



**Cañada College**

**MINUTES for JOINT MEETING OF  
BUDGET COMMITTEE & COLLEGE PLANNING COUNCIL**

**Wednesday, December 19, 2012**

**2:00 to 3:15 P.M. – Building 2, Room 10**

**Budget Committee**

Members Present: David Clay, Linda Hayes, Maria Lara Blanco, Vickie Nunes, Robin Richards, Gregory Stoup

Ex-Officio: James Keller – President

Members Absent: Ariackna Alvarez, Robert Hood, Doris Vargas, Lezlee Ware,

**College Planning Council:**

Members Present: David Clay, Sarah Harmon, Linda Hayes, Lina Mira, Jonna Pounds, Robin Richards, Gregory Stoup,

Ex-Officio: James Keller – President

Members Absent: Joan Murphy, Kate Lam

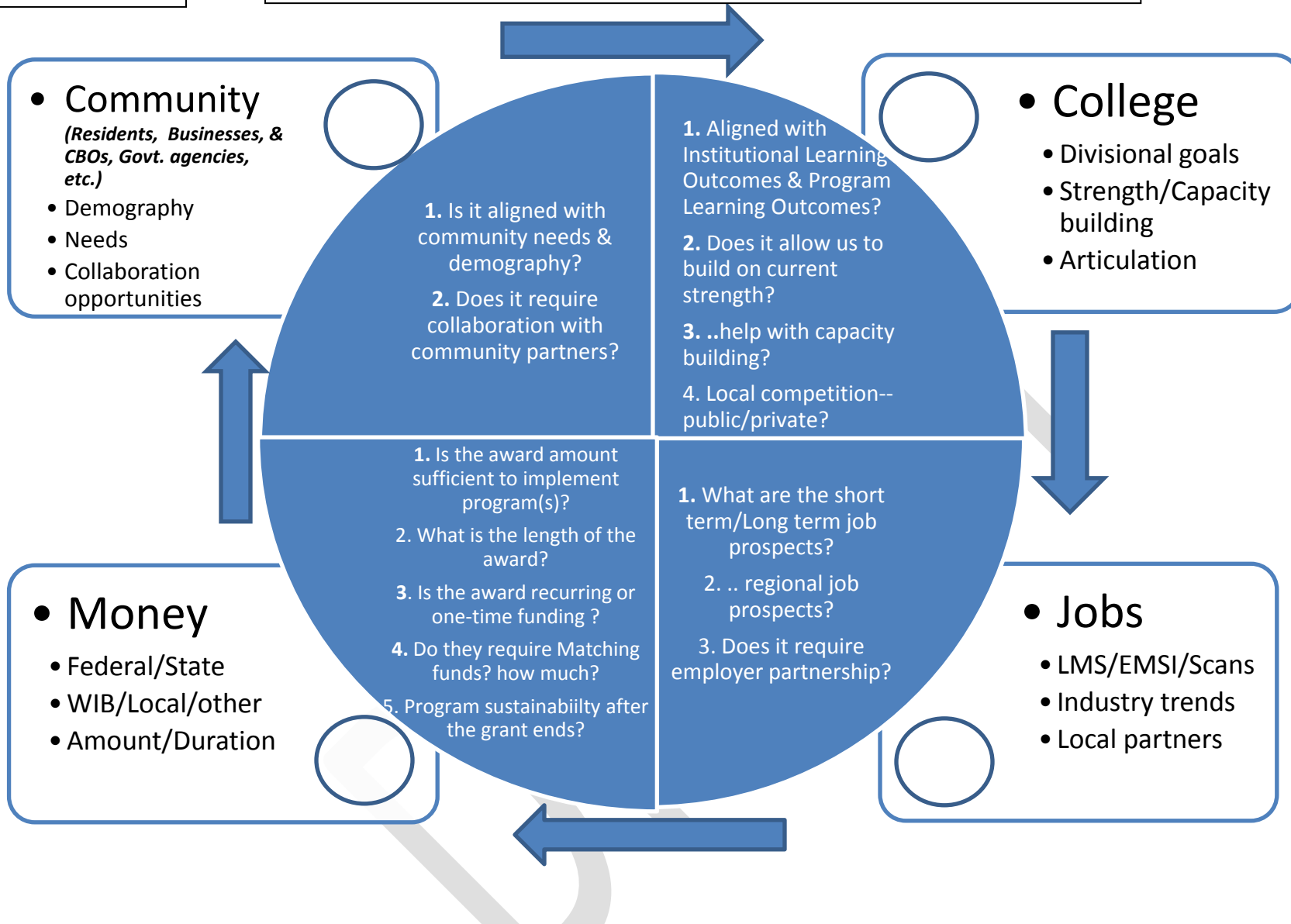
Guests: Leonor Cabrera, David Johnson, Raj Lathigara, Kim Lopez, Kay O’Neill Jan Roecks, Janet Stringer

AGENDA ITEM	CONTENT	PRESENTER
<b>1) APPROVAL OF MINUTES</b>	The minutes from December 5, 2012 were approved as submitted	David Clay, Budget Co-Chair
<b>2) BUSINESS</b>  1. Cañada College Grant Decision Making Model	A draft of the Cañada College Grant Decision Making model was presented and discussed. The document draft is attached to these minutes. This model would serve as a living document and tool that could be modified to serve as a standardized process for the college to have in place to look at grant solicitations more objectively. The model is divided up into 4 sections that include the goals of the college, our community, jobs, and funding with the proposed criteria: <ul style="list-style-type: none"> <li>• College – through Divisional goals, strength/capacity building, and articulation <ol style="list-style-type: none"> <li>1. Does this align with Institutional Learning Outcomes &amp; Program Learning Outcomes?</li> <li>2. Does it allow us to build on current strength?</li> <li>3. Does it help with capacity building?</li> <li>4. Is there local competition – public/private</li> </ol> </li> <li>• Jobs – LMS/EMSI/Scans, industry trends, local partners <ol style="list-style-type: none"> <li>1. What are the short term/long term job prospects?</li> <li>2. What are the regional prospects?</li> <li>3. Does it require employer partnership?</li> </ol> </li> </ul>	Gregory Stoup, Director of Planning, Research & Student Success Raj Lathigara, Workforce Development Specialist

	<ul style="list-style-type: none"> <li>• Community – (residents, businesses &amp; CBOs, Government agencies, etc) Demography, needs, collaboration opportunities             <ol style="list-style-type: none"> <li>1. Is it aligned with community needs &amp; demography?</li> <li>2. Does it require collaboration with community partners?</li> </ol> </li> <li>• Money – federal/state, WIB/local/other, amount/duration             <ol style="list-style-type: none"> <li>1. Is the award amount sufficient to implement programs (s)?</li> <li>2. What is the length of the award?</li> <li>3. Is the award recurring or one-time funding?</li> <li>4. Do they require matching funds? If so how much?</li> <li>5. Program sustainability after the grant ends?</li> </ol> </li> </ul> <p>Scoring Guidelines will be used to assign a score of 0 to 5 for each of the four sections with 0 strongly disagree or least favorable and 5 strongly agree or most favorable. If the grant opportunity meets minimum criteria, an Intent to Apply form will be completed and then submitted for approval.</p> <p>A motion was made and seconded to approve this process as a living document and implement in the upcoming Spring 2013 semester. It was also noted that the document should be included in the college’s Participatory Governance Manual and be reviewed annually by the newly formed Planning Budget Council. With all this in place, members agreed that we should move forward with this process.</p>	
<p>II. College Athletic Trainer Position from 11 to 12 Months</p>	<p>Proposed that the Athletic Trainer 11 month position be moved to a 12 month position in order for this position to be alignment with our sister colleges. It was noted that the college has 55 home contests, not including post season. Our Athletic Trainer sees approximately 2500 students a year. This will have a minimum impact on our budget and will give more consistency to our athletic programs</p> <p>A motion was made and seconded to approve the Athletic Trainer position currently at 11 months to a 12 month position. All agreed. It was noted that this is a CSEA position and comes as an information item only.</p>	<p>Jan Roecks, Interim Dean of Business, Workforce &amp; Athletics Linda Hayes, Interim VPI</p>
<p>III. Implementation Timeline – New Participatory Governance Structure 2013</p>	<p>A timeline for implementation of the Participatory Governance activities was presented and discussed that included the steps for the college’s new governance group the Planning Budget Council which will replace the College Council and Budget Committee. The timeline presented established the following dates:</p> <ul style="list-style-type: none"> <li>• December 19, 2012 to establish the process and timeline for setting up the PBC</li> <li>• January 2013 when PBC members are identified</li> <li>• February 6 – first PBC meeting</li> <li>• February 20 – second PBC meeting; first workgroup meetings</li> </ul>	<p>Robin Richards, Vice President Student Services Linda Hayes, Interim VPI</p>

	<ul style="list-style-type: none"> <li>February 6 to 28 – workgroups review sections of the accreditation self-evaluation</li> <li>March 20 – By-Laws presented to PBC</li> <li>On-Going – Workgroups and PBC meetings</li> </ul> <p>A motion was made and seconded to adopt the proposed timeline with the implementation of the Participatory Governance activities. All members present agreed.</p>	
<b>3) DIVISION/ COMMITTEE UPDATES</b>	None	Division/Committee Reps
<b>4) NEXT STEPS</b>	Implementation of the College Planning Budget Council on February 6, 2013.	David Clay, Budget Co-Chair
<b>5) MATTERS OF PUBLIC INTEREST</b>	Academic Senate President David Clay reported that at the last District Budget Committee it was announced that our District is looking into a new allocation model.	David Clay, Budget Co-Chair
<b>6) ADJOURNMENT</b>	The meeting was adjourned at 3:05 p.m.	David Clay, Budget Co-Chair

**Cañada College Workforce Grant Decision Making Model**



**Scoring Guidelines:**  
 Use the attached scoring guidelines and assign total score (0 to 5) in the small circles for each of the four sections. 0 = strongly disagree or least favorable, 5 = strongly agree – most favorable. If the grant opportunity meets minimum criteria (TBD) – pursue **Intent to Apply** form.

