



**PLANNING & BUDGET MEETING MINUTES**  
**Wednesday, September 19, 2007**  
**1:30 to 3:30 p.m. – Building 3, Room 142**

**Members present:** Viridiana “Karina” Camacho – Student Rep, Linda Haley – AFT Rep, Maria Lara – CSEA Rep, Phyllis Lucas-Woods – Vice President of Student Services, Joan Murphy – Classified Senate President, Martin Partlan, Academic Senate President, Terry Watson – College Council Co-Chair,

**Ex-Officio:** Thomas Mohr – President, Vickie Nunes – College Business Officer, Bart Scott – College Researcher,

**Members absent:** Monica Malamud – College Council Co-Chair, Marilyn McBride – Vice President of Instruction, Student Rep

Guests: Debbie Joy, Linda Hayes, Maggie Souza, Katie Townsend-Merino

AGENDA ITEM	CONTENT	PRESENTER
1) APPROVAL OF MINUTES OF 9/5/07	The minutes were approved as submitted.	Joan Murphy & Martin Partlan, Planning & Budget Co-Chairs
2) PUBLIC COMMENTS	<p>Informed members that Cañada has been invited by College of San Mateo to their Center for Scholarship of Teaching &amp; Learning which is a pilot program of scholars submitting proposals for new approaches to learning and promoting retention. Those involved would also engage in the design of this program and look at obtaining future funding possibly through grants. Appointed scholars involved in the program would receive 3 units of release time per semester teaching one semester and one semester for evaluation followed by writing a collaborative report. The concept for the program follows the Basic Skills initiative. A request was made for funds from Basic Skills to support two semesters for a Cañada Scholar for this program. It was suggested that this item needs to be discussed further with the Basic Skills Task Force as to where the funding process should go.</p> <p>The job announcement for the Cañada College Recruiter position was</p>	<p>Denise Erickson</p> <p>Joan Murphy,</p>

	<p>brought up along with questions in the hiring process and Planning &amp; Budget's involvement. President Mohr responded by saying that the person in this position suddenly resigned. The College Recruiter position is critical to the College Outreach. This position was approved by Planning &amp; Budget last Academic year for this year. We still need to revisit the hiring process on Classified positions.</p> <p>Attended the District Finance Committee meeting and informed those present that enrollments are up. Discussion on Basic Skills classes and how money is distributed at the three colleges.</p>	<p>Planning &amp; Budget Co-Chair</p> <p>Martin Partlan, Planning &amp; Budget Co-Chair</p>
<p>3) BUSINESS</p> <p>I. Report on Outreach Meeting with Sequoia Union High School</p> <p>II. Registration – Opportunities for ESL Registration, Placement Testing/Enrollment Out in Community</p> <p>III. Placement Tests</p>	<p>A meeting between our Administrators and the SUHSD Superintendent, Assistant Superintendent, and High School Head Counselors was held on September 17<sup>th</sup> to discuss what we as a College can do to attract their students to our campus. At this meeting, a very open genuine discussion took place where members of the SUHSD were informed that we need to increase our efforts in:</p> <ul style="list-style-type: none"> <li>• Marketing – more public relations in general.</li> <li>• Need to make more obvious student life</li> <li>• Need to get up close and personal with faculty and counselors</li> <li>• Transfer agreements</li> <li>• Classes need to be rigorous</li> <li>• Connect to students and their families earlier than high school – start in 8<sup>th</sup> grade</li> </ul> <p>Looking into spending some of our growth dollars on marketing. The Deans are also planning to talk further and meet with the Head Counselors at the SUHSD.</p> <p>Exploring ways of conducting our registration process off campus and make it easier for students and families in our community to become more aware of the classes we are offering. In doing this there would be many things to take into consideration including the hiring and training of short term temps during the registration period.</p> <p>Discussion took place on high school students being unfamiliar with our</p>	<p>Thomas Mohr, President</p> <p>Thomas Mohr, President</p> <p>Martin Partlan,</p>

<p>IV. Update on Basic Skills Initiative</p> <p>V. Strategic Plan – Goals, Actions Review</p> <p>VI. Evening Administrator</p>	<p>Placement Tests. It was suggested that we develop some type of communication with the high schools as what we list does not correlate with the High School standards.</p> <p>Basic Skills runs across two subject areas. The Task Force meets twice a month. It is our duty to be engaged in Basic Skills and important to the future of our college. Task Force recommendations are to be in place in Spring 2008. \$211,000 is in the Basic Skills fund and will be used as recommended by the Basic Skills Task Force.</p> <p>The draft of the Strategic Plan has been cleaned up for grammar. Document was reviewed with those present. A motion was made, seconded, and agreed by all in attendance to send the Draft Strategic Planning Goals Strategies Action Plans dated September 20, 2007 to College Council for their review and approval.</p> <p>Informed those present that the hours for the Evening Administrator have been increased to 10:00 p.m. so that we have this position in place at the College until our classes end. Would like to formalize this position and find one or two people to consistently fill this role Monday through Thursday evenings from 5:30 to 10:00 p.m. and Saturdays from 9 a.m. to 5:00 p.m. with specific duties and training in CPR and AED. Is presently looking at job descriptions and salary schedules for this position. Members asked to take back to their constituency groups for further discussion.</p>	<p>Planning &amp; Budget Co-Chair</p> <p>Thomas Mohr, President</p> <p>Martin Partlan, Planning &amp; Budget Co-Chair</p> <p>Thomas Mohr, President</p>
<p>4) ADJOURNMENT</p>	<p>Meeting was adjourned at 3:35 p.m.</p>	