



**MEETING MINUTES**  
**Cañada College Planning & Budget Committee Meeting**  
**November 19, 2014**

<p><b>Members Present:</b></p> <p>Gregory Anderson, Vice President of Instruction Lizette Bricker, Classified Staff Representative At-Large Nicholas Carr, Representative for Athletics, Learning Resources and Library Division Sarah Harmon, Part-Time Faculty Representative At-Large John Hashizume, Facilities Representative Douglas Hirzel, PBC Co-Chair and Academic Senate President Chialin Hsieh, Dean of Planning, Research, and Institutional Effectiveness David Johnson, Administrative Representative Deborah Joy, Classified Senate Representative Paul Naas, Faculty Representative, Business, Design, and Workforce Development Victoria Nunes, College Business Officer Karen Olesen, Faculty Representative, Student Services Division Martin Partlan, Faculty Representative, Science &amp; Technology Division Robin Richards, Vice President of Student Activities JithanTennakoon, ASCC Representative Lezlee Ware, AFT Representative</p>	<p><b>Members Absent:</b></p> <p>Lawrence Buckley, President (non-voting) Jennifer Castello, Faculty Representative, Humanities Division Loretta Davis, CSEA Representative Jeffrey Rhoades, SSPC Representative Jithan Tennakoon, ASCC Student Representative Lina Tsvirkunova, ASCC Student Representative</p> <p><b>Others Present:</b></p> <p>Roxanne Brewer Linda Hayes Mike Hoffman Anniqua Rana Mary Chriss Concha Thia</p>
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The meeting was called to order at 2:16 p.m.

A motion was made by Vice President Anderson to approve the PBC Agenda for November 19, 2014. Second: Ms. Olesen-Motion Passed.

**1) Approval of the Planning & Budget Committee (PBC) Meeting Minutes**

A motion was made by Vice President Anderson to approve November 5, 2014 PBC Meeting Minutes. Second: Ms. Olesen. Abstained: Ms. Harmon and Mr. Tennakoon. Motion Passed.

## **2) A. Student Equity Plan**

(Refer to <http://www.canadacollege.edu/planningbudgetingcouncil/meetings.php>, Student Equity Plan)

Vice President Anderson reported that the Student Equity Plan budget was reduced due to the reduction of funds we received from the State. Mr. Hoffman has the final draft of the Student Equity Plan. He will give the Plan to Dean Hsieh and it will be posted on the PBC website.

The only change to modify the Plan was to hire one Retention Specialist instead of two. The Plan has gone through the governance groups.

The Committee agreed that it was a great Plan.

Mr. Hirzel asked when we would receive the funds; Ms. Nunes reported that the funds are already here.

Dean Rana said that the Plan will be put into action during Flex Day, November 26, 2014, starting with Professional Development.

A motion was made by Vice President Richards to approve Student Equity Plan. Second: Ms. Nunes.- Motion Passed.

## **B. Participatory Governance Manual Revise**

Ms. Harmon reported that President Buckley, Vice President Richards, and she will be working on revising the Participatory Governance Manual. Updates need to be made to the Manual, such as putting scenarios in the Plan. For example: What to do and who to contact. Committee memberships need to be updated in the Manual. Ms. Harmon will be soliciting help for this revision. Work will begin in January/February 2015, with the goal to finish the revision by March 2015. New processes are not being created, only updates to the Manual.

Vice President Anderson reported that he was at a Professional Development meeting today and he was talking to a representative from another local community college and they had not updated their Participatory Governance Manual in 3 years. He was happy to report that Cañada College has been maintaining their Manual. Good job!

## **C. Women's Soccer Coach Update**

Vice President Anderson reported that we are in the process of hiring a new Kinesiology/Soccer Coach; the former Women's Soccer Coach left the District. This item is being brought to the PBC meeting as an informational item. This position has been posted because this is an urgent replacement hire. Vice President Anderson said that part of the urgency has to do with the fact that coaching is a year round business. Coaches are in their current season and recruiting for next year's team. Coaches spend a lot of time in schools recruiting players. Currently, Cañada College does not have a coach. Vice President Anderson reported that the position will be posted for four weeks with the hopes to have applicant process wrapped up by Christmas break. He felt that finding a replacement should not be a challenge; the coaching network is incredibly tight. Coaches are well informed about Cañada College across the state. Before the position was officially posted, we were already generating interest.

The position will require a background in Kinesiology, must be able to teach other how to play soccer, and be committed to helping students. The start date will be the spring term of 2015; the first task will be player recruitment. Vice President Anderson said that the Office of Civil Rights (OCR) pays close

attention to anything around athletics. Cañada College needs to demonstrate that we are aggressively acting upon hiring a replacement for a fulltime hire.

Mr. Hashizume asked why Kinesiology was tied to hiring a Soccer Coach. Mr. Carr said that it is really important that we get another Kinesiology person. A lot of successful coaches have an educational background to be successful. Otherwise, we end up with a club like background and teaching gets left behind. Cañada College is an educational institution and coaching and teaching go hand in hand.

Vice President Anderson said there is a lot of growth in Kinesiology. If you transfer with a Kinesiology degree, you can go into Physical Education, teaching, pre-med, etc.

Mr. Hirzel said that he was at a Title IX Workshop this past weekend. Title IX is not just about athletics, it is about sexual discrimination. Colleges need to address how we are dealing with all of our students. Some attendees were talking about breastfeeding stations for women. Women get private shower areas but men don't.

#### **D. Round Table Discussion**

(Refer to <http://www.canadacollege.edu/planningbudgetingcouncil/meetings.php>, Professional Development Re-envisioned)

Mr. Hirzel discussed the handout, Professional Development Re-envisioned. The Committee was asked to take 10 minutes and read through the handout and to consider the following questions:

1. What are the recurring themes?
2. Which ideas inspire or resonate with you?
3. What wild ideas come to mind?
4. What more do we need to know?
5. What are our next steps for action?
6. What other areas do we need to investigate?

The Committee formed groups to discuss.

Committee Feedback:

- Getting a faculty cohort together for a year to visit other classrooms. It would improve trust within the department; faculty would have the opportunity to see different classes, getting to know each other. Sharing with one and other. Peer pressure would encourage participation; the department would want to see the results. The results might be improvement in teaching, trust, and awareness.
- Have an orientation for new hires and continuing faculty/staff/administrators. There are different populations of students with various backgrounds. Topics could include disaster awareness, FERPA, and Title IX issues. Many colleagues did not know what FERPA was.
- Software changes every year and staff needs to stay updated; learning concepts on better teaching concepts. The issue is that it comes down to lack of time, all of our needs are different. Planning is important to some, but not to others. Professional development may mean different things to various disciplines. Some staff members want to stay current in their disciplines while others enjoy learning about other disciplines.
- Find resources to support collaboration; ways to encourage collaboration.

- Keep faculty involved, they have no time. Find ways to reward faculty with release time. Possibly through a stipend, credit, etc. How do you institutionalize and build credit for others to move up? How are other colleges doing this; what incentives are given?
- Have different activities where faculty/staff/administrators can collaborate. The best way to connect people is not necessarily during the work day. Outside of the work setting is where people can relate to one another and have fun, underlying collaboration does take place. Some institutions have events like a Walk-a-Thon, a volleyball tournament, or work on service projects together. Cañada College used to have a Walk-a-Thon and baseball games. Faculty/staff/administrators/students had fun during the ACSS Halloween festivities this year.
- There was a lot 'stuff' within the document and discussed. Right now there isn't any one person responsible for making these suggestions happen. Maybe the new Vice President of Administration could help make this happen. Other colleges have an office to assist with these types of activities; what is Banner, how to get keys, how to do final grades, leadership training. The State requires their employees 80 hours of training for new employees. Some colleges have an independent contractor to assist. We need to do fun workshops but we also need a point place. We are now responsible for having a Professional Advisory Committee. If we are going to access the new funds, we need to have a committee that is integral Districtwide.
- Some faculty positions are required to get continuing educational units; we are not forced to continue to be lifelong learners.

Vice President Anderson said that he is excited about the Professional Development (Assembly Bill No. 25581, Chapter 473). We will see ideas from the State. A functional database that is peer reviewed is in the process of being created. The disadvantage of giant databases is that there are no guidelines; this one will be user friendly.

Mr. Hirzel thanked the Committee for their valuable input.

**E. Division/Committee Reports**

None

**F. Staffing Update**

Michelle Marquez has accepted the position of Vice President of Administration.

Vice President Anderson announced that the ECE position has been filled; no name announced.

**I. Matters of Public Interest**

Ms. Joy announced that Cañada College has an opportunity to participate in a program called Farmingo. 10 people are needed to sign up and deliver will be every Wednesday. She recommended that Committee members read the flyer that she recently sent out to all employees. There is a discount code for \$30 off; do not use Internet Explorer.

The SparkPoint Food Pantry is now opened and 20 students have already signed up. Vegetables, fruit, chicken, and turkeys are available. Contact Claudia Dorantes or Jessica Boyle.

Mr. Hashizume will be sending out an announcement later today about the campus wide shut down during the Thanksgiving Holiday break. He suggested that if you have a refrigerator to be sure to empty it and to turn off computers.

The Academic Senate prioritized the faculty position requests a posted on the staffing page.

**J. Adjournment**

The meeting was adjourned at 3:41 p.m.