



**MINUTES for JOINT MEETING OF
BUDGET COMMITTEE & COLLEGE PLANNING COUNCIL
Wednesday, September 5, 2012
2:00 to 4:00 P.M. – Building 2, Room 10**

Budget Committee

Members Present: Ari Alvarez, David Clay, Margaret Hanzimanolis, Linda Hayes, Vickie Nunes, Robin Richards, Gregory Stoup,
Ex-Officio: Robert Hood – Director of Marketing

Absent: James Keller, Interim President – Ex-Officio, Maria Lara,

College Planning Council

David Clay, Jenny Castello, Sarah Harmon, Linda Hayes, Jonna Pounds, Robin Richards, Gregory Stoup, Doris Vargas

Absent: James Keller, Interim President – Ex-Officio, Joan Murphy, Lina Mira

Guests: Leonor Cabrera, David Johnson, Debbie Joy, Martin Partlan, Joan Rosario, Maggie Souza, Janet Stringer, Mike Tyler

AGENDA ITEM	CONTENT	PRESENTER
1) APPROVAL OF MINUTES	The minutes from the last meeting were approved as amended.	David Clay & Ariackna Alvarez, Budget Co-Chairs Jennifer Castello & Joan Murphy, College Planning Council Co-Chairs
2) BUSINESS I. President's Search	<p>Reported that the minutes are available from the college meeting held in May 2012 with our Chancellor to discuss the President's search. It was agreed that the minutes should be sent to the campus community. The members of the President's Search Committee have been chosen and are:</p> <ul style="list-style-type: none"> • Alicia Aguirre representing the Humanities & Social Science Division • David Clay representing Academic Senate • Lisa Palmer representing AFT • Patty Dilko representing Business Workforce & Athletics • Dani Behonick representing Science & Technology • Lorraine Barrales Ramirez representing Counseling, Library • David Feune representing District Office and classified • Robert Hood, Jeanne Stalker, Brian Horwitz, Joan Murphy, and Maggie Souza representing classified • Patricia Brown, Executive Director of Redwood 2020 will be the community rep. • Janet Stringer and David Johnson representing administration 	Jennifer Castello, CPC Co-Chair

<p>II. Accreditation</p>	<p>The committee will be co-chaired by Janet Stringer and David Clay.</p> <p>An update presentation was given and is posted with these minutes on the CPC and Budget Committee website. :</p> <ul style="list-style-type: none"> • Sarah Harmon, adjunct faculty member, will be writing the Accreditation Self Study Report • The SLOAC Progress Report is being written by SLOAC Coordinator Carol Rhodes and is due this October. • New Metrics from ACCJC • In addressing the 140 standards, we have 9 writing teams with 18 team leaders and 89 participants. Our first draft consisted of 271 pages which have been cross checked by the team members. Some of the material was also reviewed by faculty/staff at the Flex Day activity and then by Accreditation Co-Chair Doug Hirzel. • Doug Hirzel, Gregory Stoup, and Sarah Harmon will be meeting with Co-Chairs and their committee members this week and next week to go over their material, provide additional feedback received from the campus and discuss how this will be incorporated in their report along with other needed resources. • The second draft of the report will be due by October 31st and should be a near final draft. • A draft for a technical review will be available for campus review November 30th. • A list of items that are in progress and must be done this semester were reviewed and discussed and included: <ul style="list-style-type: none"> - Governance & Process Handbook - Planning & Assessment Calendar - PLO-AC Implementation Plan - ILO-AC Implementation Plan - Planning & Assessment Calendar - Distance Ed Plan - SLOs in Faculty Evaluations - PLO Assessment - ILO Assessment <p>A proposed CPC Organizational Structure was also presented that included goals for re-organization, structure, composition of CPC, meeting organization, oversight of college committees, evaluation of institutional effectiveness, planning and assessment, and listing of the work groups and their responsibilities. A discussion followed and agreed that the College Planning Council should include the proposed CPC Organizational Structure in the final draft of the Self Study Report to the campus for their consideration.</p> <p>It was suggested that the college needs to also look at the roles of the College Planning Council</p>	<p>Douglas Hirzel, Accreditation Co-Chair</p>
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	<p>and Budget Committee. A discussion followed on the work of and purpose for the Budget Committee over the last several years that included transparency to the college and budget cuts the college faced. Proposed that the perhaps the Budget Committee be a workgroup of the College Planning Council, which could increase the CPC membership.</p> <p>Proposed that the assessment survey sent to all the college planning councils last spring be sent out again as very few responses were received.</p>	
<p>III. Review of New Research Data</p>	<p>Greg gave a preview of a mapping process he is working on for the Shared Governance Manual that will give a visual that explains the steps for budget, programs, hiring of full time faculty/staff and replacing retiring faculty/staff, development of new programs and instructional services, and program improvement and viability to name a few.</p> <p>Announced that the results from the 2010 Noel Levitz and Student Engagement survey are posted to the Accreditation website and are linked to the accreditation item it addresses.</p> <p>Reported that he has applied College Performance Trends for enrollment patterns and course offerings to our Program Review template and extended to a broader set of tables that address standard efficiency measures, load, success, retention, persistence rate etc. This information will be posted shortly on college Planning, Research and Student Success website and will also be incorporated in our Accreditation Self Study document.</p>	<p>Gregory Stoup, Director of Planning, Research & Student Success</p>
<p>IV. Budget Update</p>	<p>The update on the 2012-13 budget included:</p>	<p>Vickie Nunes, College Business Officer</p>

Cañada College 2012-2013 Budget		5-Sep-12		
Budget Status	(Previous Year) Final Adopted Budget FY11/12	(Current Year) Final Adopted Budget FY12/13	\$ Difference	% Difference
Budget Allocation	\$16,243,801	\$16,286,933	\$43,132	
Position Control Salaries	\$9,686,825	9,883,098	196,273	2.0%
Full Time Benefits	\$2,849,546	3,509,202	659,656	23.1%
Hourly Salaries w/Benefits	\$3,272,513	3,416,526	144,013	
Discretionary Funds	\$708,525	648,231	(60,294)	
Transfers	\$8,542			
TOTAL BUDGET	\$16,525,951	\$17,457,056	\$931,105	
Shortage	(\$282,150)	(\$1,170,123)		
Position Control Float Credit		(\$450,000)		
Balance with Float		(\$720,123)		
Ending Balance				
Carryover Balance in Fund 1	\$643,177	\$599,251		
8% of Nonresident Tuition	\$29,202	25,080		
Facility Rental	\$178,749	173,199		
Total	\$851,128	\$797,530		
College FTE load at 506.				
3) DIVISION/ COMMITTEE UPDATES	<ul style="list-style-type: none"> Business, Workforce & Athletics Division has a new Interim Dean. Welcome to Jan Roecks serving as the Interim Dean for the Business, Workforce & Athletics Division Artistry in Fashion event on 9/29 from 10 to 5 p.m. Accounting Department "Monopoly Fundraiser" for student scholarship on 10/27 Athletics Division Dance Program event in December 2012 Humanities & Social Sciences Division Transfer Discipline Parade on 10/25, 8:30 to 10:30 a.m. and 7 to 9 p.m. in Main Theater Social Sciences/History Department Student Scholarship fundraiser on 10/17 featuring Robert Reich speaking Scholarship Reception recognizing MESA, Honors, Tutors, Transfer, Scholarship recipients 			Division/Committee Reps
4) NEXT STEPS	Greg will send new data info with questions to campus. Elect CPC Co-Chair			David Clay & Ariackna Alvarez, Budget Co-Chairs

	Begin Discussion for replacement hires for Shared Governance Manual	Jennifer Castello & Joan Murphy, College Planning Council Co-Chairs
5) MATTERS OF PUBLIC INTEREST	Jennifer Castello stepping down as CPC Co-Chair as she is no longer serving on IPC. IPC will appoint new faculty rep for CPC.	David Clay & Ariackna Alvarez, Budget Co-Chairs Jennifer Castello & Joan Murphy, College Planning Council Co-Chairs
6) ADJOURNMENT	The meeting was adjourned at 3:58 p.m.	David Clay & Ariackna Alvarez, Budget Co-Chairs Jennifer Castello & Joan Murphy, College Planning Council Co-Chairs

Accreditation Update

Sept. 5, 2012



Sarah Harmon, Writer

SLOAC Progress Report

Carol Rhodes

Due October

New Metrics

Greg Stoup



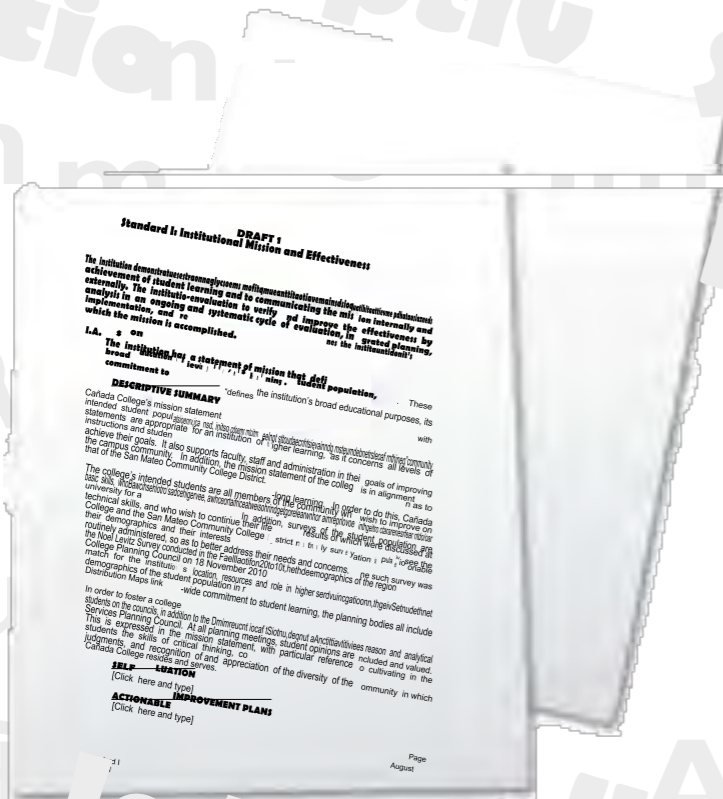


140 Standards

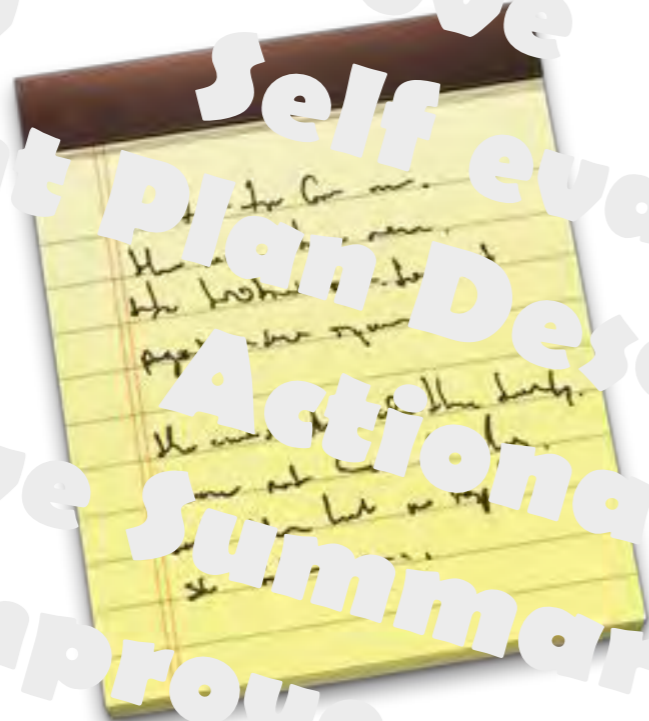
9 writing teams

18 team leaders

89 participants



271 pages



52 pages

Second Draft



Technical Review



Must do...

this semester.

- Governance & Process Handbook**
- Planning & Assessment Calendar**
- PLO-AC Implementation Plan**
- ILO-AC Implementation Plan**



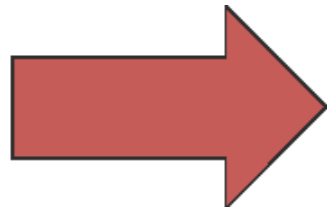
Planning & Assessment Calendar

The creation of this calendar is essential to the effective operation of all shared governance bodies. It serves as the basis for scheduling, prioritizing, and coordinating the business of each governing body and committee. It integrates tasks from 5-year Planning Calendars.

CANADA COLLEGE FIVE YEAR PLANNING CALENDAR

Planning Activity	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
Canada College Educational Master Plan	Approving Educational Master Plan October 2008	Implementation & Assessment of Educational Master Plan October 2008	Implementation & Assessment of Educational Master Plan October 2008	Implementation & Assessment of Educational Master Plan October 2008	Comprehensive Assessment of Educational Master Plan October 2008	Implementation & Assessment of Educational Master Plan October 2008
Accreditation	Oct. 2008 Progress Report due	Oct. 2009 Progress Report due	Oct. 2010 Mid Term Report due		Self Study	Fall 2013 Comprehensive Team visit
Canada College Strategic Plan	Implementing 07-08 Strategic Plan & Annual Progress Reports	Implementing 07-08 Strategic Plan & Annual Progress Reports	Implementing 07-08 Strategic Plan & Annual Progress Reports	Review/Modify Strategic Plan & Annual Progress Reports	Implementing 11-12 Strategic Plan & Annual Progress Reports	Implementing 11-12 Strategic Plan & Annual Progress Reports
Annual Program Review	All Instruction & Student Services Programs	All Instruction & Student Services Programs	All Instruction & Student Services Programs	Student Services Programs	All Instruction & Student Services Programs	All Instruction & Student Services Programs
Comprehensive Program Review	Staggered, 6 year recurring cycle for each department	Staggered, 6 year recurring cycle for each department	Staggered, 6 year recurring cycle for each department	Staggered, 6 year recurring cycle for each department	Staggered, 6 year recurring cycle for each department	Staggered, 6 year recurring cycle for each department
SMCCD District Strategic Plan	Implement Plan		Environmental Scanning	Planning Assumptions & Recommendations	Implement Plan	
Facilities Master Plan (FMP)			Update FMP			
District Technology Master Plan (TMP)	Adopt TMP				Update District TMP	
District Resource Allocation Plan	Reviewed and evaluated		Reviewed and evaluated			
College Student Equity Plan		2005 Plan Revision	Implement Plan			2009 Plan Revision
College Technology Plan	Implement Plan		Revise Plan	Implement Plan		

Canada Strategic Planning 5-Year Cycle



Other planning occurring this year



AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
			Program Review						
						Resource requests			
			Budget development						
							ILOAC		
							PLOAC		
						Ed. MP Review			
Equity Plan Review									
		Tech. MP Review							
		Fac. MP Review							

Must do...

by year end.

- Distance Ed. Plan
- SLOs in Faculty Evaluations
- PLO Assessment
- ILO Assessment

“The institution
systematically assesses
_____ in order to
improve institutional
effectiveness.”

The institution uses ongoing and systematic evaluation and planning to refine its key processes and improve student learning.

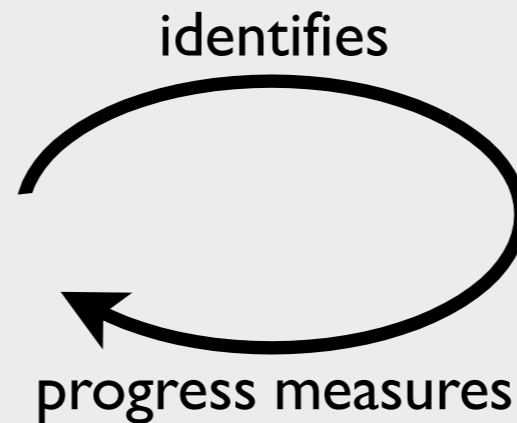
There is dialogue about institutional effectiveness that is ongoing, robust and pervasive; data and analyses are widely distributed and used throughout the institution.

There is consistent and continuous commitment to improving student learning; and educational effectiveness is a demonstrable priority in all planning structures and processes.

Effectiveness

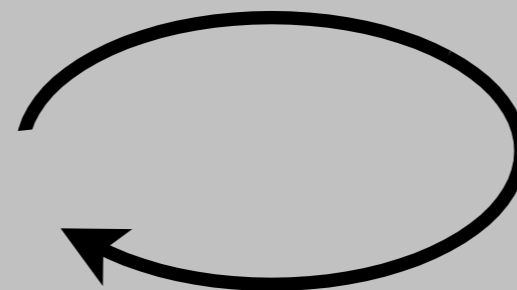
Planning

SLOAC + metrics



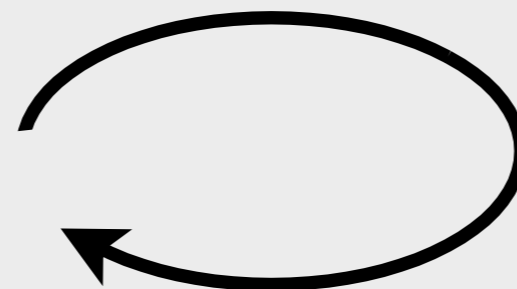
Course goals
Prof. goals

PLOAC + metrics



Program goals
SAOs

ILOAC + metrics
Govern/Process
evaluation



Resource allocation
Master Plan goals
ILO goals
Committee goals

CPC

A New Vision to Ensure Institutional Effectiveness