



COLLEGE PLANNING & BUDGETING COUNCIL MEETING MINUTES
Wednesday, February 6, 2013
2:00 to 4:00 P.M. – Building 2, Room 10

Members Present: Jennifer Castello, David Clay, Sarah Harmon, Linda Hayes, Robert Hood, David Johnson, Ruth Miller, Rosalina Mira, Vickie Nunes, Karen Olesen, Martin Partlan, Jonna Pounds, Loretta Davis Rascon, Elizabeth Robles, Mike Tyler, Lezlee Ware, Nancy Wolford.

Members Absent: Patty (Dilko) Hall, Omar Blanco.

Guests: Frank Austin, Leonor Cabrera, Candice Nance Carrigan, Dave Vigo, Debbie Joy, Jeanne Stalker, Kim Lopez, Jan Roecks, Supinda Sirihekaphong, Janet Stringer, Joan Rosario Tanaka.

AGENDA ITEM	CONTENT	PRESENTER
1) APPROVAL OF MINUTES	The minutes of December 19, 2012 – Approved as amended to correct Robert Hood as present.	David Clay, Academic Senate President
2) BUSINESS	Members introduced themselves and by their representation.	
I. Process for Reviewing By-Laws <ul style="list-style-type: none"> • Discussion of Co-Chairs 	Robin Richards, VPSS, led the discussion to create a subcommittee that will review the CPC by-laws and draft a PBC by-law. After the subcommittee meets, the document will be brought back to PBC. It was suggested that PBC by-law follow the CPC model. Subcommittee members are Robin Richards, Lezlee Ware, and Maggie. David Clay, Academic Senate President and Jonna Pounds, Classified Senate President, agreed to act as interim co-chairs until the bylaws are written, as suggested by College President Buckley based on the previous practice at the old CPC.	Robin Richards, Vice President Student Services
II. Accreditation Update	Robin Richards is now the Accreditation Liaison Officer (ALO) replacing Gregory Stoup. Richards reported that the self-evaluation report is now on the edit phase and it should be completed by 2/19 which would be ready for presentation to PBC on 2/20 meeting. Workgroups will be set up according to the accreditation standards. Council members agreed that they will receive only the specific accreditation standards they are working on. A request can be made to the VPSS office if you need a copy of the entire document.	Robin Richards, Vice President Student Services
III. Change in Timing for Master Plan to 2012-2017	Lawrence Buckley, College President, reported that at the district's President's Cabinet meeting, the three colleges' Educational Master Plan was reviewed and a mismatch of dates were found. He proposed that the master plan be changed from 2012 to 2017 in order to be consistent to a five year plan instead of three. The following were suggested: need to review dates in the document, need benchmarks as addendum, create strategic plan, add accreditation cycle.	Lawrence Buckley, President

<p>IV. Creation of Strategic Plan</p>	<p>The annual plans are not enough. It was discussed that there is a need create a strategic enrollment plan taskforce. The group will review scheduling, program, marketing. Martin Partlan, Robin Richards, Linda Hayes, and Lawrence Buckley volunteered to meet to look at the 2007 document posted in Inside Cañada. A formal approval will be carried on the next PBC meeting.</p>	<p>Lawrence Buckley, President</p>
<p>V. Evaluation of Planning/ Governance Process</p>	<p>Linda Hayes, Interim VPI, presented evaluation of the college planning/governance process. Three points were made: evaluates itself, carefully analyzing the results of the self-evaluation to identify strengths and weakness, and implementing strategies to build on strengths and correct any weakness. The results of the spring 2012 employee voice survey that can be found in Inside Cañada was reviewed. Next steps include:</p> <ul style="list-style-type: none"> • Evaluate the effectiveness of the Participatory Governance Manual adopted in Fall 12/5/12 • Provide another employee voice survey in March • Conduct self-evaluation in March. 	<p>Linda Hayes, Interim Vice President Instruction</p>
<p>VI. Volunteers for Work Groups</p> <ul style="list-style-type: none"> • Directions for Work Groups 	<p>VPSS Richards reviewed the role of PBC as outlined in page 7 of the Participatory Governance Manual. It was agreed that one hour would be working in the workgroup and the other hour would be reporting to the whole group. Members of the council were asked to place their name on the workgroup that they wanted to work on:</p> <p><u>I. Mission, Planning, & Goals</u> - Robert Hood, David Clay, Jonna Pounds, Elizabeth Robles <u>IIA. Instructional Services Workgroup</u> - David Johnson, Linda Hayes, Lezlee Ware <u>IIB/C Student & Support Services</u> - Ruth Miller, Karen Olesen, Loretta Davis Rascon <u>IIIA. Human Resources</u>- Jennifer Castello, Robin Richards <u>IIIB/C Infrastructure</u> - Nancy Wolford, Mike Tyler, Rosalina Mira <u>IIID Finance</u> - Martin Partlan, Vicki Nunes <u>IV. Governance and Process</u> - Sarah Harmon, Omar Blanco, Lawrence Buckley</p> <p>Robin Richards will e-mail Patty (Dilko) Hall to choose which between Finance or HR workgroup.</p>	<p>Lawrence Buckley, President Robin Richards, Vice President Student Services</p>
<p>3) DIVISION/ COMMITTEE UPDATES</p>	<ul style="list-style-type: none"> • <u>Student Services and Counseling</u> <p>Ruth Miller reported that Student Services is submitting six hiring justifications: Transfer Program Services Counselor/Coordinator, Student Activities Assistant – Student Life (PT), Career Center Assistant – Career (PT), Financial Aid Technician, A&R Assistant II (PT), OAI Transfer Program Services (move from .73 to 1.0). Appointed Ruth Miller to the Planning & Budget Council, discussion on materials fee with Jai</p>	<p>Division/Committee Reps</p>

	<p>Kumar, and currently working on SLO.</p> <ul style="list-style-type: none"> • <u>Business, Workforce, & Athletics</u> <p>Nancy Wolford reported that the division is submitting Fashion (Faculty and Instructional Aide II), Kinesiology, Medical Assisting, Multimedia for hiring.</p> <ul style="list-style-type: none"> • <u>Science & Technology</u> <p>Martin Partlan reported that the division is submitting Math and Astronomy/Physics for hiring.</p> <ul style="list-style-type: none"> • <u>Learning Center and Library</u> <p>Frank Austin, Interim Learning Center Manager, reported that the Learning Center is submitting Instructional Aide II – Math, Instructional Aide II Learning Center (Day - FT), Instructional Aide II Learning Center (Evening), Retention Specialist/Learning Center/Writing Center, Instructional Aide II (Day from 11 to 12 months) to offset the loss of director position, and Director of Learning Resources.</p> <ul style="list-style-type: none"> • <u>Humanities & Social Sciences</u> <p>Jennifer Castello reported that the division is submitting English and Psychology for hiring. April 29 and 30, there will be two presentations at 9:00 am and 11:15 am in the Main Theater regarding “AB 540 Bridging Hispanic Mind” to follow up on the undocumented students forum from Spring 2012. This event is a collaboration between Cañada College Student Club, Redwood City and Sequoia Dream Club. 20 faculty members from the college attended the Educators for Fair Consideration (E4FC) conference who came back very energized. The attendees suggested that presenter Cesar Cruz be invited to speak at this event since the students were very impressed with his presentation. Cesar is a very well-known community activist in Oakland who work with gang members to get out of the gang and engage them back to school. Alison Fields will present the immigration background history piece, a follow up to the Spring 2012 presentation. Faculty will hold creative workshops where students write their experience. The Drama department has agreed to perform any writing experience if the student prefers it. On May 18, there will be an event “One Community, Many Cultures” where Bridging Hispanic Minds to Success club will sell snacks to raise money for scholarships. David Clay asked Jenny to make a memo so that it can be included in the minutes.</p>	
<p>4) NEXT STEPS</p>	<p>Evaluate the effectiveness of the Participatory Governance Manual adopted in Fall 12/5/12 Provide another employee voice survey in March Conduct self-evaluation in March. College President Buckley suggested to create a nine member taskforce made of 5 faculty from each division, 2 management, 2 classified, 2 students. Task is to draft an equity and strategic enrollment management plan.</p>	<p>David Clay, Academic Senate President</p>
<p>5) MATTERS OF PUBLIC INTEREST</p>	<p><u>Others Announcements</u></p> <ul style="list-style-type: none"> • Karen Olesen announced bring back to respective division that there are only 15 more working days to file for certificate and degree petitions. • Ruth Miller announced that March 29 is due date for the student notification. 	<p>David Clay, Academic Senate President</p>

	<ul style="list-style-type: none"> • Leonor Cabrera asked clarification about the faculty hiring procedure for Academic Senate list goes to. David Clay responded that on 2/28, the list will be forwarded to the College President. 	
<p>6) ADJOURNMENT</p>	<p>The meeting adjourned at 3:35 pm Documents handed out the meeting included:</p> <ul style="list-style-type: none"> • Participatory Governance manual • Budget Committee Philosophy and Constitution • College Planning Council Handbook & ByLaws • VPSS Richards newsletter issue #1 	<p>David Clay, Academic Senate President</p>