



PLANNING AND BUDGET COUNCIL MEETING MINUTES
Wednesday, October 21, 2015

Members present: Doug Hirzel, Debbie Joy, Rachel Corrales, Supinda Sirihekaphong, Nick Carr, Paul Naas, Nadya Sigona, Peggy Perruccio, Winnie Kwofie, Joanna Dai, Chialin Hsieh, Megan Rodriguez, David Johnson, Michelle Marquez, Gregory Anderson

Members absent: Kim Lopez, Lezlee Ware, Larry Buckley

Guests and others present: Adolfo Leiva, Dani Behonick, Diana Tedone, Jeanne Stalker, Sarah Harmon, Lina Mira, Lizette Bricker, Luanne Canestro, Margie Carrington, Maria Hunig, Max Hartman, Ruth Miller, Soraya Sohrabi, Mary Chries Concha Thia, David Hamilton, Vickie Nunes, Janet Stringer, Barbara Bucton

AGENDA ITEM	CONTENT	PRESENTER
1) WELCOME AND APPROVAL OF MINUTES	Meeting called to order at 2:10 PM Minutes of October 7 Meeting were approved. Noted for attendance record that Nadya Sigona, is attending in place of Lorraine Barrales-Ramirez as Faculty Senate representative for Student Services.	Doug Hirzel
2) BUSINESS		
A. Staffing Update	Shaylona Wheeler, Interim Retention Specialist, Student Services Timurhan Vengco, A2B Program Services Coordinator, Student Services Julnar Msalam, A2B Retention Specialist, Student Services Max Hartman, Director, Disability Resources Center	Michelle Marquez
B. Student Success Support Plan	Motion to approve the draft Student Success Support Program Plan (SSSP.) http://canadacollege.edu/plans/2015-16%20Credit%20SSSP%20Program%20Plan%2010272015%20Final.pdf Interim Dean of Counseling Bricker discussed the SSSP represents a budget of approximately \$1M for student support services. The process includes discussing plan and receiving feedback from (7) planning councils and constituencies. The final draft includes this feedback and is presented today. The SSSP progress report remains in draft form as the final allocation info has not yet been received from District. SSSP covers four core areas: 1. Orientation 2. Assessment for placement 3. Counseling, advising and other educational planning services 4. Followup for at-risk students Highlights included: <ul style="list-style-type: none"> • Noted demographic information • Development of Registration Pipeline Project: Data on who is going through matriculation process and receiving services, where can additional support be provided • Provided more orientations and updated the handbook • Added orientation evaluation: 99% students responded they would recommend orientation to another student. • SparkPoint info and required Title IX info are included in orientation • Support services individual referrals provided during orientation. 	Lizette Bricker

<p>C. Facility Plan Progress Report</p>	<ul style="list-style-type: none"> • New, added retention specialist position provided more applicant and orientation followup by phone, resulting in 14.5% increase in registration from previous year. • Report include outline of all of the positions funded per core service • Details Multiple Measures Assessment pilot program which provides assessment of incoming high school students through analysis of their transcripts instead of placement testing. Program served 250+ high school students. • Report describes impact of CWA and General/Honors Transfer counselors as well as DRC/LDS counselor • Transcript evaluation coordinator was collaboratively funded with CSM and Skyline, resulting in reduction in turnaround time for transcript analysis from six month to six weeks or shorter. • Support from added retention specialist provided followup for at-risk students as well • Data collected through DegreeWorks and SARS greatly helped track student services efforts and impact on student success • Final allocation info should be received from District in the coming days. • Feedback received from State is included in the plan. These were related to our partnerships with adult education, extended orientations (i.e., Colts Academy, EOPS extensive orientations, counseling courses, and counseling services available for special groups.) <p>Motion to accept the draft final report passed unanimously.</p> <p>Motion to approve Facility Plan Progress Report. http://canadacollege.edu/plans/Facility%20Plan%20Progress%20Report.pdf VP Marquez discussed Facility Plan progress report describes work toward the Facility Master Plan. Major initiatives completed related to Measure H Bond Program activities and residuals from previous bond program. Master plan objectives:</p> <ol style="list-style-type: none"> 1. Increase number of large classrooms 2. Address STEM program needs 3. Modernize and renovate facilities related to performing and creative arts 4. Increase ability to support transfer programs in kinesiology programs and wellness areas 5. Develop an environment that supports student success 6. Incorporate sustainability and renewable energy efficient projects on-campus <p>Progress report highlights included completed work:</p> <ul style="list-style-type: none"> • Building 3 lighting and carpet • Upgrades in theater • Upgrades at the Menlo Park Center • Opening of College solar farm • College water efficiency program • LED lighting project is in progress • Bldg 1, Science Bldg and Bldg 13 projects in progress and included in Measure H updates and activities. <p>Motion to approve and accept Facility Plan Progress Report passed unanimously.</p>	<p>Michelle Marquez</p>
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<p>D. Fall Hiring Presentations</p>	<p>New positions proposal presentations heard. Members were encouraged to ask listen and ask any questions in the time allotted. Strengths and weaknesses of each proposal will be the sole topic for special meeting on Tuesday, October 27.</p> <p>Proposals presented:</p> <ol style="list-style-type: none"> 1. International Student Center Program Services Coordinator 2. Biology faculty 3. Outreach Program Services Coordinator 4. English faculty 5. Middle College Staff Assistant 6. Psychological Services Faculty 7. Transfer Center Program Services Coordinator <p>Presentations and recordings may be found http://canadacollege.edu/planningbudgetingcouncil/staffing-1516.php</p> <p>Co-chair Hirzel reminded PBC members of the October 27 Strengths/Weaknesses discussion and advised that Academic Senate will discuss recommendations on prioritizing of new position proposals. VP Anderson advised that all information will be gathered and discussed among college leadership/the College Cabinet members who will reach a consensus decision and then inform the Chancellor.</p>	<p>Doug Hirzel</p>
<p>3)</p>	<p>Meeting adjourned at 4:10 pm.</p>	