



PLANNING & BUDGET COUNCIL MEETING MINUTES
Wednesday, February 4, 2015

D R A F T

Members present: Gregory Anderson, Evelyn Bench, Lizette Bricker, Nicholas Carr, Jennifer Castello, Loretta Davis, Sarah Harmon, Chialin Hsieh, David Johnson, Vickie Nunes, Karen Olesen, Martin Partlan, Robin Richards, Jeffrey Rhoades, Javier Santos, Michelle Marquez, Lawrence Buckley, Debbie Joy, Doug Hirzel

Members absent: Lezlee Ware, Paul Naas

Guests and others present: Kim Lopez, Janet Stringer, Mary Chries Concha Thia, Barbara Bucton

AGENDA ITEM	CONTENT	PRESENTER
<p style="text-align: center;">1) APPROVAL OF MINUTES</p>	<p>Meeting called to order at 2:15PM</p> <p>Minutes of December 17 Meeting were approved as submitted.</p>	<p>Deborah Joy & Doug Hirzel, Co-Chairs</p>
<p style="text-align: center;">2) BUSINESS</p> <p>I. Hiring Proposals</p> <p>II. Program Reviews</p> <p>III. Budget Update & Planning</p>	<p>With the start of the semester comes the new cycle of hiring prioritization. Forms can be found at http://canadacollege.edu/planningbudgetingcouncil/staffing.php.</p> <p>Written proposals are due to the Office of Instruction or the Office of Student Services by Thursday, February 26.</p> <p>Program Reviews are due on Friday, February 27. Program Review forms and a list of the programs undergoing review can be found on the Program Review website http://canadacollege.edu/programreview/index.php</p> <p>Doug Hirzel requested that documents be submitted in Word .doc format. This will assist with Strategic Planning Online (SPOL) parallel pilot program which was further discussed at this meeting.</p> <p>President Buckley introduced new Vice President Administrative Services Michelle Marquez and Executive Assistant Barbara Bucton. Michelle recently attended Association of California Community College Administrators Workshop on Governor’s Proposed Budget and discussed these highlights:</p> <ul style="list-style-type: none"> • State budget for community colleges and education is best we’ve seen in ten years, largely due to state revenues and personal income receipts exceeding 	<p>Doug Hirzel</p> <p>Doug Hirzel</p> <p>Michelle Marquez</p>

	<p>projections.</p> <ul style="list-style-type: none"> • The proposed budget is favorable across the board – every aspect of the system gets • The proposed budget should be treated as an anomaly – it will be a long time before we see increases in education this high again • Cautioned about committing every dollar in 2015/16 as economy increases may not sustain - most likely will have decreased state revenue in 16/17. <p>Michelle also reviewed other budget highlights and factors that will influence education funding including implementation of healthcare reform, new legislation re workers sick leave, non-credit rate changes, and the sunset of Prop 30 in 2016.</p> <p>General discussion ensued on this topic and its direct impact to Cañada budget. \$5M to our District discussed as a rough estimate with a portion earmarked for certain purposes. Discussion touched on Adult Education needs on the coast, GED jams, and other areas.</p> <p>President Buckley reviewed other financial information garnered from “State of Silicon Valley” conference attended by a group of Cañada staff and faculty members earlier today. Discussion there centered on the growth in jobs and the economic vitality of the nine-county Bay Area region.</p>	
<p>IV. SPOL Update</p>	<p>SPOL: Strategic Planning Online Program review and evaluating allocation of resources require multi-layered efforts. We sought to update the process and use online tools for program review and planning process. This resulted in Strategic Planning Online SPOL pilot project which will be in place for the next three years. The objective is that these online tools will be used for Planning, Budgeting, Assessment and Program Review. SPOL Committee continues to work on organizing implementation, user/system information and other technical aspects. Program Reviews due for submission the end of February will be input at a later date as part of the training to use this online program. To facilitate this part of the process, Program Reviews should be submitted in Word format.</p>	<p>Chialin Hsieh</p>
<p>V. Staffing Report</p>	<p>Reported the following staff updates: Katie Osborne, Assistant Professor and Head Women’s Soccer Coach David Hamilton, Interim Division Dean, Business, Design and Workforce</p>	<p>Vickie Nunes</p>

<p>VI. Division and Committee Reports</p>	<p>Adolfo Leiva, SparkPoint Center Director Julian Taylor, Tutor Coordinator/Basic Skills Specialist, Learning Center Max Hartman, Interim Director, Disability Resources Center Elizabeth Ontiveros, Counseling Division Assistant Tracy Huang, Research Analyst, PRIE Planning, Research and Institutional Effectiveness</p> <p>Robin Richards: Reminder re SparkPoint Center Grand Opening Thursday, February 5. Opening ceremony to begin at 11:30 in College Amphitheatre with tours following.</p> <p>Doug Hirzel: Reminder re District’s SMCCD Museum of Tolerance Spring 2015 trip is scheduled for April 19-21, 2015. A maximum of five (5) employees will be sent from Cañada: (2) faculty members, (2) classified employees and (1) administrator. Interested parties should contact their representative: Faculty: Doug Hirzel Classified Staff: Debbie Joy Administrators: Larry Buckley</p> <p>Evelyn Bench: Reminders re ASCC Associated Students at Cañada Spirit Week (Feb 2-5) to kickoff the semester and Random Acts of Kindness Week to foster positivity to campus (Feb 9-12).</p>	
<p>3) ADJOURNMENT</p>	<p>The meeting was adjourned at 3:23 p.m.</p>	