



PLANNING AND BUDGETING COUNCIL MEETING MINUTES
Wednesday, December 7, 2016
Room 2-10

Members present: Supinda Sirihekaphong, Lorraine Barrales-Ramirez, Rachel Corrales, David Meckler, Peggy Perruccio, Leonor Cabrera, Kim Lopez, Michelle Marquez, Megan Rodriguez Antone, David Johnson, Debbie Joy, Doug Hirzel, Chialin Hsieh, Paul Naas, Jamillah Moore, Maria Huning, Anna Camacho

Members absent: Gregory Anderson, Lea Moreno, Karen Pinkham, Nick Carr

Guests and others present: Jenny Castello, Anniqua Rana, Vickie Nunes

AGENDA ITEM	CONTENT
I. WELCOME AND APPROVAL OF MINUTES	Meeting called to order at 2:15 PM Motion to approve Minutes of the November 16 meeting passed unanimously. Motion to revise title of December 7 meeting agenda item #6: change "Approval of Strategic Planning Progress Reports" to "Approval of Planning Progress Reports". Motion passed unanimously.
II. BUSINESS A. Construction Update	Michelle Marquez informed provided a construction update for Capital Program construction projects for Building 1 and Building 23. Highlights included: Building 1: Kinesiology/Wellness building <ul style="list-style-type: none"> • Completed RFP process, design-build entity selected and contract awarded • Design team working with Bldg 1 faculty and staff on validating the programming within the building. • Design work has started on the building exterior. Michelle showed renderings of proposed exterior designs. At this time, the design process is approximately at the halfway point. The design team works with and receives input from kinesiology faculty. • Construction schedule is being updated and monitored so staff can prepare for the building 1 closure, estimated in fall 2017. • Building 1 project will include expansion to parking lot 6. Building 23: Science building <ul style="list-style-type: none"> • Potential design/build entities were identified and have gone through proposal/interview processes. Recommendation has been made to the Board and information will be fully presented at an upcoming Board meeting, likely in January. Upon Board approval, contract award process would follow. Materials presented to the Board will be brought to PBC meetings as information item. Michelle also advised that the both Building 3 and Building 13 repair/renovation projects would fall under the State Capital Construction bond measure which passed in November. We can anticipate this would be a funding source for these projects. These projects, plus Building 9 repair/renovation, are expected to move forward in late-2017.
B. IEPI Project Resource Team visit	President Jamillah Moore informed and reviewed Summary of Visit and the Menu of Options (MOO) documents relating to the IEPI PRT team visits in October and November 2016.

	<p>Highlights included:</p> <ol style="list-style-type: none"> 1. The team was comprised of seven members from different California Community Colleges (listed on documents.) Prior to their visit, they reviewed our college plans as well as other information found on campus and District websites. 2. After their initial visit, the team expressed thoughts on the sustainability of the level of work, bases on their interview with Cañada staff, faculty and administrators. The team focused on the need for cohesion and collaboration among individuals, groups, committees, etc. tasked with moving forward on the college’s plans. The team considers the gaps in these areas generate duplication of efforts as well as other challenges. 3. The Menu of Options provided suggestions for our next steps, as well as possible information sources. It is up to us to go with as many or as few of these steps as we choose. President Moore noted that a few of the Options seem straightforward while others are substantial, such as: <ol style="list-style-type: none"> a. “Restructure the charge, mission, and authority of the Planning and Budget Committee (PBC) to allow it to serve as a recommending body in the planning, budgeting, and resource allocation processes” and, b. “Create, communicate, and implement a comprehensive organizational plan and structure that aligns and illustrates professional development programs, committees, learning communities, and opportunities for all constituency groups.” 4. President Moore advised that the IEPI PRT process calls for our college to acknowledge the team’s efforts and guidance. This would be a communication to the State Chancellor’s office, referencing the team’s visit summary and MOO. PBC members, staff who participated in the IEPI PRT visit, and others who would like to contribute suggestions for our report to the Chancellor may do so through their respective Dean, VP or directly to President Moore. 5. Next steps on the MOO will be to take closer looks and have deeper discussions on the options of interest, as well as compare them alongside with any similar or related efforts that are already underway. A third IEPI PRT team interaction will take place sometime during spring 2017. <p>President Moore will provide update at PBC meetings when information available.</p>
<p>C. Community Outreach/ K-12 Districts</p>	<p>President Moore informed on efforts to connect with local school districts, consistent with our strategic goals to enhance community partnerships and strengthen pathways to Canada from local schools. Along with Director of Marketing and Community Relations Megan Rodriguez Antone and College Recruiter Mayra Arellano, President Moore has attended recent board meetings of local school districts and spoke on our interest to work with them to address their LCAPs (local control and accountability plans), specifically in the areas of college and career readiness for their students. The message is to increase awareness and invite parents and students to learn about our college, and participate in recruitment events.</p>
<p>D. “STRONG” College Promise Program Update</p>	<p>President Moore advised that general recruitment efforts can also include identifying potential high-needs students and sources for assistance. This parallels the initial steps of “Start Strong”, “Stay Strong”, “Finish Strong”. The District has formed a task force to look at possible funding resources for fall 2017. In spring 2017, we will be reviewing our “Strong” processes, in anticipation of building on current efforts and be consistent with District goals and parameters. President Moore will monitor and provide update at PBC meetings when information available.</p>
<p>E. Program Review 2017</p>	<p>Doug Hirzel advised that the Program Review notice was sent via email advising the programs due for review this year. Similar to last year, program review will be completed through SPOL (Strategic Planning Online) Please contact Doug if you need login assistance. Due date for</p>

	<p>Program Reviews will be the end of February. Doug reminded that Program Plans can updated anytime. This is a separate section in SPOL and would include new/revised resource requests or other program changes. Program plan updates should also be completed by the end of February, if items are considerations for 2017-18 budget. Doug anticipates new instructional technologist Alison Hughes will be available to provide guidance on SPOL as she becomes knowledgeable with this specific application and its features.</p> <p>F. Public Safety Study Update Michelle Marquez informed that the timeline for the District Public Safety Plan process has been revised to allow more time for feedback from the campus community. The Board heard many comments, particularly from students, expressing the need for more time to reply to the questions and issues raised in the study. Students will have the opportunity to provide comments at the beginning of spring semester at various locations and at additional public forums.</p> <p>G. Approval of College Progress Reports Motion to approve College Progress Reports. Chialin Hsieh presented on the College reports Action item. Discussion highlights: <ul style="list-style-type: none"> • Each fall semester, PBC reviews the College plans to assess the College’s progress. This is the final year of the five-year cycle for the plans listed. Feedback was solicited from the campus community for a 30-day period. <ul style="list-style-type: none"> – Basic Skills & Student Equity Plan – Distance Education – Educational Master Plan – Facilities Plan – Strategic Enrollment Plan – Student Engagement Plan – Sustainability Plan – Technology Plan • In the final progress report for each of the above, the plan’s objectives were categorized as institutionalized, completed, discontinued/obsolete, or deferred. If deferred, these items have not been completed nor institutionalized but remain vital to the College goals. Deferred items will be considered and included in the current Educational Master Plan efforts. Deferred items include developing student pathways, distance education efforts and other student support services. <p>Motion to approve College Progress Reports passed unanimously.</p> <p>H. Approval of EMP Goals Motion to approve draft Educational Master Plan (EMP) Goals. Doug Hirzel provided an update on EMP activities and presented the draft goals. Based on the Cañada College campus forums, the goals developed directly from feedback received in discussion with constituency groups, planning council and division meeting. All feedback was compiled and can be reviewed here: Draft goals are: <ul style="list-style-type: none"> • Student Completion/Success: To provide educational and student services programs that help students meet their unique academic goals; minimize logistical and financial barriers to success; and highlight inclusivity, diversity and equity. • Community Connections: To build and strengthen collaborative relationships and partnerships that support the needs of, reflect and enrich our diverse and vibrant local community. </p> </p>
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<p>I. President's Update</p>	<ul style="list-style-type: none"> • Organizational Development: To invest institutional resources on the structures, processes and practices that focus on a diverse student and staff population, promote excellence, equity, inclusion and transformative learning <p>Doug advised that as the EMP is developed and formed, it may prove suitable to amend these goals slightly. For this reason, these are referenced as draft goals presented for PBC approval. Any revision will be part of the Draft Educational Master Plan which will be brought to PBC for review, discussion and approval.</p> <p>Motion to approve draft Educational Master Plan (EMP) Goals passed unanimously.</p> <p>President Moore acknowledged receipt of PBC Strengths and Weaknesses Analysis on the New Positions Proposals/Presentations. Her decision remains under consideration. She continues to accept any feedback and input as appropriate. In keeping with previous practice, she plans to announce her decision prior to winter recess.</p> <p>Doug stated that it is helpful to hear about what other options were considered and/or alternatives that may be explored relating to the positions requested. This discussion will likely continue in the spring semester after the decision is reported.</p>
<p>J. Staffing Update</p> <p>K. Matters of Public Interest</p>	<p>Michelle Marquez provided staffing update:</p> <ul style="list-style-type: none"> • Welcome to Mayra Rios, Middle College Staff Assistant, .48, Fund 1, effective November 7 • Campus fundraising activities: <ul style="list-style-type: none"> – EOPS Student club: selling chocolates and a few remaining holiday poinsettias – Classified Senate: Holiday Baskets on display at the bookstore, proceeds for student scholarships – Cañada Calendars on available at Welcome Center, VP Student Services office, International Student Program office. \$10 donation encourages, proceeds for for student scholarships • Cañada in the Community 2nd Annual Jacket & Toy Drive benefitting families in the coastside communities of San Mateo County through partnership with Puente del Sur. Donation bins have been placed on-campus and nearby community locations. • Redwood City will be celebrating its 150th Anniversary in 2017. More information to follow on opportunities for possible college participation. • Great to see Cañada at Hometown Holidays celebration!
<p>III. ADJOURN</p>	<p>Meeting adjourned at 3:40 pm.</p>