



**PLANNING AND BUDGET COUNCIL MEETING MINUTES**  
**Wednesday, May 20, 2015**

**Members present:** Doug Hirzel, Debbie Joy, Gregory Anderson, Chalin Hsieh, Megan Rodriguez, Rpbm Richards, Sarah Harmon, Lizette Bricker, Martin Partlan, John Hashizume, David Johnson, Lezlee Ware, Jeffrey Rhoades, Jennifer Castello, Loretta Rascon Davis, Karen Olesen, Nick Carr

**Members absent:** Paul Naas, Jithan Tennakoon, Lina Tsvirkunova, Michelle Marquez

**Guests and others present:** Leonor Cabrera, Anniqua Rana, Dave Hamilton, Janet Stringer, Barbara Bucton

AGENDA ITEM	CONTENT	PRESENTER
<b>1) APPROVAL OF MINUTES</b>	Meeting called to order at 2:13 PM  Minutes of May 6 Meeting were approved, with one abstention.	Deborah Joy and Doug Hirzel, Co-Chairs
<b>2) BUSINESS</b> 1. Reestablishing our Identity as a Hispanic Serving Institution	<p>VP Anderson discussed the College’s HSI efforts, grant-funded and initiated to develop pathways for students from the College to SFSU in a number of disciplines. Is what we are doing adequate and visible enough, compared to other colleges? Reviewed Hispanic enrollment, discussed retention, transfer and success stories.</p> <p>VP Richards stated that the College’s Hispanic–serving culture is highly evident - a good example is the success of the ESL Program. Jenny Castello advised that the ESL retention specialist position remains grant-funded and suggested it should be a Fund 1 position. This could possibly make funds available for other student needs such as childcare and transportation to campus.</p> <p>Discussed the College’s visibility in the Hispanic communities and programs. Fiesta Cañada and North Fair Oaks Festival are examples. Consideration for more presence in coastal communities also discussed. Coastside CATS is one opportunity.</p> <p>Discussed need for short programs and courses in fields that men are interested in as well as service industry careers. Anecdotal info suggests a number of students leaving school for fulltime work, often in these areas.</p> <p>President Buckley reinforced the objective that the College community continues to embrace this culture. The HSI received should be used to enhance our efforts as well as our visibility. He also discussed the College’s efforts related to other ethnic groups.</p>	Gregory Anderson

<p>2. Institutional Effectiveness Goals</p>	<p>Dean Hsieh reported that Institutional Effectiveness Goalsetting was discussed with all College participatory governance committees and constituencies, as was directed at the April 15 PBC meeting. The resulting consensus among these groups was to establish a course completion goal of 70%. Dean Hsieh requested PBC to approve this goal. Motion made and seconded (VP Richards/VP Anderson) and the motion was approved unanimously.</p>	<p>Chialin Hsieh</p>
<p>3. Participatory Governance Survey</p>	<p>Dean Hsieh discussed the results of the Participatory Governance Survey which was already posted on the website. Question was raised on the number of respondents which seemed to indicate that the survey was forwarded to other individuals by some of the original recipients. Survey discussion highlights included:</p> <ol style="list-style-type: none"> <li>1. Budget questions are a high consideration</li> <li>2. Hiring processes and program review efforts are linked and should be considered together</li> <li>3. ACES committee perspective will be different from the way data was reviewed in the past</li> </ol> <p>Generally, PBC members believed the comments were constructively critical and follow-up suggestions were discussed.</p>	<p>Chialin Hsieh</p>
<p>4. Budget Update</p>	<p>President Buckley discussed the Governor’s Budget May revise. Statewide, additional funding provided for faculty hiring, payment of debt obligations, deferred maintenance and infrastructure. Also, additional funding for basic skills and student equity will be provided and our District will receive a portion. Overall, the news was good for the state’s community colleges.</p> <p>Question was raised on any additional/specific funding for professional development. President Buckley and/or VP Marquez will research and provide information.</p> <p>President Buckley discussed efforts related to funding received through AB8086 and the good position the College is in due to pilot programs already in place. Recognition to VP Anderson and Jenny with ACCEL and Coastside adult education programs. VP Anderson spoke appreciatively on San Mateo Adult School led by Director Larry Teshara.</p>	<p>Larry Buckley</p>
<p>5. Commencement Update</p>	<p>President Buckley reviewed commencement activities and schedule. Every effort is being made for a shorter ceremony but still meaningful and memorable for students and their families.</p> <p>President Buckley provided demographic information on</p>	<p>Larry Buckley</p>

<p>6. Staffing Update</p>	<p>this year's Cañada graduating class:  Total of 598 graduates will earn 909 degrees and certificates in 74 different majors; 73% are female  Average age: 28 years (54% between the ages of 18 and 24)  Ethnic backgrounds:  44% Hispanic  25% White  11% Asian, Filipino, Pacific Islanders  13% Multi-races</p> <p>Honors/Transfer Counselor recruitment resulted in no selection committee recommendation. Gloria Darafshi will move to Honors/Transfer Counselor, which created an opening for General Counselor. This recruitment process will proceed during the summer.  ESL Instructor position has been filled, individual will start in August.  LD Specialist/DRC Counselor has been filled, individual will start in August.  CIS/Engineering Instructor recruitment resulted in no selection committee recommendation. The recruitment will be reevaluated and is set to continue in the summer.  Math Instructor recruitment process is underway.  Rad Tech job description and ECE Retention Specialist job descriptions are in process.</p> <p>President Buckley mentioned today's meeting will be VP Richards final PBC meeting as she will be retiring in June. He thanked her for her dedication and all her contributions on behalf of the College and always in support of students. PBC members present unanimously expressed their gratitude and appreciation.</p>	<p>President Buckley</p>
<p>3)</p>	<p>Meeting adjourned at 3:55 pm.</p>	