



Approved

PLANNING AND BUDGETING COUNCIL MEETING MINUTES

Wednesday, September 2, 2020

Via Zoom

Regular Meeting: 2:10 – 4:00 p.m.

Members present: Jeanne Stalker, Diana Tedone-Goldstone, Margarita Baez, Nick Carr, James Carranza, Rachel Corrales, Loretta Davis Rascon, Karen Engel, Denise Erickson, Salumeh Eslamieh, Max Hartman, Hyla Lacefield, Graciano Mendoza, Jamillah Moore, Manuel Alejandro Pérez, Tammy Robinson, Megan Rodriguez Antone, Nika Self, Chantal Sosa, Roslind Young.

Members absent: Michael Hoffman, Peggy Perruccio.

Guests and others present: Mayra Arellano, Mary Chries Concha Thia, Gloria Darafshi, Alison Field, Nimsi Garcia, Yuri Goda, Mary Ho, Jessica Kaven, Bettina Lee, Matt Lee, Adolfo Leiva, Cynthia McCarthy, Joan Murphy, David Reed, Soraya Sohrabi, Rebekah Taveau-Sidman, Diva Ward, Lezlee Ware.

AGENDA ITEM	CONTENT
<p>1. Welcome, Introductions and Approval of Minutes</p>	<p>Meeting called to order at 2:10 p.m.</p> <p>Introduction of New Members: Denise Erickson is the Academic Senate Faculty Representative at-large and Nika Self is the Associated Students Representative.</p> <p>ACTION: A motion to approve the Consent Agenda was made by Roslind Young and seconded by Hyla Lacefield. Motion passed.</p> <p>Upcoming College-Wide Events: On September 17 at 2:15-3:45pm, Elizabeth Terzakis, Lezlee Ware, David Eck, and Amy Smith are presenting a Zoom event, Activism and Change in 2020 and students are encouraged to attend and complete the survey that will be sent out.</p>
<p>2. Participatory Governance Orientation</p>	<p>On Friday, September 11, from 1 – 2:30 p.m., the PBC will host a Participatory Governance Orientation via Zoom. Topics will include how participatory governance works at Cañada College and changes to the role and reporting structure of committees made by PBC last year. New members of PBC, IPC, SSPC, and the co-chairs of all college-wide committees are required to attend.</p>
<p>3. Committee Structure and Participatory Governance Updates – next steps</p>	<p>Dean James Carranza reported that the PBC Participatory Governance and Committee Structure Task Force will reconvene. Last semester, the PBC approved the specific recommendations and suggested that people review it before the participatory governance orientation. The recommendations lay out changes in the definitions and planning responsibilities and timelines for college-wide committees. The change is less about who the committees report to but instead what a particular committee's actual plan is. On September 16 the task force will present a draft of the planning and bylaws templates which will help the committees organize better and provide them with more consistency and clarity around bylaws and planning.</p>
<p>4. Enrollment Update</p>	<p>Dean of Enrollment Services & Student Support, Dr. Matais Pouncil and Dean of PRIE, Karen Engel, provided the following update:</p>

	<ul style="list-style-type: none"> • <u>Headcount</u>: Cañada College's fall 2020 headcount is at 6,150 and is down 1% from this time in fall 2019 when it was 6,237. The college is down 5% in FTES so there are areas for improvement. The College is at 1,465 FTES in fall 2020 versus 1,536 in fall 2019. Faculty, outreach staff, A&R, and the College's enrollment platforms and counselors are working hard and communicating with students. • <u>Undocumented Students</u>: In fall 2020, there are 272 students which is down from 310 in fall 2019. The College is supporting undocumented students and they have just been included in our CARES Act distribution and the College plans to continue supporting them with CARES Act funding. • <u>ESL Students</u>: There is a concern over the ESL student headcount, which is 286 in fall 2020 and was 512 in fall 2019. This is a big concern and ESL faculty, retention specialists and the College's non-profit partners are doing all they can to support the ESL student population. Dean Matais Pouncil encouraged staff and faculty to reach out to him and the Counseling Division if they know students that require support. A question was asked as to whether or not the ESL data includes undocumented students. Dean Engel said the data does not show that. A question was asked if repeatability applies to ESL as well and Dean Carranza confirmed that it does. A question was asked if the \$46 tuition fee for ESL students is too high. How many receive fin aid perhaps \$46 per unit is becoming unmanageable and Dean Pouncil will check in with FA and report back. • <u>K-12 Concurrent Enrollment Population</u>: The number is lower than expected since K-12 numbers were higher in the summer. The number does include Middle College and all concurrently enrolled students. A question was asked as to whether or not the K-12 count includes undocumented students. Dean Engel said the K-12 concurrently enrolled data not necessarily show residency status. • <u>Continuing Students</u>: This number has dropped a little from last year. • <u>Full-time Student Count</u>: This number is looking good. The Promise Program, which started at Cañada in 2018, has sustained and bolstered first-time enrollment. There is a slight increase in returning students. • <u>Hispanic Student Headcount</u>: There is a drop in Hispanic/Latinx student headcount and a slight increase in white non-Hispanic students. Sometimes it can be a shift in reporting but Dean Engel thinks it is due to the drop in ESL enrollments. <p>All data may be viewed in the PRIE data dashboards on the PRIE website.</p>
<p>5. Resource Request Update</p>	<p>Vice President Graciano Mendoza reported that at the May 2 meeting, PBC reviewed the multiyear revenue projections and presented a list of positions that were to be funded in the 2020-21 fiscal year. To continue the discussion, in 2019-20 the College went through the usual resource request planning process and compiled a list of requested items totaling \$2.3million. There was \$1million in personnel requests and \$1.3million in operational items. Here is a summary of what has been funded, which totals approximately \$2million in expenditures thus far.</p> <ul style="list-style-type: none"> • Replacement costs for additional Academic Senate reassigned time totaling 1.6FTE or an increase of \$138,000. • Hiring of three additional full-time faculty for this year. The district has given the College \$70,000 toward each new faculty position, so the College will make up the difference at an additional \$171,000. • A Summer and Fall MOU utilizing one-time funding, currently with the help of the District Office. The projected expenses are approximately \$490,000. • Temporary positions: In May, PBC was presented a list of four positions that were to be funded on a one-time basis. Once the fiscal year closed and the carryover amount was identified, PBC decided it would reassess how that one-time funding would be allocated. The Dean of Enrollment Services discussions came after the carryover was determined. So, all together, the temporary positions are estimated at \$646,000.

	<ul style="list-style-type: none"> • Emergency Preparedness: Currently, these costs are not built into the College's ongoing budget so the College is utilizing \$125,000 one-time funding for that work. • COVID-19-related expenses are estimated at \$220,000 for the year. • Other: There are other possible items that this list does not show but which the College has a commitment to fund, including the back-filling of paid leave, assisting with the expense of the district-wide Project Director of Basic Needs position and possibly other items in the near future. • For the operational requested resources from the planning process, the College is allocating \$200,000 on a one-time basis to cover these items. <p><u>Operational Items:</u> The College has identified \$200,000 in carryover funds that can be used to fund operational items. Last year, departments had submitted their operational expense request through the program planning process. Those were reviewed and prioritized by the divisions and submitted to PBC. PBC developed critical questions and reviewed every item based on those questions. The list developed by PBC was presented to President Moore and reviewed by her and the Cabinet over the summer. The revised list is included with the meeting agenda that was sent to the PBC ahead of today's meeting and the committee is encouraged to review it.</p>
<p>6. Leadership Retreat Report Out</p> <ul style="list-style-type: none"> - Anti-Racist Framework - Strategic Priorities - Annual Plan (draft) 	<p>PBC Co-Chairs Diana Tedone-Goldstone and Jeanne Stalker reported that last spring, the PBC asked the Leadership Retreat to prepare a draft annual plan for PBC to consider in early fall which would identify priorities for the year. Over the summer, the College held a Leadership Retreat which helped shape the proposed Annual Plan. Out of that was an interest in creating a framework to guide and inform the work and strengthen Cañada as an antiracist institution. Jeanne noted that while some of the PBC members may not have been able to attend the Retreat, there were heartfelt discussions on how to move forward and what can be done to strengthen the campus community and surrounding areas.</p> <p>Vice President Pérez and Dean Engel said Cañada College has responded immediately to the violent murders that occurred in the spring. VP Pérez said the college is preparing a framework that would address a centuries-long problem of raced-based violence and oppression. The College is proposing a framework for which all work, all service and all learning should move through. The framework would focus on eradicating anti-blackness and addressing all of the different factors that contribute to the race-based violence and systemic racism against black and brown people. It will need to foster a sense of inclusion and align with the College's priorities, in a more intentional and strategic way and call to attention to structural racism or racist practices.</p> <p>The draft framework needs to be reviewed and brought back to PBC. There will be an open feedback session during a College Forum on Friday, September 4. Planning Councils, Senates and Committees under both Student Services and Instruction are urged to provide feedback. The Leadership Retreat suggested an anti-racism task force be formed to serve as a resource for the various groups on campus to ensure that we provide expertise, help organize and lead Flex Days, and help support campus constituencies in making progress in applying the Framework to their work and plans. The task force would be comprised of faculty, staff, students and administrators as well as an anti-racism consultant who can provide expertise to the College.</p> <p>Each year, the Education Master Plan (EMP) is reviewed to make sure the College is meeting its five-year goals. The College is now in its fourth year of the EMP. The EMP has three large goals and 17 areas of action, or strategic initiatives, which the Leadership Retreat considered. Due to COVID-19, the strategic initiatives were evaluated and the group focused on six initiatives that it feels are the most important to work on at this time.</p> <ol style="list-style-type: none"> 1. Improving student completion via enrollment management, student retention and course scheduling. 2. Enhancing marketing and communications.

	<ol style="list-style-type: none"> 3. Collaborating with the College's connection to K-12 and Adult School partners 4. Implementing a professional learning program that promotes equity 5. Creating a culture of inclusivity 6. Institutionalizing proven student support structures to close the obligation gap/equity gap. <p>One additional item that did not fit within the six initiatives was added to the list:</p> <ol style="list-style-type: none"> 7. Hiring and retention of diverse employees. <p>Each of these priorities was fleshed out at the Retreat and that feedback, along with the existing and related Strategic Enrollment Management strategies, are included in the details of the proposed Annual Plan for 2020-21. A lead administrator is identified in the draft Plan who will oversee each initiative to make sure progress is made. Initiative #7 on hiring and retention of diverse employees will be led by Cabinet and will involve Academic Senate, HR and other stakeholders.</p> <p>After a robust discussion, the PBC members recommended that the anti-racism framework draft be brought to Councils, Senates and other places for feedback and then brought back to the October 7 meeting. After discussion, the PBC determined that it needs to convene sooner to approve the anti-racism framework, so a special meeting will be added on September 30. In the meantime, time could be set aside at the September 16 PBC meeting for questions.</p> <p>ACTION: A motion was made by Hyla Lacefield that PBC members take the draft framework back to their respective constituencies with all due haste and urgency and keep the topic on the PBC agenda so we move from words to action as soon as possible. Roslind Young seconded the motion. Motion Passed.</p>
<p>7. Program Review Proposed Improvements</p>	<p>Program Review Proposed Improvements for 2020-21</p> <p>ACTION: Roll topic to 9/16. We are pausing program review for the next year. Annual updates are required for those making position and operational resource requests. We want people to be clear, how their resources will be evaluated and who they will be evaluated by. This would be an ongoing group that would look at program review and resource request.</p> <p>ACTION: A motion was made by Rachel Corrales to move the discussion of Program Review proposed improvements, including the formation of a Program Review Work Group, to the September 16 PBC meeting. Max Hartman seconded the motion. Motion Passed.</p>
<p>8. Administrative Planning Council Proposed Role Change</p>	<p>This topic will be discussed at the September 16 PBC meeting.</p>
<p>9. Transfer Plan (proposed)</p>	<p>This topic will be discussed at the September 16 PBC meeting.</p>
<p>STANDING ITEMS</p>	
<p>10. Guided Pathways</p>	<p>Due to time constraints, this topic was not covered. Any items should be sent to Dean Engel and she will email to the group.</p>
<p>11. Associated Students of Cañada College</p>	<p>Due to time constraints, this topic was not covered. Any items should be sent to Dean Engel and she will email to the group.</p>
<p>12. ACES Committee</p>	<p>Due to time constraints, this topic was not covered. Any items should be sent to Dean Engel and she will email to the group.</p>

13. Planning Council Reports	<u>IPC:</u> <u>SSPC:</u> <u>APC:</u> Due to time constraints, these reports were not given. Any items should be sent to Dean Engel and she will email to the group.
14. President's Update	Due to time constraints, this topic was not covered. The President will send a report in her next Weekly Update to the Campus.
15. Matters of Public Interest	Due to time constraints, this topic was not covered. Any items should be sent to Dean Engel and she will email to the group.
ADJOURNMENT	4:10 PM