



**PLANNING AND BUDGET COUNCIL MEETING MINUTES**  
**Wednesday, November 18, 2015**

**Members present:** Doug Hirzel, Debbie Joy, Rachel Corrales, Supinda Sirihekaphong, Nick Carr, Paul Naas, Lorraine Barrales-Ramirez, Peggy Perruccio, Joanna Dai, Chialin Hsieh, Megan Rodriguez, David Johnson, Michelle Marquez, Kim Lopez

**Members absent:** Gregory Anderson, Winnie Kwofie, Lezlee Ware, Larry Buckley

**Guests and others present:** Susan Mahoney, David Hamilton, Yolanda Valenzuela, Janet Stringer, Jeanne Stalker, Loretta Davis, Mary Chries Concha This, Lizette Bricker, Max Hartman, Leonor Cabrera, Barbara Bucton

AGENDA ITEM	CONTENT	PRESENTER
<b>1) APPROVAL OF MINUTES</b>	Meeting called to order at 2:10 PM Minutes of November 4 Meeting were approved.	Co-chairs Debbie Joy and Doug Hirzel
<b>2) BUSINESS</b> A. Educational Master Plan Progress Report	Motion to recommend Educational Master Plan Progress Report to the President. <a href="http://canadacollege.edu/plans/EMP%20Progress%20Report%202014-15_10122015.pdf">http://canadacollege.edu/plans/EMP%20Progress%20Report%202014-15_10122015.pdf</a> Dean Hsieh opened the discussion to include follow-up on the current objectives and review their progress. Report has been discussed among constituency groups including planning council, academic and classified senates. Objectives grouped into four categories: Teaching and Learning, Completion, Community Connections, Global and Sustainable. Of the 25 objectives, 18 have been completed, three are 75% completed. Dean Hsieh discussed the objectives listed as 25% or 50% completed. Discussion highlights: <ul style="list-style-type: none"> <li>• Professional development at 50%: with the recent hire of Director of Professional Development and Innovation (DPDI), we anticipate moving forward with developing and implementing practices to effectively support professional development needs for staff and faculty.</li> <li>• Facility projects and Planning at 25%: Measure H passed in Nov 2014 and projects are moving forward in planning/design and contract processes.</li> <li>• Internships opportunities at 25%: VP Lopez discussed Career Center is exploring an internship fair, possibly held during spring semester - working on identifying local employer interest and participation. Also will work with DPDI on Career and Technical Education internship opportunities program. Once designed, additional staffing may be requested for this program. Noted efforts toward creating internship opportunities likely to be statewide in the coming months.</li> <li>• VP Lopez noted that this is the final year of the Educational Master Plan. In fall 2016, development will begin for a new plan. This is a good time to look at objectives and discuss additions and changes</li> </ul>	Dean Chialin Hsieh

	<p>to be incorporated in our next master plan.</p> <p>Dean Hsieh discussed feedback received from constituency groups:</p> <ul style="list-style-type: none"> <li>• Too many objectives</li> <li>• Some of the objectives were not clear and did not allow for measureable results.</li> <li>• Efforts were not cohesive; often focus of objective shifted direction.</li> <li>• Responsible party, whether specific position or committee, should be made clear.</li> </ul> <p>Motion to recommend Educational Master Plan Progress Report to the President passed unanimously.</p>	
<p>B. Strategic Plan Progress Report</p>	<p>Motion to recommend Strategic Plan Progress Report to the President.  <a href="http://canadacollege.edu/plans/StrategicPlanProgressReport%202014-15_New10122015.pdf">http://canadacollege.edu/plans/StrategicPlanProgressReport%202014-15_New10122015.pdf</a></p> <p>Discussed on how the Educational Master Plan differs from the College Strategic Plan. The Strategic Plan was an accreditation recommendation to list all the college plans (Educational Master Plan is one) and describe how they are integrated as a whole and their efforts are joined together. The current Strategic Plan is a compilation of existing progress reports that have been previously discussed and approved by PBC</p> <p>Motion to recommend Strategic Plan Progress Report to the President passed unanimously.</p>	<p>Dean Hsieh</p>
<p>C. Enrollment Plan Progress Report</p>	<p>Motion to recommend Strategic Enrollment Plan Progress Report to the President.  <a href="http://canadacollege.edu/plans/Strategic%20Enrollment%20Progress%20Report%202014-15_11022015.pdf">http://canadacollege.edu/plans/Strategic%20Enrollment%20Progress%20Report%202014-15_11022015.pdf</a></p> <p>Dean Rana discussed Proactive Registration event held today is an example of Enrollment Plan activities and is a collaborative effort among Student Services departments to enroll Basic Skills students in the courses they need. Looking at assisting 500-600 students in this two-day event.</p> <p>The Enrollment Plan includes objectives in six goals categories: Enrollment Management, Community Goals, Student Success Goals, Student Demographic Goals, Instructional Program Offerings &amp; Labor Market Goals, New Student Enrollment Pipeline Goals. Of the 25 objectives, twenty were described as 100% or 75% completed.</p> <p>Discussion highlights:</p> <ul style="list-style-type: none"> <li>• Continuing efforts and discussion at the division-level regarding strategic enrollment and course offerings, including timing of courses (offering courses when students need them.</li> <li>• Course scheduling offerings with regard to GE and other student pathways</li> <li>• Ongoing ACCEL efforts and CTE connections</li> <li>• New college recruiter and Outreach efforts are now incorporated within Marketing Dept.</li> <li>• Faculty access for enrollment data can be found in Program Review or Data Dashboard. PRIE team can assist if needed.</li> </ul> <p>Motion to recommend Strategic Enrollment Plan Progress Report to the President passed unanimously.</p>	<p>Dean Anniqua Rana</p>

<p>D. Sustainability Plan Progress Report</p>	<p>Motion to approve Sustainability Plan Progress Report  <a href="http://canadacollege.edu/plans/Ca%C3%B1ada%20College%20Sustainability%20Progress%20Report%202014-15_Final%20Draft.pdf">http://canadacollege.edu/plans/Ca%C3%B1ada%20College%20Sustainability%20Progress%20Report%202014-15_Final%20Draft.pdf</a></p> <p>Chair Susan Mahoney discussed the mission and goals of College sustainability efforts are in these areas:</p> <ul style="list-style-type: none"> <li>• Campus and Community Awareness &amp; Involvement</li> <li>• Curriculum Development</li> <li>• The Built Environment</li> <li>• Energy Conservation and Efficiency</li> <li>• Water Conservation and Efficiency</li> <li>• Solid Waste Management</li> <li>• Transportation</li> <li>• Sustainable Procurement</li> <li>• Renewable Energy and Onsite Generation</li> <li>• Climate Action Plan</li> <li>• Sustainability Plan Management</li> </ul> <p>Discussion highlights:</p> <ul style="list-style-type: none"> <li>• This is the College’s first-ever Sustainability plan still in effect through 2016. Efforts to update plan will be in spring 2016.</li> <li>• Much of the efforts regarding water and energy usage and efficiency are in cooperation with the District office.</li> <li>• Wherever possible, curriculum components are integrated in these goal areas.</li> <li>• Water conservation achieved through maintenance and irrigation management</li> <li>• Solar Farm positive impact – producing during the most expensive times of the day</li> <li>• Efficient LED parking lot and roadway lighting project completed</li> <li>• Solid Waste event created staff awareness.</li> <li>• Data collected in these areas can be made available and useful to projects and contractors.</li> <li>• District and colleges’ efforts have been recognized externally at sustainability associations and conferences.</li> </ul> <p>Motion to approve Sustainability Plan Progress Report passed unanimously.</p>	<p>Sustainability Committee Chair Susan Mahoney</p>
<p>E. Midterm Report Update</p>	<p>Dean Hsieh advised that the College’s Midterm Report is due to ACCJC in October 2016 and advised schedule and timeline.  <a href="http://www.canadacollege.edu/accreditation/Accreditation%20Mid-Term%20Preparation11102015.pdf">http://www.canadacollege.edu/accreditation/Accreditation%20Mid-Term%20Preparation11102015.pdf</a></p> <ul style="list-style-type: none"> <li>• Noted that Midterm Report due for discussion at PBC in May 2016.</li> </ul>	<p>Dean Hsieh</p>
<p>F. College Professional Development Update</p>	<p>VP Marquez discussed DPDI Erin Moore is working on organizing College-wide professional development program. When ready for presentation, she and VP Marquez will discuss this program at a future PBC meeting. VP Marquez described District professional development funds allocation. Cañada to receive:  Classified: \$20,013.69 (based on 90 classified employees)  Faculty: approx. \$59,590.40 (based on 60-tenured faculty)  Management: approx. \$9,677.42 (based on 13 management staff)</p>	<p>VP Marquez</p>

	<p>Faculty and Classified Senates Professional Development committees are developing processes for these funds. VP Marquez and management team working on the processes and priorities for managers.</p> <p>Responding to the need for professional development funding that was not tied to specific employee groups, Cañada requested and received one-time funding from the District, a portion of which will provide initial funding for Cañada’s College Innovation Fund. (This one-time funding was made available, to the District from the State. The District requested proposals for the use of these funds from the three colleges.) The objectives of the Innovation Fund are to develop needed programs or expand existing programs for specific purposes – one example is a college Writing Center. Initially, \$30K will be available. VP Marquez and DPDI Moore will discuss at a future PBC meeting(s) development and approval of processes to administer these funds.</p> <p>VP Marquez further informed that the District received in one-time funding from the state. The three colleges and the district office submitted proposals for these funds. The Chancellor’s Cabinet and Council discussed the proposals to determine the distribution. \$8 million was allotted to the three colleges to split and the District office received approx \$2 million. VP Marquez and the presidents from Skyline and CSM determined the distribution of the colleges’ allotment.</p> <p>Cañada received \$1.5 million, to be distributed as follows:  \$225k professional development  \$500k facilities projects  \$400K guided pathways  \$375k program services support  \$25k SparkPoint (Note: Previously, Cañada SparkPoint received \$200K in District one-time funding.)</p> <p>VP Marquez noted there is no “expiration date” for the use of one-time funds. Pertinent to the allotment for the facilities projects, however, it is likely those funds will be used without delay as there are a number of facilities projects for completion and a shortfall in our Measure H Program.</p> <p>Multiple Measures Assessment Project update was provided.  <a href="http://www.canadacollege.edu/prie/mmap.php">http://www.canadacollege.edu/prie/mmap.php</a>  Cañada is one of the participating colleges in a pilot program involved with developing the analytic tools for placing and assessing students. The objective is to develop a platform for a common assessment in English, Math, and ESL.</p> <p>Chialin described the role of the pilot colleges to identify qualifying students and compare the MMAP analysis to our current system and track outcomes.  Discussion highlights:</p> <ul style="list-style-type: none"> <li>• No student success analysis available until grades are completed.</li> <li>• Enrollment data shown positive across all groups and disciplines, though some groups had few students</li> </ul> <p>Progress and update will be provided at SMCCD Board of Trustees meeting in December 2015.</p>	<p>VP Kim Lopez,  Dean Janet Stringer,  Dean Hsieh</p> <p>VP Marquez</p>
<p>G. MMAP (Multiples Measures Assessment Project) Update</p>		
<p>H. Staffing Update</p>	<p>VP Marquez reported new College Recruiter Mayra Arellano started on November 16.</p> <p>Co-Chair Joy announced tickets remain on sale for Holiday Gift baskets fundraiser for CSEA scholarships. Drawing will be held on December 16.</p>	

<p>I. Matters of Public Interest</p>	<p>VP Marquez announced SMCCD Executive Vice Chancellor Kathy Blackwood received the Walter Star-Robie Award/Chief Business Official Award by the Association of Chief Business Officials for California Community Colleges and was recognized at their Annual Conference in October. Congratulations!</p>	
<p>3)</p>	<p>Meeting adjourned at 3:42 pm.</p>	