



PLANNING & BUDGETING COUNCIL MEETING MINUTES

Wednesday, April 16, 2014

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

Members Present: Gregory Anderson, Lizette Bricker, Jennifer Castello, Patty Hall, Sarah Harmon, Doug Hirzel, Chialin Hsieh, David Johnson, Debbie Joy, Ruth Miller, Paul Naas, Vickie Nunes, Karen Olesen, Martin Partlan, Robin Richards,

Ex-Officio: Larry Buckley - President

Members Absent: Allaa Aissi, Loretta Davis, Ivan Evans, Robert Hood, Mike Tyler, Lezlee Ware

Guests: David Clay, Linda Hayes, Kim Lopez, Anniqua Rana, Carol Rhodes, Maggie Souza, Janet Stringer, Joan Tanaka, Dave Vigo

<u>AGENDA ITEM</u>	<u>CONTENT</u>	<u>PRESENTER</u>
1) APPROVAL OF MINUTES	The minutes were approved as amended.	Doug Hirzel & Debbie Joy, PBC Co-Chairs
2) BUSINESS		
A. Research Plan	Reported that the Research Plan was drafted by the College’s Research Advisory Group. The document provides a blueprint for our College’s research and planning efforts. The plan outlines Cañada’s research priorities which are guided by our Strategic Plan, Educational Master Plan, Student Equity Plan, distance Education Plan, and the Basic Skills Plan. Our Research Plan specifically identifies the activities which will be undertaken in support of these existing institutional plans and synthesizes this information into a single document which provides the College with a clear direction for its research efforts over the next three years. The Research Plan is posted on the Office of Planning, Research, and Institutional Effectiveness website for viewing. It was noted that all of the objectives listed in the plan will be on the PRIE website with a link for the report.	Chialin Hsieh, Dean PRIE
B. HSI Presentation	Reported that our College is in the process of writing a HSI grant which will be due May 9th. Vice Presidents Richards and Anderson will be overseeing the writing of the grant along with MESA Coordinator Cathy Lipe and Learning Center Manager Diva Ward.	Gregory Anderson, Vice President of Instruction
C. Update on Basic Skills	Our College’s Basic Skills Plan provides annual direction and priorities for the key basic skills initiatives for the College. The plan was developed using the mission, vision, values, strategic directions and objectives from the Strategic Plan, Educational Master Plan, as well as information from the Student Equity Plan, Distance Education Plan, and Basic Skills goals. The framework of the plan was based on the research from “Obanion’s Principles”, “Student Support” defined from the RP Group, and “A Matter of Degrees” from the Center for Community College Student Engagement. Discussion included:	Anniqua Rana, Basic Skills Coordinator (presented by Professor Jennifer Castello)

<p>D. Call for Annual Review of Governance</p>	<ul style="list-style-type: none"> • Reflecting the progress and linking the evidence everywhere • Noted that 25% or more on each objective has been completed and work is on track for this year to move forward for 4 years • Funding – Question asked “when do we move to Fund 1 and not have to rely on state funding to pay for coordinator and counsellor” • How can we help all students not just Basic Skills student – noted that Basic Skills serves all students and that we are looking at changing the term Basic Skills to Student Success • TRiO information will be added • Members to review report – will be brought forward for approval at next PBC meeting <p>Reported that we will need to evaluate how our governance structure is working. An email will be sent to the campus community this month asking them to complete a short survey. Survey results will be reported back to PBC in May.</p> <p>“Evaluation of the Participatory Governance process and the College Benchmarks” was reviewed and discussed. Review of the College’s Participatory Governance Manual takes place during the end of the Spring Semester each year. The process for the evaluation of the participatory governance was reviewed.</p> <p>The timeline for the evaluation process for the IPC, APC, SSPC, and PBC is as follows:</p> <ul style="list-style-type: none"> • April 2014 – respond to College Benchmark Evaluation Questions, respond and update the Specific Recommendations from the Key Participatory Governance Groups, Campus-wide survey asking employees to evaluate governance structures and processes • May 2014 – Report to PBC <p>College Benchmarks need to be reviewed asking the questions: “Are the benchmarks we set to achieve as a college appropriate?” and “how well does the College implement its goals? Suggestions?”</p> <p>This will be followed with specific recommendations from the key participatory governance groups by updating the status on the recommendations. In Fall 2014, PBC will review and update any material in the governance manual.</p>	<p>Doug Hirzel, PBC Co-Chair</p>
<p>E. One Time Money Criteria & Process</p>	<p>The process to evaluate programs and services funded by Measure G, one-time funds, or President’s Innovation funds for Spring 2014 was reviewed. The context for this process was reviewed and began with President Buckley, on March 26, presenting PBC with reports identifying Measure G, President’s Innovation Fund, and One-Time funded programs and services. He asked PBC to create a process for evaluation these programs/services in order to determine how best to spend the remaining funds and to identify which programs/services to move to Fund 1 or other funding sources. The process developed is as follows:</p>	<p>Doug Hirzel, PBC Co-Chair</p>

- April 9 – workgroups identified possible criteria and process
- April 16 – PBC will review and adopt the process and criteria
- April 28 – programs will submit written reports to PBC Co-Chair by 8 a.m.
- April 30 – Program reports will be discussed at a Special PBC meeting. Workgroups will categorize programs as either Tier 1, 2, or 3 priority. Collective PBC synthesizes these priorities and makes final recommendations to the President
- May 7 – College President makes funding decisions in proposed budget

Programs and services affected are listed below:

Program/Service	Responsible Lead	Allocation/Fund
Instructional Services	Gregory Anderson	\$1,000,218 (G)
Learning Center	Gregory Anderson	\$197,048 (G)
Workforce Development	Linda Hayes	\$130,491 (G)
Distance Education	Janet Stringer	\$127,655 (G)
Library	Gregory Anderson	\$100,356 (G)
College for Working Adults	David Johnson	\$91,639 (G)
Middle College High School	Linda Hayes	\$85,000 (One-time)
Peer Mentorship Program	Robin Richards	\$69,717 (G)
Degree Audit	Robin Richards	\$69,626 (G)
Basic Skills/Writing Center	David Johnson	\$49,748 (G)
Math Jam	Janet Stringer	\$37,900 (G)
100% FAFSA	Robin Richards	\$30,766 (G)
E-Portfolios	Carol Rhodes	\$30,250 (One-time)
Veterans Support	Robin Richards	\$18,614 (G)
Faculty Development	Gregory Anderson	\$17,230 (G)
Word Jam	David Johnson	\$16,880 (G)
Babysitting for CBET	Jenny Castello	\$16,000 (One-time)
Trustees Fund for Program Improvement	Gregory Anderson	\$12,170 (G)
CIETL	Denise Erickson	\$7,500 (One-time)
Honors Transfer Program	Patty Hall	\$7,500 (One-time)

At the April 30 Special PBC meeting, PBC members will break into Work Groups and spend ten minutes discussing each proposal and then move on to the next proposal and so on.

The process was reviewed and discussed. Suggested revisions were made. A motion was made and seconded to approve the process to evaluate programs and services funded by Measure G, one-time funds, or President's Innovation funds for

<p>F. Division Reports</p> <p>G. Update EMP</p>	<p>Spring 2014 with the suggested revisions. All members present agreed.</p> <ul style="list-style-type: none"> • Sports Center (Building 1) – wanted to announce that this is in the initial discussion stage. There has been some discussion on campus as to the concern of it being public or private. • Spark Point – submitting a grant. Project is designed to help students out of poverty. • ASCC Earth Day with STEM and Sustainability Committee on April 22nd from 10:30 a.m. to 12:30 p.m. on campus Lower Level. • Honors Research on Tuesday, April 22nd from 3 to 5 p.m. • District Budget and Finance still working on Resource Allocation • Majors to Careers on April 24th day and evening <p>Will be moved to another meeting.</p>	<p>Division/Committee Reps</p> <p>Doug Hirzel & Debbie Joy, PBC Co-Chairs</p>
<p>3) NEXT STEPS</p>	<p>None</p>	<p>Doug Hirzel & Debbie Joy, PBC Co-Chairs</p>
<p>4) MATTERS OF PUBLIC INTEREST</p>		<p>Doug Hirzel & Debbie Joy, PBC Co-Chairs</p>
<p>5) ADJOURNMENT</p>	<p>The meeting was adjourned at 4:05 p.m.</p>	<p>Doug Hirzel & Debbie Joy, PBC Co-Chairs</p>