



PLANNING AND BUDGETING COUNCIL MEETING MINUTES
Wednesday, April 19, 2017
Room 2-10

Members present: Doug Hirzel, Debbie Joy, Max Hartman, Michelle Marquez, Peggy Perruccio, Rachel Corrales, Jasper Nguyen, Lea Moreno, David Meckler, Jamillah Moore, Nick Carr, Maria Huning

Members absent: Gregory Anderson, David Johnson, Chialin Hsieh, Karen Pinkham, Lorraine Barrales-Ramirez, Melinda Ramzel, Megan Rodriguez Antone, Paul Naas

Guests and others present: Vickie Nunes, Jeanne Stalker, Erin Moore, Anniqua Rana, Gohar Momjian, Nadya Sigona

Guest presenters:

Jose Nunez, SMCCD Vice Chancellor of Facilities Planning, Maintenance & Operations; Jack Herbert, Construction Manager for Cañada Bldg 1; Linda Rizzoli, Construction Manager for Cañada Bldg 23

AGENDA ITEM	CONTENT
I. WELCOME APPROVAL OF AGENDA	Meeting called to order at 2:10 PM Motion to approve minutes for March 1 and March 15 meetings passed unanimously
II. BUSINESS A. Capital Improvements Update	VC Jose Nunez presented on the current campus capital improvement projects Presentation highlights: <ul style="list-style-type: none"> • Review of CIP timeline. Budgets for Buildings 1 and 23 have been approved, Design-build contracts selection process complete and awarded. <ul style="list-style-type: none"> - Bldg 1: \$118M total project budget, includes design, permitting, equipment, and construction. - Bldg 23: \$55M design, permitting, equipment, and construction. • Other projects include: <ul style="list-style-type: none"> - Bldg 9 reconfiguration: \$1.5 - ADA access compliance is currently underway. This project consists mostly of sidewalk and pathway accessibility and is 80% completed. Remainder to be completed after spring semester. - Central planning upgrade (required to increase cooling capacities for new buildings) - Bldg 16/18 reconfiguration to take place after occupants move into new Bldg 23. • Reviewed site, design and features of Bldg 1. • Reviewed site and design of Bldg 23. • Question raised on ADA parking and parking lot 4. This topic is included in the design discussions and planning taking place. • Question raised on Campus art. This is not part of the capital project budget. President Moore and/or VP Marquez could discuss this at the college and bring forward to the District as appropriate. • VC Nunez noted Bldg 1 salvage and surplus operations to begin after 2017 summer session (includes bleachers, flooring, fixtures, etc.) Hazardous abatement work will follow. More information on District and College capital projects program may be found here.

<p>B. Approving EMP Narrative</p>	<p>Motion to approve Educational Master Plan (EMP) narrative.</p> <p>Co-chair Hirzel presented on the Educational Master Plan document. Through discussions and feedback received from college constituency groups and the campus community, the EMP goals were developed, proposed, and approved. These pertain to student success, community connections, and organizational development. Supporting data is included to support these goals. The EMP team discussed and developed and the narrative that connects these components. It was then posted for campus feedback and these comments were incorporated where appropriate.</p> <p>Motion to approve the Educational Master Plan (EMP) narrative passed unanimously. Doug advised that a summary of EMP activities and campus feedback is posted on the EMP web page.</p>
<p>C. Scheduling Review of Mission, Vision, and Values</p>	<p>Doug informed on the Review of the College Mission Statement.</p> <p>Background: In the development of the new EMP, the team carried over the existing college mission statement. Doug advised, that the accrediting body, ACCJC, requests colleges to complete a periodic review of their mission statement. It is the college's option to determine the timeframe of this periodic review. Doug noted this the review has not taken place since the most recent accreditation cycle.</p> <p>Discussion highlights:</p> <ul style="list-style-type: none"> • Anticipate no major changes to existing statement • Suggest review take place no more frequently than every five years, equal to term of EMP <p>This item will be included of 2017-2018 PBC agenda planning and it is expected that a discussions will be brought to constituency groups, planning councils, and the campus community for thoughts and feedback.</p>
<p>D. Charge to College Governance Groups to Review of Proposed Professional Learning Plan Draft</p>	<p>Erin Moore presented on the status of the development of the college's Professional Learning Plan.</p> <p>Presentation highlights:</p> <ul style="list-style-type: none"> • Review activities, including background, development of plan, and feedback processes, to-date. • Open forums will be scheduled and online surveys will be used. • PBC members are requested to discuss this with constituency groups and relay feedback to Erin. • Feedback on proposed Goals and Objective is especially requested. • Erin noted that Professional Learning Plan, when approved, is new to the college. It is intended as a one-year prototype that will be re-evaluated sooner than other established college plans.
<p>E. EMP Strategic Initiatives</p>	<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 goal #1. If time permits, members are welcome to again review the goal #2 and #3 documents. (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.</p>

<p>F. President's Update</p>	<p>President Moore's update:</p> <ul style="list-style-type: none"> • She informed that external resources have been identified to fund the position of Senior Accounting Technician. This is consistent with the information provided in the Fall Hiring Process decision announcement . The recruitment process for this position is moving forward • Accompanied by Outreach and ESO Adelante Program teams, President Moore was invited and attended the April 19 East Palo Alto City Council meeting. Community members expressed interest in a number of college programs, including Promise Programs, ESL, and adult learners. • KASP Scholarship Information is being sent to the Sequoia Union High School District principals to encourage their students to apply to this program. The deadline is May 1. • Thanks to those attending the evening and daytime Brown Bag events. The conversation and comments are very much appreciated. • Question raised on the status of Interim Vice President of Student Services. Jamillah informed that the application closing date was April 7. They are being reviewed and selection will be made on those who will move forward for interview. Interviews will be conducted on Friday May 5. Interviews will be with the selection committee: <ul style="list-style-type: none"> 1. Chris Rico, Counselor 2. Ruth Miller, Registrar 3. Margie Carrington, Director of Financial Aid 4. Jeanne Stalker, Assessment and Orientation and CSEA 5. Michelle Marquez, VP Administrative Services 6. Mitch Bailey, District, Chief of Staff 7. Angelica Garcia, Skyline, VP Student Services 8. President Moore
<p>G. Staffing Update</p>	<p>VP Marquez informed that a position request will be initiated as a result of Vickie Nunes announcement to retire in the coming months. The position requested will be a Business Operations Analyst, and include compliance, and other grant-related business activities. This is a similarly organized and aligned as our sister colleges.</p> <p>New employees:</p> <ul style="list-style-type: none"> • Ada Ocampo, ESO Adelante Program Services Coordinator, Fund 3, effective April 24.
<p>H. Matters of Public Interest</p>	<p>Jenny Castello: Jenny and Anniqua Rana will be joining La Costa Adult School and Puente dew la Costa Sur representatives for ACCEL La Costa Adult School presentation for La Honda-Pescadero School District on April 20.</p> <p>Nick Carr: Cañada Womens Tennis Team to face DeAnza for NorCal Regional Championship on April 22.</p>
<p>I.</p>	<p>Meeting adjourned at 4:10 pm.</p>
<p>III. ADJOURN</p>	<p>Meeting adjourned at 4:10 pm.</p>