



PLANNING AND BUDGETING COUNCIL MEETING MINUTES
Wednesday, January 18, 2017
Room 2-10

Members present: David Meckler, Nick Carr, Lorraine Barrales-Ramirez, Melinda Ramzel, Maria Huning, Peggy Perruccio, Rachel Corrales, Jamillah Moore, Megan Rodriguez Antone, Chialin Hsieh, Debbie Joy, Doug Hirzel, David Johnson, Kim Lopez

Members absent: Gregory Anderson, Paul Naas, Anna Camacho, Karen Pinkham

Guests and others present: Anniqua Rana, Alex Kramer, Diva Ward, Gohar Momjian, Erin Moore, Janet Stringer, Heidi Diamond, Max Hartman, Lizette Bricker

| AGENDA ITEM | CONTENT |
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| I. WELCOME AND APPROVAL OF MINUTES | Meeting called to order at 2:18 PM Motion to approve Minutes of the December 7 meeting, as corrected, passed with one abstention. Welcome to Melinda Ramzel, newly appointed to PBC, representing Academic Senate: Business, Design and Workforce Faculty. |
| II. BUSINESS A. EMP Update B. Governance Manual Update C. Radiologic Technology Office Assistant II (Rad Tech OA II) | <p>Co-chair Doug Hirzel informed on the status of the college Educational Master Plan. Draft goals were approved at December 7 PBC meeting. Draft plan is undergoing review among the EMP team. The Plan is on track to distribute campus-wide on February 1. Draft will be available for the college community to review and provide feedback. This review period will be 4-6 weeks. Chialin Hsieh reminded that EMP meetings are open to all. Further information on the EMP (including processes, feedback summaries, etc.,) may be found on the EMP page on the PRIE (Planning Research and Institutional Effectiveness) website.</p> <p>Doug Hirzel informed on proposed revisions to the Participatory Governance Manual. These revisions reflect PBC-adopted changes for processes in hiring new positions, grant-funded temporary positions, and replacement positions. Particularly noted is the change to a once-a-year proposal process for new positions from twice-per-year. PBC members are asked to review these proposed Manual revisions and obtain any feedback from constituencies. Approval of these revisions will be an agenda item at an upcoming PBC meeting.</p> <p>Dean Janet Stringer informed on the justification for the replacement OA II position. The replacement is due to resignation. Informing PBC is the next step in the process, as the need for this position to be replaced was reviewed by the department and CSEA has been notified. It is noted that the most recent Joint Review Committee on Education in Radiologic Technology (JRCERT) accreditation review of the program, the observation was made on the lack of office assistance. This observation supported the position's successful proposal in 2015. Janet advised that the position supports clinical education. Hospitals and medical institutions require varying paperwork and this position primarily fulfills these requirements.</p> |

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| <p>D. “Start Strong, Stay Strong, Finish Strong” College Promise Program</p> | <p>President Jamillah Moore informed on the college’s Strong Promise Program, consistent with the agreement to update on the college and District promise programs.</p> <p>Discussion highlights:</p> <ul style="list-style-type: none"> • VP Kim Lopez is representing Cañada at meetings with CSM and Skyline College in the continuing efforts to create a District-wide Promise Program. • In the meantime, Cañada continues to utilize existing programs, such as JAMS and COLTS Academy, as well as the new ESO Adelante Grant and identify these as the first stage of our college promise program. The common denominator among these is their continuing support of high-needs students. • Efforts to enhance student engagement, develop student connectedness, and increase student academic preparedness and advance the “Start Strong” objectives. Students will be better prepared to enroll and succeed in college-level course work. • “Stay Strong” efforts include guiding students to transfer pathways, improving transfer and completion rates. This is in line with the ESO Adelante Grant. San Francisco State is our partner transfer institution in the ESO Adelante Grant. • “Finish Strong” will include continuing support for students on the transfer track and develop retention efforts after transfer. • The institutionalization of successful processes would be addressed in the program’s closing steps. • As the District Promise Plan is developed and plan elements are clarified, we will look to match these to “gaps” in College Strong Promise Plan. • Funding mentioned that may be included in District Promise Plan are trustee scholarships, possible funds for lending libraries, or other purposes to support high-need students. • Regarding the ESO Adelante Grant, an Advisory Board is being formed. Members will include representative from Cañada, SFSU, and local community education partners. (Note: President Moore did not bring the Advisory Board roster to the meeting, but asked to include the roster with these meeting minutes. This information may be found at the end of this document.) <p>President Moore summarized that the ESO and ESO Adelante grants Year 1 efforts are synonymous with our Strong Promise Program. We will continue to participate in developing the District-wide promise program as the grants progress to years 2 and 3. Updates on the will be brought to PBC</p> |
| <p>E. Hiring Update</p> | <p>President Moore advised on her decision on the New Position Proposals that concluded the process last semester. As this is the first PBC meeting since the decision was announced on December 16, Jamillah opened the discussion for questions and feedback. As a reminder, one classified position (Web Programmer Analyst) and three faculty positions (English, Medical Assisting, and Basic Skills Counselor) were approved to move forward. The remaining proposals may be re-evaluated to move forward at a later time, if funding is identified and available. These positions have not been prioritized.</p> <p>Discussion highlights:</p> <ul style="list-style-type: none"> • Question posed on possible innovation funds process: no information has been received on this process for 2017. VP Kim Lopez reminded that last year the innovation funds were targeted to the District’s Strategic Plan. Proposals were required to include metrics related to advancing student success and completion and other adopted objectives. Kim advised that we are hopeful that funding will be available this year and the colleges will be invited again to actively participate and |

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| <p>F. Strategic Planning for EMP Objectives</p> | <p>propose programs for consideration. Doug added that last time the innovations funds process occurred during March-April.</p> <ul style="list-style-type: none"> • Question posed on the state of the budget for next year, is it possible that additional funding would allow positions on the current list to move forward, and what would be that process? President Moore advised that if the budget allows for additional positions to move forward, the current list could be considered. The important factor is that the process continue to be transparent and any movement on additional new positions would be discussed and shared appropriately. <p>Doug Hirzel led discussion on Strategic Planning for EMPL Objectives. Highlights included:</p> <ul style="list-style-type: none"> • The 2012-2017 Educational Master Plan provided for a high number of college plans. Each designed to address specific needs and advance specific objectives. • Though all this work yielded positive results, the high number of plans also provided redundancies and duplications of effort. This was also an important observation by the IEPI PRT team, brought in to consider our planning efforts. • As the previous plans are all sun setting this year, we have the opportunity for a fresh start. As a guideline, the IEPI PRT team came up with the Menu of Options. These focus on: <ul style="list-style-type: none"> - find a way to eliminate redundancies - identify how new EMP will relate to other plans we will take on. • The State mandates plans we are required to have and the college determines any additional plans. • As we move forward, key priorities are: <ul style="list-style-type: none"> - communication, alignment and coordination among college plans. - fewer college plans that are focused on carrying out the EMP. • The three EMP goals: Student Completion and Success, Community Connections, Organizational Development. The next steps are identifying and selecting Strategic Initiatives to achieve these goals. What will be this process and who will be involved? <p>Feedback included:</p> <ul style="list-style-type: none"> - Discussion should include full representation of the campus community - Plans should not drive the EMP. Aspirations and efforts should be encouraged to look beyond the boundaries contained within any given plan. - Measureable metrics should be considered in designing and implementing a plan. Models exist that could serve as a guideline. Duplicating characteristics of an effective college plan in designing another plan could be beneficial. - The method used when gathering campus feedback to develop the EMP goals was efficient. EMP team members presented at Flex Day, division meetings, senate and constituency group meetings. The feedback received was the basis for the EMP goals. Could we use the same exercise be used for the EMP Strategic Initiatives? <p>EMP tri-chairs Doug Hirzel, Debbie Joy, Chialin Hsieh plus Nick Carr, were tasked with designing a similar exercise. This will be discussed at an upcoming meeting along with identifying the additional groups that should be included.</p> |
| <p>G. Staffing Update</p> | <p>No staffing update.</p> |

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| <p>H. Matters of Public Interest</p> | <ul style="list-style-type: none"> • Lorraine Barrales-Ramirez informed that EOPS is still accepting applications for spring semester. • David Meckler advised he will represent the College at the February 16 Redwood City Civic Cultural Commission Arts Summit. Artists, local galleries, dance companies, arts groups, foundations, community leaders will participate. Education sharing will be a topic. Please contact David with suggestions or information to share. • President Moore announced Board President and former Cañada President Tom Mohr will be honored by the Redwood City San Mateo Co. Chamber of Commerce at their January 26 Annual Awards Dinner. President Mohr will be the Inaugural Recipient of their Cornerstone Award. District staff and Cañada staff and faculty will attend. |
| <p>III. ADJOURN</p> | <p>Meeting adjourned at 3:40 pm.</p> |

ESO Adelante Advisory Board:

Lino Cortina, Dignity Health Sequoia Hospital, Strategy and Business Development

Laura Martinez, East Palo Alto Phoenix Academy Campus, Youth Director

Karen Zamarripa, Education Consultant

Martha Castellon, Palo Alto Unified School District, Equity Coordinator

Kathleen Harris, Redwood City Education Foundation, Executive Director

Dennis McBride, Redwood City School District Board of Trustees

Lori Beth Way, San Francisco State University, Division of Undergraduate Studies

Tom Mohr, SMCCD Board of Trustees

Bonnie Hansen, Sequoia Union High School District, Assistant Superintendent

Michele Butler, University of California, Admissions

Claudia Martinez, University of California Office of the President, Educator Programs, California Subject Matter, Diversity and Engagement

Cañada College:

Alicia Aguirre, Humanities and Social Sciences

Cathy Lipe, STEM Center

Diva Ward, Learning Center

Gloria Darafshi, Counseling

Gonzalo Arrizon, STEM Center

Jamillah Moore, College President

Lezlee Ware, Humanities and Social Sciences

Maria Lara, Admissions and Records

Mayra Arellano, College Recruiter

Megan Rodriguez Antone, Marketing, Communications and Public Relations

Melinda Ramzel, Early Childhood Education

Nenaji Jackson, Post-Secondary Completion and Success

Patty Hall, Early Childhood Education

Sondra Saterfield, Humanities and Social Sciences

Tracy Huang, Planning and Research

Vickie Nunes, External Funding Compliance Officer