



Minutes for JOINT MEETING OF BUDGET COMMITTEE & COLLEGE PLANNING COUNCIL
Wednesday, February 15, 2012
2:00 to 4:00 P.M. – Building 22, Room 114

Budget Committee members present: David Clay, Margaret Hanzimanolis, Debbie Joy, Maria Lara Blanco, Vickie Nunes, Sarah Perkins, Robin Richards, Tristan Sheldon, Gregory Stoup, Helia Ying,

Ex-Officio: James Keller - Interim President, Robert Hood Director of Marketing

College Planning Council members present: Jennifer Castello, David Clay, Sarah Harmon, Rosalina Mira, Joan Murphy, Kevin Palmer, Sarah Perkins, Jonna Pounds, Robin Richards, Gregory Stoup,

Ex-Officio: James Keller, Interim President

AGENDA ITEM	CONTENT	PRESENTER
1) APPROVAL OF MINUTES Jt. Budget/CPC 2/1/12	The minutes were approved as amended.	David Clay & Debbie Joy, Budget Co-Chairs Rachel Corrales, CPC Co-Chair
2) BUSINESS	New members to the College Planning Council were introduced. Welcome to Kevin Palmer – ASCC student rep, Jennifer Castello – IPC faculty rep, and Rosalina Mira – classified rep.	
I. Election of CPC Co-Chairs	College Planning Council members were asked for nominations for the new faculty and classified College Co-Chairs. Jennifer Castello was nominated as faculty co-chair and Joan Murphy as classified co-chair. No other nominations were received; therefore a motion was made and seconded to have Jennifer Castello and Joan Murphy serve as the College Planning Council Co-Chair. All College Planning Council members agreed. It was noted that the College Planning Council Co-Chair is a one year position but that each co-chair can be re-appointed for maximum of two consecutive years.	Rachel Corrales, CPC Co-Chair
II. Educational Master Plan Review Ongoing Update	As part of its strategic goal, the Instructional Planning Council will be reporting at its meetings their progress on the EMP objectives. Vice President Perkins and Jennifer Castello are the IPC reps for CPC and will give CPC updates. The SSPC has six programs. Each program will look at the EMP and pick an objective. As most of the completion areas deal with items in the student services area, they would like to make it highly integrated taking long range objectives and looking at them on an annual basis to make sure they are being integrated. The student services group will begin this task on Flex Day.	Sarah Perkins, Vice President of Instruction Robin Richards, Vice President of Student Services
III. Board Retreat Update	Reported that our Board of Trustees had their Retreat on February 4 and discussed their goals for this coming academic year along with some other items. Interim President Keller reviewed the	James Keller, Interim President

goals and added the Boards thoughts behind them. They included:

- Fiscal stability for our District
- Be active in terms of legislation primarily to protect as best we can through lobbying efforts local control to preserve property tax, a stable form of funding for K-14, and redevelopment funds
- Enrollment management
- Student success
- Professional Development
- Community needs assessment in regard to accreditation and outreach
- Global and international programs
- Foundation
- Discussing options with regard to facility master plan

Our Board of Trustees will finalize their goals for the next academic year in the next month or so.

Our District's fiscal situation was also discussed at great length along with our falling into Basic Aid. It was proposed that we stay close to the state financing mechanism for community colleges based upon the number of students, FTES etc. If our District accepts the assumption of Basic Aid, Cañada College could be looking at a reduction of \$350,000 instead of \$1 million. There is still a great deal of work to be done and to consider regarding our budget. The Board also discussed the facility master plan for our district.

IV. Budget Update

This item was covered in the Board Retreat Update.

V. Process for Grade & Behavior Grievances

Vice President Perkins reported on the grade grievance process which is used when a student feels they received the wrong grade. The student would complete and file the grade grievance form in the registrar's office. The process would then go to the faculty person and if not satisfied then dean and vice president of instruction. The college president would be the final person they could take their grade appeal to. It was noted grade are governed by the education code. Several questions were brought up regarding due process for faculty pertaining to 1) language in contract; 2) process for faculty to appeal; and 3) implications for faculty personnel files. Vice President Perkins said that would bring up these items at the next meeting with the other two college VPIs and report back to this group.

Vice President Richards reported on the behavior and grievance process. Grievance boards have been in place since last fall. The grievance board consists of a faculty, classified, and student and judicial officer. The grievance appeal process begins with a hearing being called. The board will review the appeal, hear testimony from the student testimony, and then make a recommendation. It is very similar for conduct except that there is an incident report from

James Keller, Interim President

Sarah Perkins, Vice President of Instruction
Robin Richards, Vice President of Student Services

<p>VI. Public/Private Sites, Such as SharePoint vs. Web Pages</p>	<p>Public Safety. Besides determining whether the student has violated the code of conduct, the board will recommend sanctions. The grievance procedures were developed collaboratively by Cañada, CSM, and Skyline.</p> <p>Our college is looking at how we are using sharepoint now. Asking if each college council, committee, or group can review their site and link to make sure that their information is in the proper place. Academic Senate will discuss and report back</p>	<p>Sarah Perkins, Vice President of Instruction</p>
<p>3) DIVISION/COMMITTEE UPDATES</p>		<p>Division/Committee Reps</p>
<p>4) NEXT STEPS</p>	<p>It was suggested that a survey be conducted with the college planning council groups to see how well the separation of duties is working since the college planning structure and framework was instituted. The last evaluation of this process was done in Spring 2010. Proposed that the Budget Committee/CPC begin looking into scheduling a time for the survey.</p>	<p>David Clay & Debbie Joy, Budget Co-Chairs Jennifer Castello & Joan Murphy, CPC Co-Chairs</p>
<p>5) MATTERS OF PUBLIC INTEREST</p>	<ul style="list-style-type: none"> • Social Justice Series • Ken O'Donnell presentation 3/2 at noon • Flex Day – March 9 • Benches in Building 3 a new addition 	<p>David Clay & Debbie Joy, Budget Co-Chairs Jennifer Castello & Joan Murphy, CPC Co-Chairs</p>
<p>6) ADJOURNMENT</p>	<p>The meeting was adjourned at 3:40 p.m.</p>	<p>David Clay & Debbie Joy, Budget Co-Chairs Jennifer Castello & Joan Murphy, CPC Co-Chairs</p>