



**PLANNING AND BUDGET COUNCIL MEETING MINUTES**  
**Wednesday, December 16, 2015**

**Members present:** Doug Hirzel, Debbie Joy, Rachel Corrales, Anniqua Rana, Supinda Sirihekaphong, Nick Carr, Paul Naas, Peggy Perruccio, Winnie Kwofie, Chialin Hsieh, Megan Rodriguez, David Johnson, Michelle Marquez, Gregory Anderson, Kim Lopez

**Members absent:** Joanna Dai, Lorraine Barrales-Ramirez, Winnie Kwofie, Larry Buckley

**Guests and others present:** Ronda Chaney, Mary Chries Concha Thia, Janet Stringer, Erin Moore, Leonor Cabrera

AGENDA ITEM	CONTENT	PRESENTER
<p><b>1) APPROVAL OF MINUTES</b></p>	<p>Meeting called to order at 2:10 PM</p> <p>Motion to approve Minutes of the December 2 meeting. Discussed were the information on the November 18 meeting minutes which were approved pending addition of District one-time funding distribution and related information. Minutes of the December 2 meeting were approved unanimously.</p> <p>Motion to approve today's agenda to include information item about a categorical-funded position to be presented by Dean David Johnson. Motion passed unanimously.</p>	<p>Co-Chairs Debbie Joy and Doug Hirzel</p>
<p><b>2) BUSINESS</b></p> <p>A. Transfer/Career Centers Relocation Recommendations</p>	<p>Motion to approve revised <a href="#">Transfer/Career Centers Relocation Recommendations</a> as discussed at December 2 PBC Meeting. VP Kim Lopez presented the recommendations document as revised including slight clerical edits. She noted that the information was also reorganized for clearer understanding as suggested at the last PBC meeting. Doug advised feedback received from Academic Senate was about Recommendation 4.1 on the task force. Academic Senate discussion leaned toward wanting to review the Consultant's Information on Visual and Performing Arts Programs (aka Hamilton Report) before the structure, goals, and functions, etc. of the task force were determined or went forward. Kim asked if Dean David Johnson should be the one to discuss this with the Academic Senate (and other groups and constituencies as requested) as he is currently the point person for this report.</p> <p>Supinda Sirihekaphong asked what will happened to the funds that were designated for this project should these relocations not move forward, as PBC recommends. VP Michelle Marquez advised these funds were part of funding that was designated for Facilities projects, and we have a number of them. So this funding would be put towards progress on other projects presently in the project queue.</p> <p>Dean Anniqua Rana clarified her motion to approve the revised recommendations was to approve the document wholly, as written. (An alternative would be to approve recommendations individually.)</p>	<p>Kim Lopez</p>

<p>B. College Professional Development Plan: Spring 2016 Development Process</p> <p>C. ACCEL (Adult-Education College and Career Educational Leadership)</p>	<p>Motion to approve revised Transfer/Career Centers Relocation Recommendations passed, with one abstention.</p> <p>Kim provided that the PBC's approval would then move these recommendations forward to the College President. As the three vice presidents are currently fulfilling these duties, Kim accepted PBC recommendation on their behalf. She further advised that the timeline to complete these recommendations would be in the spring semester 2016 and then brought back to PBC for further discussion and/or action.</p> <p>Erin Moore discussed the College <a href="#">Professional Development Plan</a>. She reminded that Professional Development (PD) Task Force did the groundwork and we are progressing from these efforts. This entails talking with and getting input from all the College committees, groups and constituencies. Erin has already begin discussions with Academic and Classified Senates. In addition to getting feedback, Erin will research other institutions' PD plans and develop a framework for our College. An initial draft will provided and discussed with groups, constituencies and College cabinet. Based on this feedback, a revised draft will be submitted for review and discussion at a future PBC meeting. Our goal is to have a final draft completed and presented with all campus approvals within spring semester. Please contact Erin if you would like to provide and/or seek any information on College professional development.</p> <p>Discussion highlights included:</p> <ul style="list-style-type: none"> <li>• ASCC to be included on input and development discussions.</li> <li>• The initial plan will likely be a one year pilot plan, with eventual timing consideration towards a three- or five-year plan that works within the institutional framework and other College plans.</li> <li>• There will be multiple opportunities for groups to weigh in and individuals to voice their opinions on this.</li> </ul> <p>Update on ACCEL (Adult-Education College and Career Educational Leadership) Background: VP Anderson described ACCEL as regional grant-funded effort that was part of AB 86, which called for a complete revamping of the way adult education is handled in California. At one time, adult education was funded at \$1.0 billion annually in California. When flexible funding was introduced, districts were allowed to use previous categorical funding for adult education for k-12 funding. Many districts did this. Districts that continued to be community funded continued to fund Adult Ed. Both examples can be seen within San Mateo County. San Mateo Adult School, for example, remains a robust program. Adult Ed in the coastside school districts lost funding. AB 86 called for the community colleges and school districts to develop a plan to move forward. Our College efforts are directed at both strengthening existing programs and bringing back programs that were lost. Through the maintenance of effort, the increased capacity funding and new funding, we have close to \$10M for Adult Education in San Mateo County. This will need to be used for the maintenance of effort and implementing the regional plan. Current work is being done to develop and approve a budget toward implementing the plan.</p>	<p>Erin Moore, Director of Professional Development and Innovation</p> <p>Gregory Anderson and Anniqa Rana</p>
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<p>D. Participatory Governance Manual (PGM)</p>	<p>Dean Rana discussed recognizing that adult students can enter the system at multiple points, i.e. ESL, CTE, basic education, general education. At every entry point, there should be opportunities for students to build on their academic and/or career workforce skills. Pilot programs have already begun in these areas. Dean Rana advised Cañada is involved mostly in coastal and southern areas of the county. ACCEL efforts include pathways in CTE and workforce disciplines, Faculty members are involved in workgroups in ESL, math, CTE and others.</p> <p>VP Anderson described ACCEL structure, steering and executive committees and the collaborative actions teams (CATS). College and adult school faculty members are involved, as well as other community stakeholders. Much of the groundwork was thanks to long ago efforts by Cañada and CSM in years past and we've joined to build on them. ACCEL has served to build networking relationships among private-public partnerships, schools, human services, non-profit and community organizations encouraging discussion and efforts in other areas such as housing, job placement, and other services.</p> <p>Discussion highlights:</p> <ul style="list-style-type: none"> <li>• January 11<sup>th</sup> Opening of Coastside Adult Education located at Cabrillo School in Half Moon Bay.</li> <li>• San Mateo County ACCEL pilot programs have begun and some are well underway.</li> <li>• Faculty members Nadya Sigona and Jenny Castello are recognized for their leadership at south and coastside CATS, respectively, as well as Dean Rana.</li> <li>• Among the challenges is understanding the ways the various networking entities and systems operate, prioritize and make decisions toward working together on the common adult education goals.</li> <li>• Efforts are being made on determining the need and in making stronger bridges that merge adult learners in medical assisting, business administration, and healthcare adult education programs with existing Cañada programs in these areas. Generally, adult learners need more preparation to commit and better succeed in these programs.</li> <li>• Our local adult school is Sequoia Adult School located just off Middlefield Road.</li> <li>• AEBG Adult Education Block Grant is the new funding through a three-year ongoing grant. The fiscal agent is San Mateo Union High School District.</li> <li>• This funding may allow for a new fulltime employee in each of the adult schools and each of the community colleges. This employee will be dedicated to help facilitate student success.</li> <li>• Levels of support are needed in areas such as transportation, childcare, financial aid, that impact student success.</li> </ul> <p>Motion to approve proposed changes in the College's <a href="#">Participatory Governance Manual</a>.</p> <p>Co-Chair Hirzel presented the summary of changes and revisions to the Participatory Governance Manual as were discussed at PBC meetings earlier this semester. Doug reiterated that this manual illustrates transparency in College's communication and decision-making processes. He noted that the recent Transfer Center and Career</p>	<p>Doug Hirzel</p>
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	<p>Center relocation discussion revealed the need to develop a space allocation process.  Motion clarified to approve proposed changes individually.</p> <ul style="list-style-type: none"> <li>• Motion to approve proposed PGM revision in <a href="#">Documenting governance dialogue</a>. Passed unanimously.</li> <li>• Motion to approve proposed PGM revision in <a href="#">Plan development and evaluation</a>  Discussion to revise wording on PBC members' role to engage their constituencies and facilitate feedback on proposed plans. Motion passed unanimously as revised.</li> <li>• Motion to approve proposed PGM revision in <a href="#">Replacement Positions</a>.  Discussion that decisionmaker(s) were not in the room for both the presentation and discussion processes. Suggested that it is beneficial to hear questions posed and answers given directly by presenters on proposed positions, as well as members' discussion. Motion passed unanimously as revised.</li> <li>• Motion to approve proposed PGM revision in <a href="#">Categorical/grant-funded positions</a>. Passed unanimously.</li> <li>• Motion to approve proposed PGM revision in <a href="#">Temporary FT Fund 1 positions</a>. Passed unanimously.</li> </ul> <p>Doug related that upcoming PGM discussions will be in:</p> <ul style="list-style-type: none"> <li>• Program review and development</li> <li>• Grant funded Programs</li> <li>• Space Allocation</li> <li>• Reassigned time (as approved by Academic Senate and carried out by Instructional Planning Council )</li> <li>• Governance evaluation</li> <li>• Selection of faculty coordinators for College-wide initiatives</li> <li>• Selection of Commencement speakers</li> <li>• Notification of selection of screening committees to replace administrative positions</li> </ul> <p>Members are encouraged to surface issues or concerns surrounding transparency on decisions impacting the College.  Co-Chair Hirzel is recognized for all his efforts on the manual.</p>	
<p>E. VPSS Selection Committee Update</p>	<p>Co-Chair Hirzel announced the members of the Selection Committee for the Vice President of Student Services.  Administrators:  Jan Roecks, Co-Chair, VPAS at College of San Mateo, Michelle Marquez, Co-Chair, Chialin Hsieh  CSEA: Jose Romero and Rachel Corrales  Other Classified: Debbie Joy and Misha Maggi  ASCC: Evelyn Valenzuela  Faculty: Nick Martin, Gloria Darafshi, Michael Hoffman  Doug noted eleven members is the maximum number allowed by Board-approved policy,</p>	<p>Doug Hirzel</p>
<p>F. Staffing Update</p>	<p>Heidi Diamond, new Dean, Business, Design and Workforce will start on Monday, January 4, 2016.</p>	<p>Michelle Marquez</p>

G. Categorical-Funded Position Announcement	Dean Johnson announced that we are moving forward with the CWA Coordinator position. We are able to fund this by grant categorical funding sources, specifically, A2B, student equity, innovations and guided pathways. This position will begin January 20, 2016 through July 19, 2017. As this is a temporary 18-month position, the plan is to submit it as a Proposal for New Position in fall 2016 hiring process.	David Johnson
H. Matters of Public Interest	<p>Supinda Sirihekaphong announced 2016 Cañada Calendars are available at the Deans' Offices, VPs' Offices, and the Welcome Center. Donations (suggested at \$10 per calendar) benefit the Gail Kamei Scholarship Fund.</p> <p>Michelle Marquez relayed Jai Kumar's invitation to the Bookstore Holiday Party, Monday, December 21 at 12:30 pm in the Cañada Vista Clubhouse.</p>	
3)	Meeting adjourned at 4:00 pm.	