

PLANNING AND BUDGETING COUNCIL MEETING MINUTES

Wednesday, November 17, 2021

Via Zoom

Regular Meeting: 2:00 – 4:00 P.M.

Members present: David Eck, Roslind Young, Alicia Aguirre, Mayra Arellano, Nick Carr, Rachel Corrales, Gloria Darafshi, Karen Engel, Denise Erickson, Valeria Estrada, Nimsi Garcia, Max Hartman, Allison Hughes, Hyla Lacefield, Ray Lapuz, Kim Lopez, Manuel Alejandro Pérez, Peggy Perruccio, Ludmila Prisecar, Tammy Robinson, Megan Rodriguez Antone, Claudia Rosales.

Members absent: Margarita Baez, Candice Johnson, Derek Lennen.

Guests and others present: Wissem Bennani, Mary Chries Concha Thia, Nick DeMello, Salumeh Eslamieh, Sarah Harmon, Mary Ho, Maria Huning, Debbie Joy, Matt Lee, Adolfo Leiva, Sarita Lopez, Doniella Maher, Jeanette Medina, Paul Naas, David Reed, Chantal Sosa.

AGENDA ITEM	CONTENT
1. Welcome, Introductions and Approval of Consent Agenda	<p>Meeting called to order at 2:04 p.m.</p> <p>The consent agenda, minutes of November 3, approved staffing update and memo on the Brown Act Resolution were reviewed.</p> <p>ACTION: A motion to approve the consent agenda was made by Dean Hyla Lacefield and seconded by Alicia Aguirre.</p> <p>Motion passed.</p>
2. Faculty Replacement Position Request: Chemistry (2)	<p>Jeanette Medina, Chemistry Faculty, announced that she and full-time faculty member Robert Tricca are retiring by the end of the academic year and they are requesting two replacement faculty. She provided an overview of the Chemistry Department, which serves a large number of science students as well as students preparing for transfer to a four-year university or to career/technical education programs.</p> <p>There are six Chemistry classes and a couple of classes that are taught only once a semester. Some can be used for radiologic tech, general education and some taken in organic chemistry sequence by majors in the field of biotechnology, biochemistry and bioengineering.</p> <p>The spring enrollment dashboard with fill rates, load and completion were reviewed. Completion is up and the department is able to retain its students.</p> <ul style="list-style-type: none"> Ray Lapuz said Professors Medina and Tricca have been integral in the SMT division in helping develop STEM majors. He feels that having a solid full-time faculty connection with students is important. Their classes are over 100% filled because student's find out about their teaching/personalities and gravitate toward their personal connection. Doniella Maher said programs are built around the faculty that are in place. She asked if the department can do what it is doing or plans to do without those positions being replaced. Jeanette Medina commended the adjunct faculty and classified staff that support the Chemistry Department.

	<p>ACTION: A motion to approve the Chemistry Department faculty replacement position request was made by Alicia Aguirre and seconded by Dean Hyla Lacefield. Motion passed.</p> <p>President Lopez approved the recommendation and no further action is needed.</p>
<p>3. Free College Initiative Allocations (Promise, Dual Enrollment, and OER/ZTC)</p>	<p>Interim President Kim Lopez reported that an article was published in the San Mateo Daily Journal on November 2 about the SMCCCD Board of Trustees' decision to support free community college. They recently decided to double the funding for the Promise Scholars program, expand Dual Enrollment and expand the Zero Cost Textbook program. A total of \$6.75 million will be reallocated from the budget to support these programs at the three colleges with \$3 million for Promise, \$2.5 million to Dual Enrollment and \$1.3 million for Zero Cost Textbooks. Cañada will receive \$679,000 for Promise, \$550,000 for Dual Enrollment and \$353,000 for the Zero Cost Textbook program. There will be at least three years of funding and the intention is to reallocate another \$6.75 million in the next year or two. If the college receives more than that, the support in each initiative can be expanded.</p> <p><u>Promise</u>: Most of the funds received for Promise will be used for two full-time, tenure track counselors who would be hired to start in the fall 2022-23 academic year. The rest of the funds would be used toward overload, tutors, ambassadors, fringe benefits and supplies. In three years, Cañada will have expended just under \$700,000. The positions will go through the resource request process. Money will be in the Fund 1 budget but targeted to these specific programs.</p> <p><u>Dual Enrollment</u>: The \$550,000 funding is over a three-year period and supports the hiring of a program services coordinator (to start by spring 2022) and a retention specialist (to start in fall 2022). It includes funding for student assistants and benefits. The hiring process for the PSC will begin soon. The position will be submitted to the board for approval at the December meeting with the hiring process beginning after winter break.</p> <p><u>OET/ZTC</u>: The \$353,000 budget is over a three-year period and supports a .5 FTE faculty coordinator position. It also covers ZTC adopter faculty compensation that provides incentives for faculty to participate in the program.</p> <ul style="list-style-type: none"> • Doniella Maher requested an assessment of student support services to see what is helping students the most and where the college should be allocating its funding. • Doniella also commended the imbedded tutoring program in the Writing Center. They are using grad-level students who have discipline expertise to support and teach English to students. • David Eck asked if PBC can make edits to the allocation and Interim President Lopez said the money has already been allocated. The district looked at where the colleges are with each of the initiatives. <p>Interim President Lopez said the colleges just received confirmation from CFO Bernata Slater that the colleges are receiving categorical funding in new areas to support students' basic needs, retention and enrollment outreach to students who may have stopped attending and mental health services. The amount of the allocation and additional information will be presented at the next PBC meeting.</p>
<p>4. Faculty Replacement Position Request: Digital Art & Animation</p>	<p>Paul Naas said the Digital Art & Animation program is requesting a full-time faculty replacement hire to replace Hyla Lacefield, who is now dean. The department has always had two full-time faculty. A significant number of classes have been added to the curriculum as well two degree/certificate programs and programs with additional content to ensure that students are better prepared for the industry.</p>

	<p>A list of class offerings was presented and Professor Naas said that because so much is covered, it is not possible for any one person to possess all the skills to be proficient in all of the areas. They will look for a potential faculty whose skills and background are in the areas they teach, but would not overlap in the skillsets.</p> <p>While two-thirds of classes in the department are taught by adjunct faculty, it has been an ongoing challenge to hire adjunct faculty. They have to find a person who fits into the needs of the department and who can develop a rapport with students. There are also retention issues. They are finding that some adjunct faculty are skilled in certain areas, but not in other areas where they may need the help. Faculty are also helping concurrent and dual enrollment students and do a significant amount of community and feeder school outreach and recruitment. Adding another full-time faculty could help with the recruitment as they cannot request this of adjunct faculty who cannot do that work without compensation.</p> <ul style="list-style-type: none"> • Mayra Arellano thanked Paul Naas for helping with Cañada's recruitment events and sharing information about the program. <p>ACTION: A motion to approve the Digital Art & Animation faculty replacement position request was made by Alicia Aguirre and seconded by Dean Hyla Lacefield. Motion passed.</p>
<p>5. HEERF III Update and Technology Orders and HyFlex Classroom Remodel</p>	<p>VPAS Ludmila Prisecar provided an update on HEERF funding that the colleges have received:</p> <p>Districtwide HEERF III Allocation: The district and three colleges have been allocated a total of \$23.3 million in HEERF III funds, with Cañada received approximately \$5 million. The district's VPAS and VPSS decided that 51% would be disbursed as direct student aid and 49% would be for the institution. The institutional amount is split between district institutional at 19% for district shared items and the rest for college institutional at 31%. Cañada's allocation is \$2.55 million for direct student aid and \$2.49 million for the institution. Of the \$2.49 million, \$994,819 will go for district institutional and \$1.49 million for college institutional.</p> <p>District Institutional categories were reviewed. They include the Excused Withdrawal impact of 2020-21, projected revenue loss in 2021-22, student debt and districtwide software, totaling \$994,819.</p> <p>College Institutional Portion: The college institutional categories provided funds for technology, enrollment recovery, disproportionately impacted students, facilities, personnel and professional development. The amounts were estimated and the colleges are in the process of getting equipment and deciding what the needs are.</p> <p>A list of requested items was reviewed and it includes equipment for HyFlex equipment and classroom conversions, Neat Boards, Verizon hot spots for students (there are approximately 200 available), student technology (Chrome books, laptops, etc.). Funds are also reserved for a financial aid expert, a financial aid advisor and a program specialist for COVID-19 vaccine attestation.</p> <p>HyFlex Classrooms:</p> <ul style="list-style-type: none"> • Phase 1 Conversions: Currently, Cañada has one HyFlex classroom located in Building 23, Room 103. Three additional classrooms in Building 23 are being converted to HyFlex classrooms (23-105, 23-203, 23-205) and completion is expected by December 31. • Phase II conversions will take place and the list of proposed rooms that were identified by Cañada faculty and staff was presented. The list includes 12 classrooms and three large spaces with an estimated completion date of May 2022. The conversions are taking place across the district. Facilities is helping to make sure a contractor is assigned

	<p>because it is a public works project, so it will have to go out for bid. Because the contractor has not been identified, there is not a schedule in place so the completion date may change. Once the contract is in place, the list of classrooms and spaces that will be converted will be re-prioritized. The anticipated bid and contract award schedule was presented. Bids are due on November 19.</p> <p>Neat Boards: Eight boards (portable monitors) were ordered with HEERF funds and have been received. The Neat Boards can be moved from room to room, but must have a permanent location. Currently, they are housed in Buildings 3, 9, 18 and 22. Some of the Neat Boards are in the same locations as the HyFlex rooms, but are just there until the HyFlex conversions can be finished and then the boards will move somewhere else.</p> <p>Discussion</p> <ul style="list-style-type: none"> • Gloria Darafshi asked about some of the courses that are being offered in spring that students can either take in-person or as synchronous courses. She asked how those courses would be presented to students if they are not in a HyFlex classroom. <ul style="list-style-type: none"> ○ Vice President Robinson said they are designated in the schedule as synchronous courses. Dean Hyla Lacefield worked with José Peña and they are cross-listing the courses so there is an in-person section and a synchronous/online section in order to reach both groups of students. It is a simplified HyFlex environment because it is what we could guarantee. • David Eck asked how faculty will be informed of the HyFlex (classrooms) equipment that would be available so they can make use of the technology. • Alicia Aguirre asked how the campus will prioritize different divisions/areas that may want HyFlex. <ul style="list-style-type: none"> ○ Vice President Robinson said those conversations are held in division meetings and faculty can talk to their deans about the different ways and modalities for teaching. The college is in the process of ordering more equipment because there is a need. • David Reed noted that the Phase II room list is a longer list and the locations have not been completely finalized. Building spaces are being evaluated and they are working to establish a defined need and will be democratic about how they are allocated. Information will be shared during one of the Flex Day sessions. As they go into Phase II, a multi-modal teaching task force will be formed. • Doniella Maher mentioned that to ensure that computer classrooms are available for some of the classes, she would like the campus to balance in-person computer needs with HyFlex and requested that HyFlex is done in a classroom that is not being used as a computer classroom.
Personnel Request Presentations Prep	<p>David Eck and Roslind Young reported that the December 1 PBC meeting is dedicated to personnel request presentations, which will also be held on December 2. A position request template will be emailed prior to the presentations.</p>
College Scorecard: College Goals and Metrics	<p>Dean Karen Engel reported that the college has set a number of goals and related metrics and Dean Engel wants to remind people that there are several sources of these metrics and goals:</p> <ul style="list-style-type: none"> • The ACCJC: Institution-Set Standards around student success • Cañada College: Strategic Enrollment Management Plan • State Chancellor's Office: Vision for Success and the Student Equity & Achievement Plan • SMCCCD Board of Trustees: The board has adopted a new district-wide strategic plan with the goals and emerging strategies around antiracism, dual enrollment, expanding college for working adults, intersession, online education in different modalities such as hybrid and HyFlex and the Free Community College initiative. <p>A lot of work was done on the Institution-Set Standards last year. Alex Claxton updated five years of data on the metrics around enrollment management, student momentum, completion, Guided Pathways, employment outcomes. A standard around FTES was set and the minimum in an academic year is 3,300. Our goal is 3,700 or 3,800 and last year, we were at 3,280.</p>

	<p>Alex Claxton has built dashboards for the college's scorecard and key metrics on enrollment, student momentum metrics, equity and goals for home/primary students. The information is posted on the PRIE website. Data enrollment is down, full-time headcount is down, section goals and load are down, section cancellation and number of sections running under 20.</p> <p>In December, the district has set new goals and for the first time, has set goals for part-time students. Cañada will need to set new goals commensurately related to part-time students.</p>
<p>Return to Campus (New Standing Item)</p> <ul style="list-style-type: none"> Follow up on October 15 Town Hall 	<p>Interim President Kim Lopez said at the November 10 Board of Trustees meeting, the Board talked about the return to campus, focusing on whether or not to allow religious exemptions for students. The board voted 5-0 to allow religious exemptions for students. Requests will be sent to the Vice Presidents of Student Services who have developed a process for reviewing the requests. Students who are approved for a religious exemption will need to wear masks and be tested on a weekly basis. Religious exemption forms are accessible and requests may be through the Return to Campus website. So far, there have been 20 requests by students at Cañada.</p> <p>The COVID-19 program specialist on each campus will be in charge of all case management. They will provide follow-up messaging, confirm negative tests on a weekly basis for students with religious or medical exemptions. The specialist will case-manage the whole process once approved.</p> <p>The Return to Campus website is updated regularly by the district office and includes exposure reporting and information for students and employees, as well as the face covering requirement.</p> <p><u>Faculty Syllabi:</u> Ray La Puz asked if there was an update on whether or not faculty can legally put something in their syllabi about requiring mask mandates or other requirements that are different than the website.</p> <p>Interim President Lopez said faculty can prepare their syllabi for the spring semester and include information regarding protocols for when a student is sick as well as the face covering requirement as stated in the website. The District Academic Senate is working on faculty guidance and drafting statements that can be used in the syllabi. The guidance will be sent to faculty in early December. In regard to whether or not a faculty member can include something in their syllabus for their particular class, the answer is that faculty cannot put something in their syllabi that is different than district approved policy and procedures. Students must be treated equally across the district.</p> <p>If the guidelines are not clear, Interim President Lopez will bring it to Chancellor's Cabinet and ask that clarification be posted on the FAQs on the district website.</p> <p>HR has put together the remote work request form administrators, managers and classified staff can submit to their supervisors if they are requesting a hybrid work schedule for the spring semester. The form also includes guidance on hybrid work schedules.</p> <p><u>Questions:</u></p> <ul style="list-style-type: none"> How would faculty know which students have been vaccinated or need to wear masks in their classrooms has been raised? <ul style="list-style-type: none"> The college cannot share if a student has been vaccinated or not but they can share who in the classroom must wear a mask. The technology has been developed and a process is being established. Written guidelines are close to be finalized. Vice President Pérez shared a draft guideline that should be sent out shortly. Faculty members who are teaching in-person courses will receive emails weekly with the names of those students who are required to wear masks due to religious or medical exemptions. All students in an in-person course are assumed to have been

	<p>approved.</p> <ul style="list-style-type: none"> • Will faculty be notified if someone in their classroom has tested positive? <ul style="list-style-type: none"> ○ Vice President Pérez said faculty may be alerted by the COVID-19 program specialist or Ray Hernandez that they may have come in contact with someone in their class who tested positive. The name of the person who has tested positive would not be provided. Ray Hernandez would assess the faculty's risk level and stay in communication with them and give them information on quarantine, if needed, and what to do. The district has also developed the isolation/exposure/quarantine decision tree, posted on the district's Return to Campus site, which provides further information at https://smccd.edu/return-to-campus/docs/SMCCCD_IsolationQuarantineDecisionTree.pdf • How would counselors know if a student who has an appointment has an exemption and needs to wear a mask? <ul style="list-style-type: none"> ○ Vice President Pérez said the SSL and Banner platforms that are being used will include a text box that reads "Approved to be in-person. They are working on integration with SARS and are forecasting that it will fully migrate over so by December, which will help people in the DRC. They are still working on the Pyramid platform and are close to a solution.
STANDING ITEMS	
6. Associated Students of Cañada College	No update was provided.
7. Academic Senate of Cañada College	David Eck reported the following: <ul style="list-style-type: none"> • The senate is working on developing guidance to help faculty who are teaching in person and helping faculty to plan ahead.
8. Classified Senate of Cañada College	Roslind Young reported the following: <ul style="list-style-type: none"> • The Classified Senate has been discussing the Return to Campus process. • There is a Thanksgiving potluck November 22 in Building 9 and people are welcome to stop by.
9. Guided Pathways	<ul style="list-style-type: none"> • Vice President Pérez said the steering committee is working on priorities this year for 2021-22 in their work groups, using a Trello platform, working space, and setting up tutoring sessions/drop-in sessions for team members. • They are tentatively making plans for a career exploration PSC that will help with the career exploration efforts. They are working with Strong Workforce on the position, which is a temporary position that would end by June 2023. • The Art/Design/Performance retention specialist and Director of Student Support positions are in active hiring stages.
10. Planning Council Reports	<p><u>IPC</u>: Allison Hughes said that IPC met on November 5 to review program review documents for instructional program reviews and feedback has been completed. The next meeting is December 3 and the IPC will review and provide feedback on reassigned time applications for faculty. All are welcome to attend.</p> <p><u>SSPC</u>: Dean Max Hartman said the last SSPC meeting was on November 10 and they are working on the transformational antiracist framework. At the next meeting on December 8, they will continue that conversation and report on sub-group work, as well as provide feedback on student services program reviews.</p>
11. President's Update	An update will be provided at the next PBC meeting.

12. Matters of Public Interest and Upcoming Events	<ul style="list-style-type: none"> • Nick Carr announced that the Cañada women's soccer team will play in the state championship soccer game against Yuba on November 18. • SSPC will hold a special meeting on Monday, November 22. • Academic Senate will hold a special hiring meeting on November 18 to discuss three positions.
ADJOURNMENT	The meeting was adjourned at 4:04 p.m.
Next Meeting	The next meeting will be on December 1, 2021.