



**MEETING MINUTES**  
**Cañada College Planning & Budget Committee Meeting**  
**November 5, 2014**

<p><b>Members Present:</b></p> <p>Gregory Anderson, Vice President of Instruction Lizette Bricker, Classified Staff Representative At-Large Lawrence Buckley, President (non-voting) Nicholas Carr, Representative for Athletics, Learning Resources and Library Division Jennifer Castello, Faculty Representative, Humanities Division John Hashizume, Facilities Representative Douglas Hirzel, PBC Co-Chair and Academic Senate President Chialin Hsieh, Dean of Planning, Research, and Institutional Effectiveness David Johnson, Administrative Representative Deborah Joy, Classified Senate Representative Paul Naas, Faculty Representative, Business, Design, and Workforce Development Victoria Nunes, College Business Officer Karen Olesen, Faculty Representative, Student Services Division Martin Partlan, Faculty Representative, Science &amp; Technology Division Jeffrey Rhoades, SSPC Representative Robin Richards, Vice President of Student Activities Lina Tsvirkunova, ASCC Student Representative</p>	<p><b>Members Absent:</b></p> <p>Loretta Davis, CSEA Representative Sarah Harmon, Part-Time Faculty Representative At-Large Jithan Tennakoon, ASCC Student Representative Lezlee Ware, AFT Representative</p> <p><b>Others Present:</b></p> <p>Roxanne Brewer Linda Hayes Michael Hoffman Maria Huning Kim Lopez Anniqua Rana Megan Rodriguez Janet Stringer Mary Chries Concha Thia</p>
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The meeting was called to order at 2:13 p.m.

Item F was removed from the November 5, 2014 PBC Agenda and will be covered at a later date.

A motion was made by Vice President Richards to approve the PBC Agenda for November 5, 2014 with the agreed upon removal of Item F. Second: Ms. Olesen-Motion Passed.

**1) Approval of the Planning & Budget Committee (PBC) Meeting Minutes**

A motion was made by Vice President Anderson to approve October 15, 2014 PBC Meeting Minutes. Second: Dean Hsieh-Motion Passed.

**2) A. Student Equity Plan – Presentation**

(Refer to <http://www.canadacollege.edu/planningbudgetingcouncil/meetings.php>, Student Equity Plan)

Dean Rana and Michael Hoffman reviewed the Cañada College Student Equity Plan 2014 – 2017.

The Basic Skills Committee joined with the Equity Committee to form the Academic Committee for Equity and Success (ACES).

Dean Rana, Mr. Hoffman, and Ms. Castello attended a workshop in Sacramento put on by the Academic Senate California Community Colleges (ASCCC); it was called Student Equity and Success Regional Meeting (Northern California).

Mr. Hoffman pointed out that the primary Student Equity Plan reference point is the “80% Index”. This methodology compares the percentage of each disaggregated population to the percentage attained by a reference population. The ‘reference population’ is the population with ten or more students that has the highest rate for the respective grouping. The methodology is based on the Equal Employment Opportunity Commission (EEOC) 80% Rule, outlined in the 1978 Uniform Guidelines on Employee Selection Procedures, and was used in Title VII enforcement by the U.S. Equal Opportunity Commission, Department of Labor, and the Department of Justice. In Table B1: Course completion by population group, the Filipino was at a 100% index.

There is a growing trend to create professional development courses for faculty and staff that can be ongoing and can serve new faculty and staff on campus. It is important how we teach and be equitable to the students.

On Flex Day Ms. Castello is going to work with the ACES Committee and all other campus colleagues who are interested to get the Professional Development part of our Equity Plan started.

Dean Lopez asked what adjustments will be made to the budget. Two Retention Specialists were referenced, now there is one. Dean Rana said the focus is on two key areas, Professional Development and the Retention Specialist. Ms. Nunes said the budget is approximately \$209,000.

Dean Rana and Mr. Hoffman were thanked for their hard work.

President Buckley thanked Ms. Joy for alerting him to the professional development areas that were being missed for the Classified Staff.

Mr. Hirzel encouraged the PBC members to review the report on the PBC website. PBC will vote to approve the report during the November 19, 2014 meeting.

**B. District ACCJC Recommendation Report**

Refer to <http://www.canadacollege.edu/planningbudgetingcouncil/meetings.php>, District Recommendation Report Final)

A motion was made by Vice President Anderson to accept the District ACCJC Recommendation Report. Second: Vice President Richards-Motion Passed.

**C. Educational Master Plan Progress Report**

Refer to <http://www.canadacollege.edu/planningbudgetingcouncil/meetings.php>, Educational Master Plan Progress Report 2013-2014)

A motion was made by Vice President Anderson to accept the Educational Master Plan Progress Report. Second: Vice President Richards-Motion Passed.

Dean Hsieh pointed out the corrections that were made on the Educational Master Plan Progress Report. She also said that if an objective is marked 100%, it is already part of what we do at Cañada College; it has been institutionalized.

**D. Strategic Plan Report**

Refer to <http://www.canadacollege.edu/planningbudgetingcouncil/meetings.php>, Strategic Plan Progress Report 2013-2014)

A motion was made by Vice President Anderson to accept the Strategic Plan Report. Second: Ms. Olesen-Motion Passed.

Dean Hsieh said there were no changes in the Strategic Plan Report. Vice Chancellor Nunez gave his plan to Ms. Hsieh and she added those plans to the Strategic Plan Report.

**E. Discuss Hiring Process**

Refer to <http://www.canadacollege.edu/planningbudgetingcouncil/meetings.php>, New Position Proposals)

Mr. Hirzel said there were 48 faculty and staff members at the November 4, 2014 Joint IPC/SSPC/APC meeting that discussed the identification of proposal of strengths and weaknesses of the hiring process.

The Committee offered feedback on the hiring process and the recommendations that came out of it.

- It was nice to have everything posted, the date/time. It went much smoother this year.
- There was some confusion on why there wasn't any discussion at the November 4, 2014 meeting about the proposals. Discussion was held in small groups and 25 minutes after the small groups met, discussion by all those present was held regarding any "con" issues raised.
- What was the representation, were all of the councils represented? Ms. Joy will be reviewing who signed in. It was suggested that it might be nice to have which council/position they are representing on the sign in sheet.
- Maybe have someone take minutes at the end of the small group sessions.
- The faculty positions will be prioritized by the Academic Senate Governing Council on November 13, 2014.
- Having the presentations and discussions on the same day of the week and the same time makes it hard for some staff members to attend. Look into shifting one or the other to another day of the week.
- If Flex Day wasn't scheduled so late, we could have used that day to discuss the proposals.

Mr. Hirzel spoke with IPC Co-Chair, Carol Rhodes who feels it would be more beneficial for IPC to do their own analysis. Many IPC members were unable to attend the November 4, 2014 meeting. There was a lot of participation at the Nov. 4 meeting from the authors of the proposals but is there enough from the Planning Councils? In order for IPC to have a strong voice, they should have their own meeting and then combine the results of their work with the analysis from the joint planning council meeting.

President Buckley appreciated the value in what we could do better. He felt that we have made great strides and the process is going well. He understands the need for fine-tuning to make the proposals more accessible, but he wouldn't want to see process getting broken up.

Mr. Hirzel reported that Ms. Rhodes also feels that the faculty proposal form needs to be updated to focus on additional considerations besides whether programs are growing. Mr. Hirzel asked the committee how we can encourage participants in the discussion to add more weaknesses and to identify the proposals more critically. There is a notable lack on weaknesses in terms of giving guidance on the proposals to the President.

The Committee offered feedback:

- A suggestion was made to articulate to those reviewing the proposals to make sure to include both strengths and weaknesses.
- Add elements to the proposal process that express such as: How many students can be served? What is the potential of growth? How does it fit with the Educational Master Plan? These were questions we asked when doing the Measure G & One-time Funding prioritization process. Maybe we could fine tune these questions.

President Buckley said that what he liked about last year and yesterday's meeting was the group dynamics. He felt a lot of strong thoughts were brought forth, not criticism, in the effort to help everyone to view the proposals better. After the meeting, generally staff members stop by or e-mail him about the proposals. We have a staff that has the courage and strength to say why a particular proposal is so important.

A motion was made by Ms. Castello to approve the hiring process and to forward the analysis of pros/cons on to the President. Second: Ms. Olesen-Motion Passed.

Ms. Joy and Mr. Hirzel were thanked for their commitment to the hiring process.

**F. Definition for Exemplary Program for Professional Development**

Item F was deferred to a later date.

**G. Division/Committee Reports**

None.

**H. Staffing Update**

Ms. Nunes reported the following staffing update:

Diva Ward, Director of Student Support Services  
Margarita Baez, Retention Specialist – Counseling  
Jessica Boyle, Retention Specialist-SparkPoint/EOPS/CalWORKS  
Megan Rodriguez, Director of Marketing, Communications, and Public Relations

President Buckley introduced Ms. Rodriguez, Director of Marketing, Communications, and Public Relations. Today President Buckley and Ms. Rodriguez attended the Redwood City Chamber of Commerce Meeting.

President Buckley said he has been receiving service requests for both, Jose Garcia, Visual Communications Coordinator, and Ms. Rodriguez. These two positions will have defined roles. Vice

President Anderson said it is important for people to know where to turn, there is no wrong door, they complement each others strengths. He is very excited about this new team.

Vice President Anderson is also excited about the new team in Counseling, Maggie Baez and Jessica Boyle.

Ms. Castello asked what the current status was in hiring of the Vice President of Administrative Services. President Buckley said that we went through the hiring process, interviewed the candidates, and completed a background check. Last Friday he met with the candidate and offered her the position. She will start in January 2015.

**I. Matters of Public Interest**

None Reported.

Ms. Bricker announced that the Glee Club will have their first performance near the flag pole on Tuesday, November 11<sup>th</sup> at 9:00 a.m. honoring Veteran's Day.

President Buckley reported that on Wednesday, November 12, 2014, the ACCJC Follow-Up Team will be visiting Cañada College. The Team will meet with the Curriculum Technical Review Committee. The Team should be done by noon. Cañada College is prepared for the visit.

Vice President Anderson encouraged everyone to attend one of the upcoming 'Marketing our Spring Schedule' meetings. An all-employee message was sent out last week.

**J. Adjournment**

The meeting was adjourned at 3:45 p.m.