



Weekly Update 11-30-18

2018-19 Position Proposal Update

Thank you to everyone who took time to present their proposals for new positions. Below, in alphabetical order, is the list of positions and timeline process for the 2018-19 New Position Proposals. In linking planning to budgeting, we start the process in the fall semester and complete the process when funds are identified in the spring semester.

<u>Position Proposals</u>	
Position	FTE
Counselor, CWA (Full Time, Tenure Track)	1.00
Counselor, Transfer (Full Time, Tenure Track)	1.00
Dean of Enrollment Services	1.00
Director of Equity Programs	1.00
Director of Wellness and Planning, Athletics	1.00
EPIC Coordinator	1.00
Financial Aid Assistant	1.00
Library Support Specialist/Technology Support	0.48
Office Assistant II (Athletics)	1.00
Office Assistant II (SparkPoint)	0.48
Program Services Coordinator (Dream Center)	1.00
Program Services Coordinator (Financial Aid)	1.00
Program Services Coordinator (Athletics)	1.00
Retention Specialist (Career Education)	1.00
Retention Specialist (Transfer Center)	1.00
SparkPoint Coordinator	1.00

Date	Process
December, 2018	Planning and Budget Committee establish prioritization list and submits to the President.
December, 2018	President's Campus-wide email with recommendation on positions to fund
January, 2019	Governor's Budget Workshop
January, 2019	College Budget priorities based on estimated Resource Allocation
February, 2019	Identify Funding for Approved positions

Holiday Open House

Please save the date for the President's Holiday Open House on Tuesday, December 4 from 11 a.m.-2 p.m. and 4-6 p.m. The invitation is below.



Safety Committee Update

Our Safety Committee met this week and the following items were discussed:

- Established an Uber/Lyft pickup/drop off location that will begin in January 2019
- Explore identifying evening hours for the Health Center
- Three-day training for Building Captains will occur next semester
- Classroom Management and De-escalation training for all divisions will take effect in January 2019
- Group debrief on October 2018 earthquake drill

Administrative Planning Council Update

The Administrative Planning Council (APC) met this week and the following items were discussed during the meeting:

- Three Administrative Programs (Planning, Research and Institutional Effectiveness, Office of Administrative Services and Office of Student Services) were reviewed and assessed. All program reviews and feedback forms will be available on the program review website
- APC Bylaws are being developed and the goal is to finalize the bylaws by January 2019

2019-2020 Cañada Scholarship Application - Now Open

Please help spread the word to our students that the 2019-20 Cañada College Scholarship Application is now open. In order to apply for scholarships, students must use their email address (college-issued "my.smccd.edu" or "personal email" if recently applied to the college) and be enrolled within the San Mateo County Community College District (Cañada College, College of San Mateo and Skyline College). Each year, Cañada College awards institutional scholarships to new, continuing, and transferring students. For more information and instructions on how to apply, please visit our scholarship website at <http://canadacollege.edu/financialaid/scholarship.php>.



Hunger Free Campus Allocation

Attached please find a [hunger free campus allocation](#) (and related memo on how the funds can be used) from the state budget to help combat food insecurity. While it's a relatively small sum, it's a start and will definitely help supplement our own undertakings to address this growing issue.

Donations Needed for the College Jacket & Toy Drive

Cañada College has launched its fourth annual Jacket & Toy Drive! The donations for this year's drive will benefit families in Redwood City. Last year's Jacket & Toy Drive generated more than 300 donation items for hundreds of families and we are looking to grow the number of donations this year!

What we need:

New, unused, unwrapped:

- Toys, preferably gender neutral (science sets, sport equipment, board games, etc.)
- Jackets in all children's sizes

How you can help:

*Drop off donations at any of the following locations by **Thursday, December 13:***

- Building 8 (first floor)
- Office of Student Life & Leadership Development – Building 5, Room 354
- Library – Building 9, Third floor

- Learning Center – Building 9, Second floor
- Welcome Center – Building 9, First floor

For questions, please contact Mayra Arellano at arellanom@smccd.edu or x3166. Thank you, in advance, for your support in this year's Jacket & Toy Drive.

Updated Guidance on Issues Related to Emergencies

Given the impacts that the fires and smoke are having on many districts, the California Community Colleges Chancellor's Office wanted to reissue guidance sent earlier this year on the system's policies and processes related to accommodations and allowances for emergency situations. The document is attached.

Have a great weekend!

Jamillah Moore, Ed.D.