



PLANNING AND BUDGET COUNCIL MEETING MINUTES
Wednesday, March 18, 2015

Members present: Evelyn Bench, Lizette Bricker, Nicholas Carr, Jennifer Castello, Loretta Davis, Sarah Harmon, Chialin Hsieh, David Johnson, Karen Oleson, Martin Partlan, Robin Richards, Jeffrey Rhoades, Lezlee Ware, Paul Naas, John Hashizume, Lina Tsvirkunova, Lawrence Buckley, Debbie Joy, Doug Hirzel
Members absent: Michelle Marquez, Gregory Anderson, Jithan Tennakoon
Guests and others present: Kim Lopez, Nadya Sigona, Jo’an Tanaka, Vickie Nunes, Mary Chries Concha Thia, Barbara Bucton

AGENDA ITEM	CONTENT	PRESENTER
1) APPROVAL OF MINUTES	Meeting called to order at 2:15PM Minutes of March 4 Meeting were approved as submitted.	Deborah Joy & Doug Hirzel, Co-Chairs
2) BUSINESS 1. Replacement Hire 2. ACCEL (Adult Education College and Career Educational Leadership)	Council members were informed of replacement hire position for Laboratory Assistant in the Science and Technology Division, due to the resignation of Justine Walsh effective May 31, 2015. Information and update provided on the collaborative efforts of the ACCEL Program. We continue collaborative efforts within San Mateo County involving employers, agencies, educational institutions steered toward the common mission for beneficial, integrated adult education in our region. Focus is on: <ul style="list-style-type: none"> ▪ basic skills, including requirements for high school diploma and high school equivalency certificate ▪ ESL and citizenship ▪ Workforce preparation ▪ Short-term career technical education ▪ Programs for adults with disabilities ▪ Apprentice programs Additionally, indications are that positive adult education experiences can lead to some students continuing to degree programs. Planning for smooth transitions and pathways to these programs and the workforce is among ACCEL’s objectives. Discussed overall program timeline and activities of Collaborative Action Teams (CATS.) Cañada staff facilitate and are involved with South County and Coastside CATS teams along with staff members from County Office of Education, Sequoia Adult School, JobTrain and Cabrillo Unified School District. Discussed pilot programs underway such as GED/ESL Jams, Web Developer Boot Camp and	Janet Stringer David Johnson, Jenny Castello, Nadya Sigona

<p>3. DRAFT District Strategic Plan</p>	<p>others. PBC members extended recognition and compliments to all on their time, enthusiasm and efforts with the ACCEL Program thus far and look forward to more good news in the weeks and months ahead.</p> <p>President Buckley and Dean Chialin Hsieh provided an update District Strategic Planning Forum scheduled on-campus, Thursday, March 18 and Cañada activities supporting District Strategic goals.</p> <p>The March 18 meeting will be the third session of the District’s current strategic planning process.</p> <p>Agenda includes:</p> <ul style="list-style-type: none"> ▪ Synthesizing Findings ▪ Development of Preliminary Recommendations ▪ Strategies <p>It was noted the calendar conflicts exist with this March 18 meeting. There will be additional opportunities to provide feedback and comments for anyone not able to attend.</p> <p>The overarching goal for the Strategic Plan is increasing student success. Examples of Cañada activities toward these objectives are:</p> <p>Partnerships with SUHSD and Sequoia Adult School Outreach events such as Woodside High School Community College Night SFSU Partnerships involving International Students Program as well as Early Childhood Education STEM, and other transfer program..</p> <p>Ongoing Efforts made in existing committees support students success, i.e. ACES</p>	<p>Chialin Hsieh, Larry Buckley</p>
<p>4. MMAP (Multiple Measures Assessment Project)</p>	<p>Multiple Measures Assessment Project introduction and update was provided.</p> <p>Cañada is one of the participating colleges in a pilot program involved with developing the analytic tools for placing and assessing students. The objective is to develop a platform for a common assessment in English, Math, and ESL.</p> <p>Chialin described the role of the pilot colleges to identify qualifying students and compare the MMAP analysis to our current system and track outcomes. Preliminary findings on the student group included:</p> <ul style="list-style-type: none"> ▪ the length of time between high school graduation and enrolling here is 4 years, ▪ majority of high school students took English and math in their first semester <p>A DRAFT decision tree for the math pilot was reviewed as an example of the project’s ongoing efforts as well as a timeline for their continuing activities.</p>	<p>Chialin Hsieh and Kim Lopez</p>

<p>5. Hiring Prioritization Process</p>	<p>In accordance with the College’s Participatory Governance Manual Guidelines for the Staffing Request Process, the Hiring Timeline and Prioritization Process recently completed was evaluated and discussed. Motion to approve that the process was followed and completed as established was made, seconded and passed. The following points were noted for the future:</p> <ol style="list-style-type: none"> 1. Session 1: Proposal Presentations and Session 2: Discussion of Strengths and Weaknesses should be scheduled on different weekdays. 2. There is value to attend both sessions, or to view the video of Session 1 to actively participate in session 2. 3. Use a different meeting room for these sessions, particularly for Session 2, that would better accommodate the smaller group discussions. Value to having both sessions in the same room. 4. Need mechanism to send in questions/receive replies after Session 1 but before Session 2 (after further thought and/or after viewing video.) 5. Hiring timelines spelled out clearly are helpful <p>Doug Hirzel advised the timeline for next semester will be prepared prior to the end of this semester.</p>	<p>Robin Richards</p>
<p>6. Staffing Update</p>	<p>Vickie Nunes provided information on new Cañada staff members:</p> <p style="padding-left: 40px;">Dan Barba, Assistant Project Director, Athletics, Library and Learning Resources Division</p> <p style="padding-left: 40px;">Pat Sehl, Program Services Coordinator/TRIO, Student Services Division</p> <p>Both positions funded 50% HSI-ESO and 50% TRIO/Student Support Services.</p>	
<p>3) ADJOURN</p>	<p>Meeting was adjourned at 3:40 pm.</p>	