



PLANNING & BUDGETING COUNCIL MEETING MINUTES

Wednesday, February 19, 2014

Building 2, Room 10 – 2:10 to 4:10 p.m.

Members Present: Allaa Aissi, Lizette Bricker, Jennifer Castello, Loretta Davis, Sarah Harmon, Robert Hood, Chialin Hsieh, Debbie Joy, Paul Naas, Vickie Nunes, Karen Olesen, Martin Partlan, Mike Tyler

Ex-Officio: Larry Buckley - President

Members Absent: Gregory Anderson, Ivan Evans, Patty Hall, Doug Hirzel, Ruth Miller, Robin Richards, Lezlee Ware

Guests: Linda Hayes, Kim Lopez, Misha Maggi, Lina Mira, Supinda Sirihekaphong, Maggie Souza, Dave Vigo

<u>AGENDA ITEM</u>	<u>CONTENT</u>	<u>PRESENTER</u>
1) APPROVAL OF MINUTES	The minutes were approved as submitted	Debbie Joy, PBC Co-Chair
2) BUSINESS A. Student Engagement Plan	<p>The document is a campus-wide effort to ensure that all students attending our college feel connected, engaged, directed, focused, valued, and nurtured – leading to their success and completion. The document reflects:</p> <ol style="list-style-type: none"> 1) What new activities can occur to ensure success 2) Which College department or group is responsible for the details of each activity 3) When the activities will occur throughout the year. <p>The document is a direction from Cañada’s EMP 2012-2015 and the Student Success Act of 2012. Its creation and development comes from:</p> <ul style="list-style-type: none"> • SSPC – presented with Terry O’Banion’s work and the student engagement framework. SSPC provided input on the activities that should be added to each principle • ASCC – presented with student engagement framework and conducted workshop regarding activities that relate to each principle. • IPC – presented with student engagement framework and suggests activities that relate to each principle. • Basic Skills – at their retreat the student engagement framework was introduced and strategies were developed on how to improve student success for students enrolled in basic skills classes. The notes and ideas from the retreat were incorporated into the activities of each principle • The College VPSS, Dean of Counseling, and Student Life and Leadership Manager combined the suggested activities from SSPC, IPC, ASCC, and Basic Skills and created a draft of the Student Engagement Plan. 	Misha Maggi, Student Life & Leadership Manager

<p>B. Strategic Enrollment Plan</p>	<p>The document was reviewed by the PBC and their suggested changes include:</p> <ul style="list-style-type: none"> • 1. Connected – under item #3 add STEM and ESL to groups of students listed • 4. Focused – change “A Roadmap to Completion” to “A Pathway to Completion” <ul style="list-style-type: none"> - Under #3 Student Educational Plan add faculty to who’s responsible and ask faculty to talk about this in their classes - Under #6 IGETC include a career course in general ed IGETC • 5. Valued <ul style="list-style-type: none"> - Under #2 change to read “Require all students to meet with faculty at least once a semester” - Under #5 change to read “Provide mandatory and incentivized faculty development on student support services” <p>The document will continue to go through the college shared governance process for review. The final draft will be brought to the PBC for final approval at their March meeting.</p> <p>The Strategic Enrollment Plan is the work of a small task force appointed by President Buckley last fall to begin work on this plan. The SEP task force has collected data and organized campus forums where input from the campus community has been collected. In addition, the task force has reviewed and analyzed 14 year enrollment trends and summer/fall 2013 new student application to registration data. As a result, the task force members have drafted our Strategic Enrollment Plan for 2014-17. The SEP is now in the process of being shared with the campus participatory governance groups for their feedback. The SEP task force will be bringing the document back to PBC on March 26th for their final approval. The link to the SEP draft can be found on the PRIE website.</p> <p>The Strategic Enrollment Plan draft was reviewed with PBC members as follows:</p> <ul style="list-style-type: none"> • Purpose of SEP to establish comprehensive enrollment goals, promote academic success, promote institutional success, strengthen internal and external communications, and increase campus collaboration. • The plan was developed using the mission, vision, values, strategic directions and objectives from the Strategic Plan 2012-17, EMP 2012-17, information from the Student Equity Plan/Distance Education Plan/Basic Skills Plan. It also includes the goals set forth by the Board of Trustees for the SMCCCD • Enrollment Trends & Goals • External and Internal Data Analysis • Setting Our Strategic Enrollment, Retention & Marketing Goals • Appendix reflecting enrollment management data, high school relations plan, and student engagement plan 	<p>Kim Lopez, Dean of Counseling</p>
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C. Technology Plan Annual Review

Reported that the Technology Committee implemented a taskforce to develop a plan of action for the replacement and addition of technology on campus. A review of the equipment funds and balance as of 2/4/14

Linda Hayes, Dean of Business, Design & Workforce

FY2013-14					
Fund	31069 Lottery (Instructional Supplies & Software)	47330 (Computer, Equipment -FF&E)	ITS Fund (for Replacement Labs, Projectors, Printers)	Prop 30 - Fund 31131	One Time Equip Funds - Fund 43383
Beginning Balance	\$ 299,169	\$ 640,409	\$ 325,533	\$ 46,254	\$ 800,000
Reserved	\$ 120,000	\$ 200,000			
Expended	\$ 42,391	\$ 114,511	\$ 153,200		\$ 1,023
Encumbered	\$ 5,903	\$ 112,435	\$ 54,122.45	15500	\$ 1,678
Available Balance	\$ 130,876	\$ 213,463	\$ 118,211	\$ 30,754	\$ 797,300

Total of Lottery and FF&E: \$ 344,338

Criteria for replacement computers and printers were based on the age of the computer, frequency of repairs/work orders, current instructional technology, instructional needs, and other. A replacement schedule for computer replacement for faculty and staff was devised as well as an inventory/status of instruction and Services classrooms and labs. The sub-committee, at the end of this month, will begin updating the College Technology Plan for 2014-16 to be consistent with the cycle for the District Technology Plan. A survey pertaining to the technology needs of the college will be disseminated to faculty and staff in April. Once the survey results are compiled, the Technology Committee will meet to discuss the results and the next steps.

Motion made and seconded to accept Technology Plan and report presented.

Two grant opportunities of AB 86 that Cañada College is involved in are:

1) **Collaborating to Better Serve the Educational Needs of Adults**

\$25 million set aside to provide 2 year planning and implementation grants to regional groups of community college districts for the purpose of developing regional plans to better serve the educational need of adults. \$355,000 is available for San Mateo County. Cañada will be working with the school districts in the South San Mateo County and Skyline will be overseeing North San Mateo County. Our Vice President Gregory Anderson and San Mateo Adult School Director Larry Teshara will lead this project for San Mateo County. \$344,000 is available for San Mateo County.

2) **AB 86 Career Pathways Trust**

The California Legislature passed last July and the Governor signed into law Assembly Bill

D. AB 86

Larry Buckley, President

<p>E. District Restrictive List</p> <p>F. Division/Committee Reports</p>	<p>(AB) 86 which creates the California Career Pathways Trust. Funds in the amount of \$250 million will be made available to school districts, county superintendents of school, charter schools, and community college districts in the form of one-time competitive grants. These grant will be made available for K to 14 career pathways programs The deadline for the grant proposal is March 28th. Cañada College is partnering with the Sequoia Union High School District on both parts of the grant.</p> <p>A document from our District Office was presented listing descriptions of excluded event/items/activities and descriptions of excluded vendor/exhibitors was reviewed and discussed.</p> <p>Martin Partlan reported that the Science & Technology Division was asked to meet with District staff to discuss the planning of a new science building. Preliminary planning and programming for this project and Building 1 are being done on the assumption that funding will be available in the future.</p>	<p>Misha Maggi, Student Life & Leadership Manager</p> <p>Division Committee Reps</p>
<p>3) NEXT STEPS</p>	<p>None</p>	<p>Debbie Joy, PBC Co-Chair</p>
<p>4) MATTERS OF PUBLIC INTEREST</p>	<p>5) Campus Accreditation Reception tomorrow from 12:30 to 1:30 p.m. in Building 8 Reception Area</p> <p>6) “An Installation by t.w.five” being presented in the Art Gallery through March 6th Amy Tan Reception and Talk on March 25th – tickets available</p>	<p>Debbie Joy, PBC Co-Chair</p>
<p>7) ADJOURNMENT</p>	<p>The meeting was adjourned at 4:10 p.m.</p>	<p>Debbie Joy, PBC Co-Chair</p>