



Approved

PLANNING AND BUDGETING COUNCIL MEETING MINUTES

Wednesday, May 5, 2021

Via Zoom

Regular Meeting: 2:00 – 4:00 P.M.

Members present: Jeanne Stalker, Diana Tedone, Nick Carr, James Carranza, Rachel Corrales, Karen Engel, Denise Erickson, Joshua Forman-Ortiz, Nimsi Garcia, Max Hartman, Ray Lapuz, Doniella Maher, Cynthia McCarthy, Graciano Mendoza, Jamillah Moore, Manuel Alejandro Pérez, Peggy Perruccio, Tammy Robinson, Megan Rodriguez Antone, Chantal Sosa, Roslind Young.

Members absent: Margarita Baez, Hyla Lacefield, Mari Managadze.

Guests and others present: Milena Angelova, Wissem Bennani, Rance Bobo, Julian Branch, Alex Claxton, Gloria Darafshi, Mary Ho, Althea Kippes, Matt Lee, Joan Murphy, David Reed, Rebekah Taveau, Lezlee Ware.

AGENDA ITEM	CONTENT
<p>1. Welcome, Introductions and Approval of Consent Agenda</p>	<p>Meeting called to order at 2:03 PM.</p> <p>A request was made by Vice President Manuel Pérez to move the Antiracism Task Force discussion and action to the May 19th PBC meeting in order to have additional time to present the topic to certain campus communities. Dean Karen Engel also requested that the Strong Workforce Program Update be moved up in the agenda to the position where the Antiracism item was to have been discussed.</p> <p>ACTION: A motion to approve the amended consent agenda to reflect the postponement of the Antiracism Task Force topic to May 19 and replacement of that topic with the Strong Workforce presentation was made by Rachel Corrales and seconded by Peggy Perruccio. Motion passed.</p>
<p>2. Safety and Emergency Planning</p>	<p>Vice President Graciano Mendoza said the College’s Safety Committee has been discussing the committee’s purpose in relation to the various definitions as outlined in the College’s Compendium of Committees. The committee looked at what has been done historically and what the members thought was an appropriate purpose for that group. Much of the planning and organization is handled by the district’s EOC Committee under the direction of Ben’Zara Minkin, Emergency Preparedness Manager.</p> <p>The committee defines its purpose with a general statement: “We deeply take action to all concerns to build up a safe and securing learning community.” It further determined that:</p> <ul style="list-style-type: none"> • The committee’s role should be to act as EOC for the College. • The committee should be operational. • The committee should include representation from all sections of the college. • The committee should assist with the identification of safety concerns and if there is gap in voicing a concern, determine how the gap would be addressed. • The committee should facilitate resolution of identified concerns. • The purpose of the committee should include language addressing equity and social justice and the committee would provide input on how to incorporate that language.

	<p>The committee determined that it fits the definition of an operational group, because it serves a college function or specific purpose related to college operations. The committee is requesting that PBC consider transforming the committee to an operational group and to serve as the College's EOC.</p> <p>The membership structure was reviewed as were the work team assignments, which require two to three volunteers per group as well as periodic trainings. It was suggested that the group look at staffing recommendations or management appointments, rather than volunteers. The College will work closely with Ben'Zara Minkin on the membership structure.</p> <p>ACTION: A motion was made by Dean Karen Engel, to recommend that the college Safety Committee function as an operational group (with representation from constituent groups) and serve as the college Emergency Operations Center (EOC). The motion was seconded by Peggy Perruccio. Motion passed with one abstention.</p>
<p>3. Strong Workforce Program Update</p>	<p>ACTION: A motion to move the Strong Workforce Program Update to Item #2 was made by Dean Karen Engel and seconded by Dean James Carranza. Motion passed.</p> <p>Julian Branch, Director of Workforce Development, provided an overview of the workforce grants at Cañada College. The Workforce Development program supports career education programs in Business Design Workforce, Science/Technology, Kinesiology Athletics and Dance, Humanities and Counseling as well as Distance Learning. Workforce grants at Cañada College include:</p> <ul style="list-style-type: none"> • Strong Workforce Development is the largest grant at the college that is overseen by Director Branch with a local allocation of more than \$683,000 and a regional allocation of more than \$375,000. • K-12 Strong Workforce (Career Awareness and Exploration and Engineering & Design), managed by the Bay Area Community College Consortium. • Career Technical Education Online • Menlo Park grant (Cañada College at Menlo Park), which started in 1992 and runs until 2031. The program provides educational opportunities for residents and employees. The grant covers enrollment fees, supplies, books, health fees, childcare costs and transportation for classes, specialized tutoring and counseling classes. • Regional Director Global Trade: there are two grants, one in global trade and the other in special projects and they are managed by the grant holders. An example of some of the new projects include cloud computing, funeral education, photonics-laser, culinary arts and marketing. <p>Dean Engel said there was a concern about the Strong Workforce budget being reduced due to the pandemic, however Director Branch thinks the budgets are maintaining and staying the same. Dean Engel shared a link to the dashboard showing 2020 graduation rates by program and various CTE program enrollments by subject: https://canadacollege.edu/prie/dashboards/student-enrollment.php</p>
<p>4. PBC Work Group Recommendation re: Division Resource Request Prioritization</p>	<p>PBC created a work group that is ongoing to align and coordinate the program review process. Members include Manasi Devdhar, David Eck, Max Hartman, Allison Hughes, Jessica Kaven, Graciano Mendoza and Karen Engel.</p> <p>The work group is looking at how the divisions are being asked to prioritize non-personnel resources for next year. This year, due to the pandemic, no comprehensive program reviews were done. PBC suspended the program review rubric in favor of divisions prioritizing non-personnel requests based on how well they answered the two critical questions. After discussion, it was</p>

	<p>determined that the rubric was no longer useful and the work group has drafted another set of guidelines, which are posted to the PBC website. The draft recommendations are:</p> <p><u>Step 1:</u> Programs rate level of priority upon the creation of the non-personnel requests. As they enter their requests into Improve, they will use the Resource Priority Ranking (high, medium, low) to prioritize at the program level.</p> <p><u>Step 2:</u> Divisions prioritize resources as they see fit. Their process, however, must make it possible for the College to accomplish its mission, while improving institutional effectiveness and academic quality. Divisions must consider all of the information gathered in the resource prioritization spreadsheet to further prioritize the division's non-personnel requests. Divisions must be transparent and share with PBC how they made their decision. Groups will need to be able to show evidence when it comes time for accreditation. Important data that Divisions must reference and document includes:</p> <ul style="list-style-type: none"> • The context for the resource requested • Does the resource request support the program's goals? • Do the program's goals support the achievement of the College's mission? • Do the program's goals support the College's goals and strategic initiatives? • Do the program's goals support the achievement of the College's vision and values including: <ul style="list-style-type: none"> ○ Closing the equity gaps identified in the program, Division or College ○ Supporting Latin and Asian American Native American Pacific Islander (ANAPISI) student success in the program, Division or College <p>If people have a rubric or want to use a previous one, they may use it. There is no standard rubric that they must use, however at the end of the year, divisions must let PBC know which rubric they used and the data they looked at.</p> <p><u>Step 3:</u> PBC certifies prioritization process and collects division summaries. Once certified, the rankings are forwarded to the College President.</p> <p>Feedback:</p> <ul style="list-style-type: none"> • A suggestion to provide some basic guidance that could include the questions listed in Step 2 might help the divisions get started. • A suggestion to amend the second critical question to include Black and African American students was made as well as to include Hispanic Serving Institution in addition to AANAPISI. <p>Changes and edits to the draft are requested. It is hoped that the process can be adopted at the May 19 meeting and be ready to use for next year's prioritization process.</p>
<p>5. Participatory Governance Evaluation Results</p>	<p>PRIE Analyst Alex Claxton reviewed the Participatory Governance evaluation results for 2020-21. The previous year's survey was not done due to COVID. The survey completion was almost doubled from two years ago with 88 surveys being completed. Student participation increased by over 1000%. The largest single group of responders was students, followed by 30 faculty (21 full-time, 9 part-time), 18 classified staff and three administrators (about 25%).</p> <p>Overall Information on Meetings: Constituency group members were able to find meeting information on their particular group easily. Part-time faculty felt less informed but were still able to find information. Students felt it was harder to find information. Administrators and faculty had a high rating for their ability to find meeting information.</p> <p>Overall Comfort with Recording: Most people were comfortable with meetings being recorded, with administrators being the most comfortable and classified staff the least. Results across all meetings in specific groups were fairly consistent.</p>

	<p>General Participatory Governance: In general, people think the process of participatory governance is positive and the roles and responsibilities are clear.</p> <p>Overall Program Review: Administrators rate it higher than faculty and classified staff with students having the lowest rating for their understanding of the process.</p> <p>Budget: it was noted that part-time faculty feel they do not have adequate opportunities to participate in the resource prioritization process. That is the only area where there was a disagreement with the statement.</p> <p>College Goals: Students, followed by part-time faculty, are not as aware of the College's goals and that could be an indication that improved messaging is needed.</p> <p>Planning: The results were neutral, but there were notable lower scorings by classified staff and students who do not feel as satisfied that they have the opportunity to participate in college planning.</p> <p>Overall District Procedures: In general, the responses were positive.</p> <p>Dean Engel suggested that PBC consider the finding about how part-time faculty are feeling and agendaize the topic for a future meeting. She encouraged the constituency groups to also discuss the topics at their future meetings.</p>
<p>6. ACES Mission and Bylaws</p>	<p>Vice President Pérez requested that the ACES Mission and Bylaws discussion and action be postponed to May 19 so that it can immediately follow the College Antiracism Task Force action, rescheduled for that date.</p> <p>ACTION: A motion to move the ACES Mission and Bylaws discussion and action to May 19 was made by Rachel Corrales and seconded by Denise Erickson. Motion passed.</p>
<p>7. Transfer Plan Presentation</p>	<p>The Transfer Task Force was formed in fall 2020 and Dean Max Hartman reported that the group was asked to create a draft transfer plan for the college. They are working on a single document that identifies the coordinated work across the campus with the goal of helping students transfer more quickly. The Task Force built on the work of its subcommittee, working on plans and ensuring that plans connect to the Educational Master Plan and Strategic Enrollment Plan.</p> <p>The Task Force members are Gloria Darafshi, Soraya Sohrabi, Mary Ho, Rance Bobo, Dean Karen Engel, Dean Max Hartman and ASCC students Aimée Kanadjian and Chili Montian, whose insight as transfer students has been very helpful.</p> <p>The group identified four objectives, along with actions:</p> <ol style="list-style-type: none"> 1. Identify the support, milestones and gaps in the transfer journey for students. 2. Build and strengthen relationships with universities and high school partners. 3. Identify and address equity gaps in transfer support services 4. Create a campus culture, across all levels and functions, that actively commits to supporting the transfer success of our students, which would include a transfer hub/space in Room 9-106, across from the Welcome Center. <p>Dean Hartman ask PBC members to provide feedback about areas of the plan that can be improved. The plan will be presented to the IPC and SSPC and the Task Force will return early in the fall to have PBC officially adopt and approve this as a new plan for the college. It is hoped that a more permanent group could be established to update, evaluate and renew the plan every</p>

	three years. Along with the adoption of the plan in the fall, the group would like to have a future discussion on whether it should be a committee, taskforce or workgroup.
8. Cultural Center Focus Group Results	<p>Career Ladders Project held seven focus groups at Cañada College in February and March of 2021 with several student, faculty, and staff populations including Hispanic/Latinx, immigrant/migrant, international, Black/African American, Native American, Asian American, Pacific Islander, and LGBTQ. The primary goal of the focus groups was to gather information from the diverse community to shape the goals, activities, aesthetic, and values of the cultural center that Cañada College is developing over the next year. The questions in the focus groups sought to better understand when students felt supported, if and where they felt unsupported, and how a cultural center might help to provide intentional programs, activities, professional development, and anti-racist training to better support the diverse community at Cañada College.</p> <p>Career Ladders Project (CLP) completed their summary of these focus group discussions and their summary report is now posted online (Antiracism website, PBC website) and shared with campus (Weekly Update, IPC, SSPC and PBC meetings). CLPs work was performed as part of the Guided Pathways statewide mandate and there was no cost to the College. There is an anonymous feedback form and link on the Antiracism website.</p> <p>The College will dedicate time on Flex Day in August to review the recommendations and discuss next steps. CLP will participate in the Flex session to discuss their processes, findings and recommendations.</p>
STANDING ITEMS	
9. Associated Students of Cañada College	No update was reported.
10. Academic Senate of Cañada College	Diana Tedone-Goldstone announced that the Academic Senate's last meeting of the semester is on May 12. She reminded Deans to submit their faculty tenure committee appointments.
11. Classified Senate of Cañada College	The Classified Senate will hold its next meeting on May 13.
12. Guided Pathways	No update was reported.
13. Planning Council Reports	<p><u>IPC</u>: No update was reported.</p> <p><u>SSPC</u>: At its April 28 meeting, the SSPC discussed the antiracism taskforce proposal and collected feedback. The next meeting is May 12.</p>
14. President's Update	<p>President Moore reported the following update:</p> <ul style="list-style-type: none"> On May 5, Latino Thought Makers will hold its last event of the academic year. The featured guest is actress, model and philanthropist Alex Meneses. The event is sponsored by Cañada College's DREAM Center. On May 12, the Board of Trustees will discuss the district's recovery plan for January 2022. Filming for the 2020 and 2021 virtual commencements is now completed. The ceremonies will be aired on YouTube on May 28.
15. Matters of Public Interest	No matters of public interest were reported.
Next Meeting	The next meeting will be held on May 19, 2021.
ADJOURNMENT	The PBC meeting was adjourned at 4:01 p.m.