

## PLANNING AND BUDGET COUNCIL MEETING MINUTES Wednesday, November 4, 2015

Members present: Doug Hirzel, Debbie Joy, Rachel Corrales, Supinda Sirihekaphong, Nick Carr, Paul Naas, Lorraine Barrales-Ramirez, Peggy Perruccio, Winnie Kwofie, Joanna Dai, Chialin Hsieh, Megan Rodriguez, David Johnson, Michelle Marquez, Kim Lopez

Members absent: Gregory Anderson, Lezlee Ware, Larry Buckley

<u>Guests and others present:</u> David Hamilton, Diana Tedone, Erin Moore, Janet Stringer, Jeanne Stalker, Loretta Davis, Mary Chries Concha Thia, Michael Hoffman, Barbara Bucton

AC	GENDA ITEM	CONTENT	PRESENTER
1)	WELCOME	Meeting called to order at 2:10 PM	Debbie Joy and
	AND	PBC co-chairs and members welcome to Erin Moore, new Director of	Doug Hirzel
	APPROVAL	Professional Development and Innovation at Cañada College.	
	<b>OF MINUTES</b>	Minutes of October 21 Meeting were approved as corrected.	
2)	BUSINESS		
	A. Fall Hiring	Motions to move forward with Summary of Strengths and Weaknesses to	Doug Hirzel
	Process	College Cabinet and continue process for Spring hiring.	
	Evaluation	http://canadacollege.edu/planningbudgetingcouncil/staffing/fall 2015/new	
		position pro-con F15.pdf	
		Co-chair Hirzel opened the discussion to include follow-up on the current	
		new position proposals and feedback on the process.	
		Discussion highlights:	
		Strengths and weaknesses are subjective. What one person and/or	
		constituency perceives as a weakness others could see as a strength.	
		• The info currently posted on strengths and weaknesses may not be accurate but it still enters the record.	
		<ul> <li>Instead of the current format of Day 1 for presentations and Day 2</li> </ul>	
		for group discussions, members review presentations ahead of time	
		and come prepared to discuss and ask questions Day 1. Day 2 would	
		be a continuation - Day 1: position proposals 1-4, position proposals	
		5-8. Instead of presenting, proposers will be on hand to answers	
		questions.	
		Benefit presenters as they would only have to attend on one day.	
		Another option would be same as above with brief presentations for	
		each proposal. Discussion would allow for accurate info be recorded	
		in strengths/weaknesses summary.	
		There would need to be an overall discussion after all the proposals	
		are individually discussed.	
		If divided between the two days, the same group would not be in	
		attendance both days.	
		Modified process would be:	
		1. Keep Day 1 and Day 2 on different weekdays.	
		2. Proposal justifications and supporting documentation still	
		submitted by designated date.	
		3. Brief presentations prepared. Presenters would know in	

- advance when proposals will be discussed, either Day 1 or 2. Perhaps guidelines/template/online tool could be developed so that presentations are similar in format and address common questions.
- 4. PBC members and audience as a whole (or in small groups) would have the opportunity to ask questions and discuss as each proposal is presented.
- 5. Questions/comments can be submitted ahead of time or through comment/question cards, so that we are sensitive to confidentiality or anonymity of members. This would underscore the need for advance preparation and review of position proposal materials.
- Scheduling sessions on different weekdays worked okay this time likely would work well with the process under discussion.

Motions to move forward with Summary of Strengths and Weaknesses to College Cabinet and modify the process as outlined above for Spring hiring passed unanimously.

 Co-chair Hirzel noted PBC Spring hiring process discussion days 1 and 2 have been scheduled for Wednesday, March 2 and Tuesday, March 8. Proposals are due February 17

B. Quarterly Budget Update

Information on 2015-16 budget update for the quarter ending Sept 30 (attached) and 2015-16 final budget book were distributed. VP Marquez noted:

- 1000 account series Fund 1 Summary of salaries and benefits on track.
- 7000 account series Special Programs includes: SparkPoint, Middle College and student health services fees not covered by Health Services Fees collected.
- 2015-16 site allocation + 2014-2015 ending balance = \$20,911,698 + 616,724 = \$21,548,422 2015-16 budget
- College budget as a whole is on track at 23.8% budget used for first quarter.
- Mid-year report will be more comprehensive as it will include state budget update as well as mid-year budget info.
- C. Progress Reports

Motion to approve progress reports for:

- 1. Basic Skills
- 2. Student Engagement
- 3. Distance Education
- 4. Technology

Basic Skills progress report addresses counseling and coordination of the Colleges Basic Skills efforts.

Discussion included:

- Tracking students' progress and capturing data that can help identify programs that can be expanded.
- More people are involved in the professional learning support services for students.
- An example of collaboration is the Proactive Enrollment Event scheduled on Nov 18-19, 600-800 students expected.
- Tutoring coordinator, retention specialists, and counselors staffing have allowed for programs to stabilize and mature. Evident in jams

Michelle Marquez

Dean Anniqua Rana and Professor Michael Hoffman

- success, registration in accelerated classes and enrollment in vulnerable sections.
- Looking forward to continue efforts, working with retention specialists, monitoring students, developing and maintaining cohorts and learning communities in the months ahead.
- Data captures progress in retention rates, student success, and other factors shows and all the pieces are in place and we can continue to track ongoing efforts.
- Data dashboard training will be offered November 6 and as part of flex day program.

## Student Engagement Plan

http://canadacollege.edu/plans/Student%20Engagement%20Progress%20Report%202014-15 10292015 Final.pdf

- Consists of six success areas: Connected, Engaged, Focused, Valued and Nurtured as research shows that these have the highest impact on students staying and achieving their educational goals.
- College planning councils and constituency groups were asked to provide feedback on how we can enhance these areas at the College.
- Progress Report discussed focus areas based on this feedback and follow-up SSPC can identify and provide as well as efforts that are in progress or have been institutionalized.
- Efforts will continue to be discussed with division groups, ACES and Academic Senate.

## Distance Education Progress Report

http://canadacollege.edu/planningbudgetingcouncil/1516/DE%20progress%20summary%20PBC%202015.pdf

- Discussed progress in broadening course offerings, recruiting faculty, increasing student awareness, retention and success.
- Group continues to monitor student feedback and requests for courses. Demand is student-driven
- Organize and coordinate potential professional development opportunities for faculty related to courses requested
- Continue to identify ways to close the gap in student success between distance ed and traditional courses.
- Data shows huge demand for summer online course
- More info/guidance needed College overarching goals and OEI initiatives
- Continue to monitor and participate in District discussion on this topic

## Technology Progress Report

http://canadacollege.edu/plans/Technology%20Plan%20Progress%20Report %202014-15 10132015.pdf

Discussed progress made in three areas:

- Optimize use of exiting and current infrastructure by identifying professional development opportunities, encourage fuller utilization of existing training available. Develop ways to receive feedback and followup and training needs
- Technology infrastructure goal to institutionalize system of hardware replacements has been achieved.
- Adaptive technology evaluate needs of staff and students through

VP Kim Lopez

Dean Janet Stringer

Dean David Hamilton

Motion to approve progress reports for Basic Skills, Student Engagement, Distance Education and Technology was passed unanimously.  D. Replacement Positions  Information on following replacement positions:  1. Library Support Specialist 2. Philosophy Fulltime Faculty  Library Support Specialist 1. Lack of this position caused a domino effect with particular impact in circulation functions and tasks Saturday coverage is an issue No staff to administer textbook program and other materials to support basic skills though funds are available.  Philosophy Faculty replacement Vacancy exists due to Faculty retirement. Academic Senate endorsed position. There is a need to continue program and there is enough load to justify this replacement.  Chancellor has agreed that selection process will move forward. The selection committee list under review. Looking for a balance between Balance Classified and Faculty representation.  Doug Hirzel  Temporary Positions Discussed Proposed section on to reflect similar, though modified process for other positions Discussed Proposed section on to reflect similar, though modified process for other positions Discussed Proposed section on to reflect similar, though modified process for other positions Discussed Proposed section on to reflect similar, though modified process for other positions Discussed Proposed section on to reflect similar, though modified process for other positions Discussed Proposed section on to reflect similar, though modified process for other positions Discussed Proposed section on to reflect similar, though modified process for other positions Discussed Proposed section on to reflect similar, though modified process for other positions Discussed Proposed section on to reflect similar, though modified process for other positions Discussed Proposed section on to reflect similar, though modified process for other positions Discussed Proposed section on to reflect similar, though modified		continued communication with DRC has been achieved	
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