



PLANNING AND BUDGETING COUNCIL MEETING MINUTES
Wednesday, March 15, 2017 - DRAFT -
Room 2-10

Members present: Gregory Anderson, Max Hartman, Doug Hirzel, Debbie Joy, Chialin Hsieh, Kim Lopez, Megan Rodriguez Antone, Peggy Perruccio, Maria Huning, Lorraine Barrales-Ramirez, David Meckler, David Johnson, Melinda Ramzel, Lea Moreno, Paul Naas, Rachel Corrales

Members absent: Michelle Marquez, Jasper Nguyen, Anna Camacho, Nick Carr

Guests and others present: Adolfo Leiva, Dani Behonick, Heidi Diamond, Alex Kramer, Tom Bauer, Tom Mohr, Jai Kumar, Anniqua Rana, Maggie Lozano, Erin Moore, Chantal Sosa, Ruth Miller, Jeanne Stalker, Vickie Nunes, Mary Chries Concha Thia, Sarita Lopez, Jenny Costello

Guest presenters:

Redwood City 2020 Leadership Council representatives Alex Sarver, Alisa McAvoy, Shelly Masur and Program Manager John Crowell

FCMAT representatives Jim Austin and Michelle Giacomini

AGENDA ITEM	CONTENT
I. WELCOME APPROVAL OF AGENDA	Meeting called to order at 2:10 PM Co-chair Debbie Joy advised that the chairs received a request to change the order of some agenda items. Motion to adjust the agenda as requested passed unanimously. The minutes reflect the revised agenda.
II. BUSINESS A. Redwood City 2020	RWC 2020 Program Manager John Crowell and Leadership Council members, Alex Sarver (Sequoia Union High School District), Alisa MacAvoy (Redwood City School District), and Shelly Masur (City Council Member, Redwood City) presented on the Redwood City 2020 organization and activities. Presentation highlights: <ul style="list-style-type: none"> • RWC is a collaborative effort (collective impact model) focused on enhancing the lives of children and families in our community. • Core strategic partners include healthcare organizations, county and city agencies, data resources, and education. • Areas of focus include transportation, food insecurities, community safety, youth development, and family engagement. The organization seeks wide-ranging perspectives from among partners to move forward on maintaining and enhancing RWC as a welcoming community for all families. • Efforts includes leveraging resources, reducing redundancies, and providing collaborative platform to generate ideas and incubate projects among partners. • Core partnership investment in RWC 2020 is \$25K. (Some agencies provide in-kind support.) The organization also seeks grant funding and foundation funding. • RWC 2020 efforts align with the strategic goal of the City of Redwood City “to provide a healthy community together.” • Member comments included positive feedback on RWC 2020 evidence-based data and information resources through their partnership with John W. Gardner Center at Stanford University.

<p>B. FCMAT (Fiscal Crises and Management Assistance Team) Internal Process Review</p>	<p>Jim Austin and Michelle Giacomini presented on their organization FCMAT and their current visit to our college at the invitation of college leadership.</p> <ul style="list-style-type: none"> • The Fiscal Crises and Management Assistance Team’s role is to help California’s educational institutions in the areas of fiscal management, budgeting, and similar functions. They are visiting Cañada to provide advice and guidance on procedures, internal controls, business processes, and related areas. • This is a statewide organization with experience at all levels of education offering external independent analyses. • Through staff interviews and review of other available information, the team is gaining knowledge and receiving feedback on the college’s practices and procedures. A report will be generated with findings and recommendations that are not binding. The timeline is estimated at 6-8 weeks. • FCMAT is a state agency that reports to the governor’s office. More information and reports can be found at their website FCMAT.org.
<p>C. Report on SMCCCD Continuing, Community, and Corporate Education</p>	<p>Vice Chancellor Tom Bauer provided information on the District’s Community, Continuing, and Corporate Education program.</p> <p>Presentation highlights:</p> <ul style="list-style-type: none"> • VC Bauer is responsible for Auxiliary Services and Enterprise Operations which includes: bookstores, San Mateo Athletic Club, food services, Bayview Dining Room, and copy centers, plus community, continuing, and corporate education. • At their March 8 Study Session, the Board of Trustees received an update on the programs offered through community, continuing, and corporate education and focused on the Silicon Valley Intensive English Program (SVIEP). • SVIEP addresses the need for a program that helps students whose English proficiency is not at the level required for college acceptance. SVIEP is offered at Skyline and Cañada. • VC Bauer advised that questions surfaced related to the Clinical Medical Assisting program at Cañada, specifically on the process completed when deciding what classes are offered. Steps include: consultation with college administration, disclosure to Board of Trustees on all course offerings, and other actions. A detailed description may be found in the March 8 Board packet, Item 17-3-2C. • Updated and proposed revised Board policies pertaining to community, continuing, and corporate education are being drafted and will be an agenda item at a future Board meeting. • VC Bauer informed that he is receptive to comments and questions regarding any aspect of community, continuing, and corporate education and auxiliary services. He is available to attend department, division, planning council, and constituency group meetings to directly provide information to faculty and staff. • Comment raised that it should be made clear that SVIEP and other community and continuing, and corporate education courses are not for college credit. VC Bauer advised that this is indicated in the catalog and reiterated to students in all appropriate instances. Specific concerns and suggestions can be made to him directly.
<p>D. President’s Update</p>	<p>President Moore advised that she would like to continue to use her updates to relay to this group information received from District as well as external and other sources. These updates are intended to surface information for questions and discussion on any campus-related topic and can be shared with constituencies and planning groups represented.</p>

	<ul style="list-style-type: none"> • Jamillah provided information on the Phi Theta Kappa (PTK) Honor Society student club. At their upcoming national conference in April, Board President Tom Mohr will be one of the recipients of their Michael Bennett Lifetime Achievement Award. At the recent California Nevada Regional Conference, held this past weekend in Burlingame, the Cañada chapter also received several awards. President Moore advised that the college chapter has historically received support from the President’s Office to sustain a portion of the club’s budget. Recently, College leadership and the club’s advisors understood this support at two different levels. This has since been resolved. It is noted that this support is from the President’s office and the assistance is primarily for conferences and travel. President Moore is working with the club’s advisors to streamline and standardize the budget and planning of these expenses. • President Moore has been reviewing the Annual Performance Reports (annual evaluations related to grants.) She advised these contain important and specific information on the college grants and their progress; this information is helpful for grants’ institutional history. She proposed to look into possible ways to provide this information to interested colleagues. Please send any thoughts or suggestions to the President’s Office. <ul style="list-style-type: none"> - Comment raised that Annual Performance Reports are required reporting for federal grants with Department of Education. - Suggestion made to place these performance reports for college grants with other college plans on the PRIE webpage for easy reference.
E. ACCJC Annual Report	<p>Dean Chialin Hsieh informed on the college’s ACCJC Annual Report. ACCJC has made changes to the format and Chialin summarized the information they are requesting this year:</p> <ul style="list-style-type: none"> • Headcount information • Distance Education Programs • Student Achievement <ul style="list-style-type: none"> - degrees awarded, transfer information, and CTE information • Student learning outcomes and assessment <p>The complete report may be found here.</p>
F. EMP Strategic Initiatives	<p>Co-chair Doug Hirzel updated on the efforts taken to develop the Strategic Initiatives that will be included in the College’s Educational Master Plan. The Cañada community has returned with 300+ possible initiatives. In advance of today’s exercise, these have been grouped along similar lines.</p> <p>PBC members were tasked with reviewing the proposed initiatives for goals #2 and #3. (Links to Google.docs documents used are provided.)</p> <p>In small groups, members discussed if the proposed initiatives met the designated criteria, considered as priority for the college, and should move forward in consideration. Initiatives for Goal #1 will be discussed at the next PBC meeting.</p>
G. Staffing Update	<p>Mary Chries Concha Thia announced new employees:</p> <ol style="list-style-type: none"> 1. Josue Alcaraz, Program Services Coordinator, Science and Technology (grant funded) effective March 13. 2. Hannah Morrison, Retention Specialist, Instructional Services (replacement position) effective March 14.
III. ADJOURN	Meeting adjourned at 4:10 pm.