



**PLANNING AND BUDGETING COUNCIL MEETING MINUTES**  
**Wednesday, October 19, 2016**

**Members present:** Supinda Sirihekaphong, Lorraine Barrales-Ramirez, Rachel Corrales, David Meckler, Peggy Perruccio, Lea Moreno, Leonor Cabrera, Kim Lopez, Michelle Marquez, Megan Rodriguez Antone, David Johnson, Debbie Joy, Doug Hirzel, Chialin Hsieh, Gregory Anderson, Jamillah Moore, Maria Huning, Karen Pinkham, Nick Carr

**Members absent:** Paul Naas

**Guests and others present:** Matt Lee, Jenny Castello, Anniqua Rana, Diva Ward, Mary Chries Concha Thia, Vickie Nunes, Heidi Diamond, Caroline Ouyang, Patty Hall, Kathy Blackwood, Barbara Bucton

AGENDA ITEM	CONTENT
<b>I. WELCOME AND APPROVAL OF MINUTES</b>	Meeting called to order at 2:12 PM Welcome to new members Lea Moreno, representing Associated Students and David Meckler, representing Academic Senate, Humanities and Social Sciences Division Motion to approve Minutes of the October 4 meeting passed as amended, with two abstentions.
<b>II. BUSINESS</b> 1. <a href="#">District Budget Update</a>	Executive Vice Chancellor Kathy Blackwood provided summary of the 2016/17 District budget Presentation highlights: 2016/17 Budget assumptions: <ul style="list-style-type: none"> <li>• San Mateo County Property Tax Increase: 7.61% (Note: State revenue COLI = 0)</li> <li>• Enrollment:                Resident enrollment 0% (no change in resident enrollment rate) VC Blackwood noted that, historically, enrollment increases if unemployment increases. The unemployment rate in San Mateo County as of Sept 2016 is 3.2%.                International students: enrollment increase of 54% (We estimate 1000 international students out of 40,000 total headcount.)</li> <li>• Redevelopment agencies: (transferring redevelopment agency funds to school districts due to the legislated dissolution of these agencies). The dissolution of the state's redevelopment agencies is a slow process, due to the process to sell real property assets.) In the meantime, we estimate \$6M in RDA funds (redistributed property taxes) to our District.</li> <li>• Prop. 30: Now in year 5 of 7 year-life span of Prop 30. This year's budget reflects a slight decrease from the previous year.</li> </ul> 2016-17 Budget expenses: <ul style="list-style-type: none"> <li>• Includes increase in salaries and benefits for estimated wage increases, added new positions, increases in cost of benefits, PERS/STRS increases, increases in retirees benefits, increase in number of retirees.</li> <li>• Materials and operating costs: this is an amount that the Board has authorized to spend, includes "carryovers" the Board has authorized in previous years. Similarly, each College has carryover funds. When it comes down to actual expenditures, this number will be closer to previous year.</li> <li>• Categorical funds include: Strong Workforce (CTE), CTE pathways, Prop 39 (energy-efficiency programs), IEPI, Scheduled Maintenance (one-time funds, used</li> </ul>

<p>2. ACCEL Update</p>	<p>within a specified time), Innovation Awards, and California Promise. These funds are restricted for a specific purpose.</p> <ul style="list-style-type: none"> <li>• Question asked as to distribution of previous year’s District Innovation Program funds: funds were provided to SparkPoint program. One-time funds the college received from the District have been directed to facilities projects, professional development, pathways development, other programs related to Strategic Plan.</li> <li>• District is committed to directing funds toward implementing the Strategic Plan.</li> <li>• VC Blackwood noted increase in PERS STRS expenses From 2013/14 to 2020/21 increases are estimated as: PERS 11.442% to 20.40%, STRS 8.25% to 19.10%</li> </ul> <p>Anniqa Rana and Transition Coordinator Caroline Ouyang presented information on ACCEL (Adult-Education College and Career Educational Leadership.) As a reminder, ACCEL seeks to create supportive transition and pathways for adult learners, between our area’s adult schools and community colleges. We are in year two of a 3-year state grant. Gregory Anderson noted that Cañada is a leader in the region, through the commitment and efforts of faculty and staff. Caroline provided an update in several areas.</p> <p>Presentation highlights:</p> <ul style="list-style-type: none"> <li>• Ongoing expansion of ESL and CBOT classes in Half Moon Bay and Pescadero.</li> <li>• Support services offered include childcare (at CBET East Palo Alto and Redwood City, through grant funds) as well as college application and financial aid workshops.</li> <li>• Partnership with Puente de la Costa Sur in Pescadero. This is an existing center providing services to the area’s residents. We are exploring Human Services certificate program that would align with this existing work in community health and engagement. Will also look to continue internships initiated last year through this partnership.</li> <li>• Enrollment data shows 700+ students from Sequoia Adults School have transitioned to Cañada. We are developing strategies to build on this success.</li> <li>• Coastside Adult School opening last year demonstrated there is a great deal of interest and awareness in adult learning.</li> <li>• Working with Business, Design and Workforce division and ESL dept, exploring short-term certificate programs in sustainable career fields.</li> </ul> <p>Caroline reinforced that energizing efforts and ideas are shared every day related to supporting adult learners. PBC members join in recognizing the staff and faculty members who enthusiastically participate.</p>
<p>3. Athletics Department Accomplishments and Update</p>	<p>Anniqa Rana, Matt Lee, and Nick Carr provided an overview and update of the Athletics, Dance and Kinesiology and the participation of Cañada students in these departments</p> <p>Presentation highlights:</p> <ul style="list-style-type: none"> <li>• Cañada participates in conference competition with seven intercollegiate teams: Men’s: basketball, soccer, baseball Women’s: golf, soccer, tennis, volleyball</li> <li>• All student-athletes are fulltime students in semesters when they are competing.</li> <li>• COLTS (Community of Learning Through Sports) learning community, in its third semester, exists to support Cañada student-athletes achieve athletic and academic success and increase their transfer opportunities. Data reflects positive results in retention and success.</li> <li>• Recognition programs are in place to support the student-athletes accomplishments and successes. Thank you to faculty and staff who are committed to supporting our student athletes.</li> <li>• Enrollment data shows high participation of Cañada students in fitness, dance and other activities classes. We look to support and encourage all students to stay active and promote good health with daily physical activity.</li> </ul>

<p>4. ESO (Expanding Student Opportunity) Update</p>	<p>Diva Ward provided update on ESO Grant, This is a Title V HSI (Hispanic-serving institution) grant. We are in year three.</p> <ul style="list-style-type: none"> <li>• Grant will serve identified student populations to improve student success while enrolled at Cañada, transfer rates, and provide strategies for success after transfer</li> <li>• Identified areas of inadequate academic preparation, under-utilized support services, cultural and social barriers to success</li> <li>• Reviewed Start Strong, Stay Strong, Finish Strong efforts to address these areas</li> <li>• Will look for data to reflect increased number of students who are “college ready”, shorter time to transfer-ready, and rates of persistence.</li> <li>• Will sister with ESO Adelante Grant and increase mentorship efforts toward success goals.</li> <li>• Question posed on faculty support in writing center? Diva advised that an instructional aide for the writing center (.48 employee) will be added.</li> </ul>
<p>5. IEPI PRT (Institutional Effectiveness Partnership Initiative: Project Resource Team) Visit</p>	<p>President Jamillah Moore reported on the IEPI PRT on Monday, October 17. Thank you to staff, faculty and administrators who participated in this peer review effort.</p> <p>Report highlights:</p> <ul style="list-style-type: none"> <li>• Seven-member team, chaired by Rachel Rosenthal, President of Folsom Lake College. Team members represented Taft College, City College of SF, Foothill College, Glendale Community College District, and Barstow Community College District</li> <li>• Quick debrief was provided by the team to President Moore and college vice presidents. Items included: <ol style="list-style-type: none"> <li>1. High level of engagement by faculty as reflected in ACES, Fearless Inquiry, CWA</li> <li>2. Student services are well utilized; and integration of instruction and student services is effective</li> <li>3. Good engagement in EMP Educational Master Plan committee, Leading from the Middle</li> <li>4. Positive feedback received on Courageous Conversation and Planning and Research dept, and Communities of Practice</li> </ol> </li> </ul> <p>Areas of opportunities were described in:</p> <ol style="list-style-type: none"> <li>1. Program review process</li> <li>2. EMP implementation</li> <li>3. Planning and Budgeting Council role in planning and budgeting</li> <li>4. Defining professional development and implementing a sustainable process</li> </ol> <p>More information will be provided when the team returns in November and meets with Cañada team.</p>
<p>6. Staffing Update</p>	<p>Michelle Marquez reported Maria Huning, is Project Director for Upward Bound, effective September 6.</p>
<p>7. Matters of Public Interest</p>	<ul style="list-style-type: none"> <li>• Lorraine Barrales-Ramirez announced scholarship fundraising efforts by EOPS Student Club. Currently selling candy bars and will be again selling holiday poinsettias soon.</li> <li>• Final EMP Public Forum will be Friday, October 21, at noon in room 9-154.</li> </ul>
<p><b>III.</b></p>	<p>Meeting adjourned at 4:00 pm.</p>