic Senate President and PBC Co-Chair.	David Clay, Academic Senate President Jonna Pounds, Classified Senate President
6) ADJOURNMENT	The meeting was adjourned at 3:40 p.m.	David Clay, Academic Senate President Jonna Pounds, Classified Senate President