

PLANNING AND BUDGET COUNCIL MEETING MINUTES Wednesday, December 2, 2015

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

Members absent: Gregory Anderson, Winnie Kwofie, Larry Buckley

<u>Guests and others present:</u> Jessica Kaven, Diva Ward, Gloria Pena, Denise Erickson, Soraya Sohrabi, Eli Agkelos-Solari, Joan Murphy, Bill Morales, Max Hartman, Mike Walsh, Misha Maggi, Erin Moore, Anna Budd, Robert Haick, Janet Stringer, Lizette Bricker

A(GENDA ITEM	CONTENT	PRESENTER
1)	APPROVAL OF	Meeting called to order at 2:10 PM	Co-chairs
	MINUTES	Minutes of November 18 meeting were approved pending addition of	Debbie Joy and
		District one-time funding distribution and related information.	Doug Hirzel
2)	DIJONITOO		
2)	BUSINESS	Information (presentation attacked) on Hymnan Trafficking Assertances	Micho Mossi
	A. Human Trafficking Awareness	Information (presentation attached) on Human Trafficking Awareness	Misha Maggi, Student Life
	Campaign	Campaign event on Wednesday, January 27, 10:00 am to 12 noon at the Cañada Main Theater.	and Leadership
	Campaign	the Canada Mani Theater.	Manager and
		ASCC-sponsored event to promote awareness on the crime of Human Trafficking, defined as the illegal trade and movement of people, typically for the purposes of forced labor and/or sexual exploitation. January is Human Trafficking Awareness month and, in collaboration with community leaders, ASCC is hosting this event to raise awareness, promote discussion, and raise the possibility of ongoing curriculum component and effort that would continue the discussion into the future. Particular emphasis noted in relation to the Super Bowl activities beginning in late-January through February 7, 2016, when thousands of US and international visitors are expected in the Bay Area. ASCC Event to feature speakers' panel and students' art exhibit. Staff and faculty are encouraged to promote this event among students, bringing their classes, offering extra credit, etc.	Eli Agkelos- Solari, Cañada student
	B. Decision on New Faculty and Classified Positions	Seven proposals were presented and considered in the for Fall Hiring Process: International Students Center Program Services Coordinator Biology Faculty Outreach Program Services Coordinator English Faculty Middle College Staff Assistant Psychological Services Faculty Transfer Center Program Services Coordinator The process steps included: Submission of proposals Presentations at PBC Meeting	VP Michelle Marquez

- PBC Pros and Cons Discussion on proposals. This feedback submitted to College Cabinet, in lieu of absence of College President
- 4. Academic Senate prioritizes Faculty proposals and submits this info to College Cabinet
- 5. College Cabinet considers and discusses information and all feedback received and completes group decision.

The proposals selected to move forward are:

- Psychological Services Faculty
- International Students Center Program Services Coordinator (current temporary .48 position will now be a permanent .48 position.)

VP Marquez advised that the replacement position for Philosophy fulltime will move forward. She also noted it is anticipated that the Interim College President will be in place to fully participate in the Spring Hiring Process.

VP Kim Lopez informed the members that the December 3 Olive Hill Press college-wide communication will include this new positions announcement. (INSERT LINK)

C. Proposed
Relocation of the
Transfer and
Career Centers

Discussion of Pros & Cons, Review and Revise Draft Recommendations of Proposals to Relocate the Transfer and Career Centers

VP Lopez reviewed the timeline and events related to this matter: http://canadacollege.edu/planningbudgetingcouncil/1516/Background/0.20 Timeline Transfer Career%20Ctr%20relocation%202015-12-02.pdf

- Fall Semester Opening Day: President Buckley's remarks included new vision for Transfer Center to better serve students.
- September 2015: District received state one-time funding received of approximately \$10 million. Proposals submitted from the three colleges and the District office for these funds. Cañada received \$1.5 million; \$500K directed to Facilities projects. Among the Facilities projects, were the relocation of the Transfer Center to existing CIETL 9-154 and the relocation of the Career Center into the existing Art Gallery.
- October-November 2015: Next steps were discussed for these
 two specific projects through discussions with Classified and
 Academic Senates Presidents, College Cabinet. It was
 determined that there is no existing decision-making process
 for projects of this scope. These projects involve the use of
 valuable campus space, impacting students, staff, faculty,
 programs, departments and divisions and generally, the
 Cañada community. Feedback was solicited through
 constituency groups and campus-wide email.
- December 2015: PBC members are being asked to
 - review and comment on this feedback http://canadacollege.edu/planningbudgetingcouncil/1516
 /Transfer-CareerCenterRelocationProsCons.pdf
 - 2. review and comment on draft recommendations
 - 3. review and approve resulting revised recommendations at December 16 PBC meeting.

PBC member Professor Lezlee Ware raised the question on being able

VP Kim Lopez

to vote in absentia on this item on December 16. Co-chair Hirzel advised that the revised draft recommendations would be distributed in advance and feedback can be provided via email.

Other discussion highlights:

- Kitchen adjacent to 9-154 is important to many employees use of kitchen and community area.
- Accessibility and use of conference room effects collaboration among individuals and groups across departments and disciplines.
- Art Gallery is a classroom, preparation and presentation of exhibits, lighting, are examples of topics taught and discussed.
- What is happening with CIETL? Is the concept still alive?
- The trend of space reassigned and repurposed at the expense of Design and Arts is discouraging.
- There are strong feelings on all sides on if the proposed actions or retaining status quo will best serve students.
- Previously, it was determined that the Career Center visibility
 to students was best in The Grove, that's why it exists there
 is it different now? Seems like a lot of expense and effort to
 relocate if we're unsure it will achieve objective.
- The Art Gallery was especially-designed for its present purpose lighting, for example, is unique.
- 9-154 was originally staff lounge but it also is equipped to be backup emergency command center.
- It would be more efficient for students and staff to have Transfer and Career Centers closer in proximity to Counseling. It was noted that some departments have had to work with their associated spaces which are located throughout the campus.
- Pros & Cons report included that it seemed this relocation proposal "came out of nowhere". Co-Chair Hirzel advised that in the 2011 Facilities Master Plan mention was made re locating all student services in one location. There was once a vision that renovating Building 13 would provide this additional space, so displacement in Building 9 would not be necessary.
- Is there a concern that the Career Center is not attracting/serving students where it is? There should be data to support its relocation. It seems more information is needed, particularly from the students it is intended to serve to reinforce any decision made.

PBC Members then reviewed and discussed the first draft recommendations that included:

- 1. On the Proposal to relocate Career Center to Art Gallery location: PBC recommends
 - 1.1. Do not relocate the Career Center into the Art Gallery location.
 - 1.2. Utilize the current Program Review Process to justify the need to relocate and request a new facility.
 - 1.3 Assemble a task force to assess strengths and weaknesses of the college's programs and efforts to support the arts.
- 2. On the Proposal to relocate Transfer Center to CIETL location:

PBC recommends

- 2.1. Do not relocate the Transfer Center into the CIETL location.
- 2.2. Assess the role of the CIETL program and space utilization.
- 2.3 Utilize the current Program Review Process to justify the need to relocate and request a new facility.
- 3. In addition, to address the need for process in place going forward: PBC recommends
 - 3.1. Include a process to request space allocation in the Participatory Governance Manual.

These proposed recommendations were edited and revised based on ensuing discussion. Discussion included:

- need for supporting data on student services access concerns
- professional development needs including the underlying collaborative educational concepts originally addressed with CIETI
- always have an open forum for space allocation and other campus-wide issues. Today was an example of a helpful and inclusive discussion.

Revised recommendations for the Proposed Relocation of the Transfer and Career Centers will be distributed in advance of December 16 meeting where they will be submitted for PBC approval. PBC members expressed appreciation and thanks to VP Lopez for her efforts in taking on this proposal and informing and engaging the Cañada community towards its resolution.

D. Matters of Public Interest

Debbie Joy announced tickets remain on sale for Holiday Gift baskets fundraiser for CSEA scholarships. Drawing will be held on December 16 at 1pm in the Bookstore.

Megan Rodriguez Antone and Michelle Marquez reminded members of Cañada Employee Holiday Open House on Wednesday, December 9, 12 noon to 2 pm in Building 8. Highlights include: Ugly Sweater Contest and Cookie Competition.

Lorraine Barrales-Ramirez thanked all who participated and purchased holiday poinsettias to raise funds for EOPS/CARE/CalWORKs Scholarships. The poinsettias are in and ready to be picked up. Chocolates are also currently being sold with proceeds directed towards these scholarships.

Supinda Sirihekaphong announced Cañada will host a delegation from Zhuhai, China, at the invitation of Mayor Jeff Gee on Saturday, December 5. Zhuhai became Redwood City's first sister-city in 1993.

Megan Rodriguez Antone advised Outreach is sponsoring a Jacket & Toy Drive for Ravenswood School District Cañadians are encouraged to participate by bringing new, unwrapped children's jackets and/or toys for the children of East Palo Alto & Menlo Park. Barrels are located in Building 8, 1st floor, ASCC office, and in the Library.

Meeting adjourned at 3:55 pm.

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