



MEETING MINUTES
Cañada College Planning & Budget Committee Meeting
October 15, 2014

<p>Members Present:</p> <p>Gregory Anderson, Vice President of Instruction Lizette Bricker, Classified Staff Representative At-Large Lawrence Buckley, President (non-voting) Jennifer Castello, Faculty Representative, Humanities Division Loretta Davis, CSEA Representative Sarah Harmon, Part-Time Faculty Representative At-Large 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 Victoria Nunes, College Business Officer Karen Olesen, Faculty Representative, Student Services Division Martin Partlan, Faculty Representative, Science & Technology Division Jeffrey Rhoades, SSPC Representative Robin Richards, Vice President of Student Activities Lina Tsvirkunova, ASCC Student Representative Lezlee Ware, AFT Representative</p>	<p>Members Absent:</p> <p>Nicholas Carr, Representative for Athletics, Learning Resources and Library Division Paul Naas, Faculty Representative, Business, Design, and Workforce Development Jithan Tennakoon, ASCC Student Representative</p> <p>Others Present:</p> <p>Roxanne Brewer Regina Blok Linda Hayes Kim Lopez Anniqua Rana Janet Stringer Jo'an Rosario Tanaka Mary Chries Concha Thia Diva Ward</p>
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The meeting was called to order at 2:11 p.m.

- 1) **Approval of the Planning & Budget Committee (PBC) Meeting Minutes**
The October 1, 2014 meeting minutes were unanimously approved.

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

Dean Hsieh thanked everyone who worked diligently to complete the Educational Plan. PBC established the template which helped move the project forward.

Dean Hsieh reviewed the Educational Master Plan Progress Report (2013-2014). She encouraged the PBC Members to review the Plan. Cañada College has two more years for the Educational Master Plans.

There have been some changes in terms of the responsible parties and objectives; please refer to page 6 of the Educational Master Plan Progress Report, 2013-2014

Mr. Hirzel said that during the next PBC meeting that we would accept the progress report and the recommendations. He reminded the PBC Members that the document is on the PBC website.

Vice President Anderson said that Dean Hsieh had gone to those staff members in charge of the objective. Many people have been engaged in this process. He suggested talking with the responsible party to provide your feedback. At the next PBC meeting we could take in the recommendations and make those corrections.

Ms. Castello asked about Community Education. Vice President Anderson said that it was not part of the report.

Dean Lopez and Dean Hsieh were both thanked for their hard work on this Report.

B. Strategic Plan Progress Report (2013/2014)

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

Dean Hsieh reviewed the Strategic Plan Progress Report (2013-2014).

On page 6 of the Report, The Campus-Wide Strategic Plan At-A-Glance, 2012-2013: SLOs, Sustainability, and Completion, Dean Hsieh explained how the Objectives were listed as Year 1, 2, 3, & 4. In 2016, Cañada College will need to evaluate our progress. There are 79 pages that show the process. All the plans and progress are in this document.

C. Assessment Manual

Refer to <http://www.canadacollege.edu/planningbudgetingcouncil/meetings.php>, Assessment Manual)

Mr. Hirzel said that during the October 1, 2014 PBC Meeting, the Assessment Plan was reviewed and any feedback was due by today so the Plan could be updated. No feedback regarding changes was received. Ms. Rascon said that it was a great manual and was very clear. Vice President Richards said that it was nice to have everything in one place. The manual will be nice to show people how things are done.

A motion was made by Vice President Anderson to accept the Assessment Manual. Second: Vice President Richards- Motion Passed.

D. ACCJC College Recommendation Report

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

Mr. Hirzel presented the ACCJC College Recommendation Report. The report is not being submitted to anyone. It is a Report that will be kept in the President's Office in case the ACCJC Team would like to review.

A motion was made by Ms. Joy to accept the ACCJC College Recommendation Report with one correction; the date will show that it was approved on October 15, 2014. Second: Ms. Harmon- Motion Passed.

E. ACCJC District Recommendation Report

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

President Buckley reported that the ACCJC Team will be visiting Cañada College on November 12, 2104. The primary focus of the visiting team should be College Recommendation #2 to correct a deficiency in the process ensuring currency of Course Outlines of Record. President Buckley will discuss the development of policy language and that we have our course outlines updated.

On October 14, 2014, Dean Hsieh and President Buckley spoke with Mr. Marvin Martinez, one of the team members from ACCJC. President Buckley felt the conversation went very well. Mr. Martinez and Dr. Timothy Woods, from Fresno City College, will be arriving in the area on the evening of November 11th and will stay at the Sofitel Hotel in Redwood City. The next morning they will meet with President Buckley, Vice President Anderson, Vice President Richards, Dean Hsieh, PBC Co-Chairs Mr. Hirzel and Ms. Joy for breakfast at Buck's Restaurant. At 9:30 a.m. they will come to Cañada College to meet with the Curriculum Technical Review Committee. President Buckley said they should be done in a couple of hours. At this point in time, he hasn't received any direction that they will be looking for anything else. Dean Hsieh has been working on preparing binders, District Recommendations and Cañada College Recommendations, to have available in President Buckley's Office. Cañada College has thousands of pages of documentation to demonstrate that we have been working on this. When time gets closer to the November 12th visitation, we will talk about their visit more. President Buckley and Vice President Richards have talked about having some training classes before their visit.

Mr. Hirzel said the ACCJC District Recommendation Report is from the District Office detailing how they have met the three recommendations for approval by ACCJC. On November 5, 2014, the PBC will approve this Report.

F. Safety Committee – New Role & Composition

Refer to <http://www.canadacollege.edu/planningbudgetingcouncil/meetings.php>, Safety Committee – Proposed Changes)

Vice President Richards said there are new Federal policies regarding violence against women in Title IX. Along with Ms. Joy, they have been working on the draft Proposed New Role and composition: SAFETY Committee for 2014-2015. Vice President Richards reviewed the document with PBC members. She said that currently the Safety Committee is expanding and changing. The new Safety Committee will oversee Cañada College's compliance with ADA 504.

A Title IX Coordinator is needed; Title IX states that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

Vice President Anderson said that Title IX can have an effect on Financial Aid, Grants, etc.

Once the Committee is up and running, an update will be given regarding the Title IX and 504 Coordinator. Information will need to be posted in the classrooms and on the Cañada College website. All of the Division Assistants, representatives from Building 9, one from each floor, the Director of the Health Clinic, and the Vice President of Administrative Services, all will be added to the New Safety Committee.

Vice President Richards will work with Facilities, Public Safety, the Cañada Assessment, Response and Evaluation of Students Team (CARES), the Crisis Action Team (CAT), Student Representative(s), and Human Resources on the Proposed New Role and Composition: Safety Committee draft.

A motion was made by Ms. Castello to accept the DRAFT Proposed New Role and Composition: Safety Committee 2014-2015. Second: Vice President Anderson-Motion Passed.

Vice President Richards is hoping to report back in the spring of 2015. She is working with the District to coordinate. She would like to see an educational campaign for our students via the web, during orientations, and other outreach resources.

Ms. Rascon said that during student orientation last evening, they started to include information on sexual harassment.

G. Professional Development – Next Steps

Refer to <http://www.canadacollege.edu/planningbudgetingcouncil/meetings.php>, Professional Development Workgroup Recommendations)

Vice President Richards and Ms. Castello reviewed the Report from Work Group 3A: Human Resources Professional Development Ideas/Recommendations, October 15, 2014. Together they have been working on 'next steps' for Professional Development. They discussed what problems we trying to resolve and to make recommendations.

Ms. Castello encouraged the PBC members to ask questions. A good plan meets the needs of everyone.

Discussion was held amongst the Committee:

- What does great professional development look like?
- How do we address all of the needs?
- Who is responsible for professional development at Cañada College?
- What type of funding resources do we have?
- It would be nice to have a schedule of professional development opportunities so staff could prepare ahead of time to attend.
- Follow-up reports after staff members attend conferences so everyone could benefit.
- Could funds be used for new employee orientations?
- It would be nice to have a place where Cañada College could have all staff members in alignment with the College mission, goals, and values. This would be separate from the District orientation. It would be nice have an all Cañada College employee training so everyone is on the same page. It might be beneficial to have non employees to become updated.

Mr. Hirzel pointed out that the professional development brainstorming notes from the October 1, 2014 PBC meeting will be appended to the October 1, 2014 PBC minutes and posted.

It was suggested to dedicate one PBC meeting to professional development. It could be an hour of the meeting as a starting point. PBC could be responsible for the Professional Development Plan.

Ms. Harmon asked for clarification, would the whole PBC be a part of this or just a subcommittee of the PBC? Vice President Richards said it would be the whole PBC and trying to get everyone involved. It might be possible to do some small group training and then facilitate a group discussion.

Ms. Nunes asked if this would be best to do when we have a better idea of what professional development really is. President Anderson said professional development is not part of other planning committees at Cañada College. He felt that the PBC is a college-wide committee and it is part of the college-wide plan; this was approved in February of 2014.

Ms. Rascon asked if the new Vice President of Administration would be the focal point and aware of what professional development was happening at the College. The administrative responsibility for professional development will need to be assigned.

Mr. Hirzel said that the Academic Senate has been working on a Districtwide training calendar, and if done correctly, you could search for training by typing the word Cañada. This came about due to the new web access that was brought in about a year ago. The Senate would like to see staff members participate in professional development districtwide. Staff members at the Cañada Vista Housing may work at Skyline College but would like to attend professional development classes here at Cañada College.

It was recommended to have definitions of the training courses and follow-up evaluations.

Vice President Richards said hopefully we could start on this during a November or December PBC meeting.

Ms. Joy felt this was a great start and it will be interesting on what they will learn from the upcoming Chancellors Summit. Discussion will be held on what a good Professional Development Plan might look like, how millions of dollars are going to be spent, and guiding the state initiative. Information will be sent out to the Committee and will be reported on at the December 3rd, PBC meeting.

Vice President Anderson suggested having a full time employee with release time work on this.

A motion was made by Ms. Joy to accept the "Professional Development Workgroup Recommendations" document. Seconded: Vice President Richards-Motion Approved.

President Buckley brought up the question about having short term operational responses in place until the Plan is fully developed. A decision was made to use the same process that is currently in place if the Dean has already approved the professional development requested. Any new professional development requests can go through Ms. Tanaka. Vice President Richards said that we need to brainstorm some ideas and to outline the process.

Ms. Nunes said that we received our professional development money from the District for administrators, faculty, and classified staff.

Vice President Anderson said that Eugene Whitlock, Vice Chancellor of Human Resources and Employee Relations, took a look at how the Classified Professional Development Fund was being distributed. After evaluating, it was decided that a certain portion of the Fund would be given to each of the colleges. Vice President Anderson said he was called and asked who should process the

professional development requests. He said Ms. Tanaka because she was currently processing the requests and was doing a good job at it.

H. **¡ESO! Grant Positions**

Refer to <http://www.canadacollege.edu/planningbudgetingcouncil/meetings.php>, ESO – Title V Handout)

Ms. Ward explained the Title V Program at Cañada College and how we can collaborate to help students with academic needs.

The purpose of the ¡ESO! Grant is to address the problems of:

- Low persistence rates
- High developmental level placement
- Low persistence rates for developmentally placed students
- Fix the leaky pipeline (fragmented academic support services)

The Colts Academy was a successful model. The idea is to make models, such as the Colts Academy, available to more students.

Ms. Castello asked if we were going to have an evening Word Jam? She said that in the past there was a high response rate when it was offered. Dean Anniqua Rana said that is why we want to consolidate. Ms. Ward said that they are going to look at the students who participated in Word Jams and determine if they made their goals in an effort to measure the impact on what is working and what is not working.

Ms. Ward reviewed the Expanding Student Opportunities ¡ESO! Learning Center Handout. Only 26 colleges were chosen for the ¡ESO! Grant and Cañada College was one of them.

President Buckley said that Ms. Ward had only been at the College for nine days when she was approached to work on the ¡ESO! Grant and agreed to do it. Ms. Ward has done a spectacular job; she stepped in where she knew it would serve our students. Ms. Ward said the best part is because we can do this.

Mr. Hirzel asked how many people working on this were already at Cañada College and how many are new positions? Ms. Ward said that they proposing two new positions (Assistant Project Director and a Counselor) and they are using Peer Mentors for this 5-year Grant. Ms. Ward said that there is already a lot of built-in support to the ¡ESO! Grant.

Mr. Hashizume asked about the reorganization of the space on the second floor. Ms. Ward said she met with District Facilities and it was determined to complete in phases. They will start out with using some directional signs and then create a space for the Writing Center.

Discussion was held on what positions are funded, vacant at this time, and immediate hiring needs. Mr. Hirzel suggested giving Mr. Ulate, Planning and Research Analyst, some extra hours. Dean Anniqua Rana said they are trying to pull people together first.

I. **Program Review Resource Processes**

Refer to <http://www.canadacollege.edu/planningbudgetingcouncil/meetings.php>, Resource Allocation Processes)

Mr. Hirzel presented the Resource Allocation Processes. He said there were some changes.

In brief, the Instructional Equipment timeline reflects that the requests are made from March through the end of May; purchases are then made through the end of the fiscal year. An additional step added is to have an annual report provided to the PBC that summarizes the funded requests and identifies any unfunded needs. The Office of Instruction will be the responsible office for this document.

Clarification was made that a Laptop is now considered part of Information Technology (IT). Purchases will be made in July and the Office of the Vice President of Administrative Services will be the office responsible.

The question was asked regarding what happens with the student services equipment that can be purchased? Vice President Richards felt it should be expanded from just Information Technology to also include equipment. For example, a table could be requested through a Facilities Request. Mr. Hashizume suggested creating a new Non-Instructional Equipment timeline, similar to IT.

Committee members brainstormed how a Non-Instructional timeline would look like and updated the verbiage. It was determined that the Office of the Vice President of Administrative Services will be the office responsible.

Vice President Anderson made a motion to approve the Resource Allocation Processes with attention paid to the topography and revisions. Professional Development will be taken out and will be turned in by March. Second: Vice President Richards-Motion Passed.

J. Division/Committee Reports

Antigone by Sophocles opens on October 22nd. Ms. Castillo said it is going to be a great play. The Theater Department has made the language is easier to understand and scenes have been added to help viewers understand the play.

ASCC's Halloween Town will be held on October 30th. In an effort to raise money for scholarships, you can throw a pie at the College President, Deans, and colleagues. For \$5.00 you can toss two pies.

Ms. Castillo said that the transfer parade is coming up and Ms. Lopez said that they need volunteers to assist students with their personal statements.

K. Next Steps

Ms. Joy said that the New Hiring Proposals are due by October 17, 2014. The PBC Hiring Presentations will be held on October 28, 2014, from 2:00 – 4:00 p.m.

L. Matters of Public Interest

None Reported.

M. Adjournment

The meeting was adjourned at 3:47 p.m.