



DRAFT

PLANNING AND BUDGETING COUNCIL MEETING MINUTES

Wednesday, April 20, 2022

Via Zoom

Regular Meeting: 2:10 – 4:00 P.M.

Members present: David Eck, Roslind Young, Alicia Aguirre, Mayra Arellano, Margarita Baez, Nick Carr, Rachel Corrales, Gloria Darafshi, Karen Engel, Denise Erickson, Valeria Estrada, Nimsi Garcia, Max Hartman, Allison Hughes, Maria Huning, Candice Johnson, Hyla Lacefield, Ray Lapuz, Kim Lopez, Manuel Alejandro Pérez, Peggy Perruccio, Ludmila Prisecar, Megan Rodriguez Antone, Claudia Rosales, Jeanne Stalker for Rachel Corrales, Lesly Ta.

Members absent: Margarita Baez, Rachel Corrales, Hyla Lacefield, Ludmila Prisecar

Guests and others present: Natalie Alizaga, Wissem Bennani, Julian Branch, James Carranza, Mary Chries Concha Thia, Sarah Harmon, Jamie Hui, Mary Ho, Matt Lee, Doniella Maher, Georganne Morin, Heather Nunes, David Reed, Kurt Scholler, Ameer Thompson.

AGENDA ITEM	CONTENT
1. Welcome, Introductions and Approval of Consent Agenda	<p>Meeting called to order at 2:11 p.m.</p> <p>The consent agenda, minutes of April 6 and the memo on the Brown Act Resolution were reviewed. There were no board-approved staffing updates to review.</p> <p>ACTION: A motion to approve the consent agenda was made by Peggy Perruccio and seconded by Alicia Aguirre.</p> <p>Motion passed.</p>
2. Impact of Cañada's Minority-Serving Grants	<p>¡ESO! Adelante Program</p> <p>Mary Ho provided an update on the ¡ESO! Adelante Program and the mutual programs between Canada and San Francisco State University (SFSU). Programs include transfer workshops, campus visits, peer mentor support at SFSU, community events to build networking and courses to help transfer students navigate their time at SFSU. Cañada is in Year 6 of the grant, which was launched in 2017, and 275 students have been served. More than 65% of students are first generation and 59% are recipients of Promise Grants. To qualify, students must be first generation, Latinx or low income. The program has 72% identified as female and 25% identified as male. Approximately 30% of Cañada students accepted admissions to SFSU, which is the transfer-ready performance indicator.</p> <p><u>Feedback:</u> Mary reviewed feedback from their program evaluation. Students indicated the mentoring program helped them address academic challenges, services were well-prepared and accessible, and students felt prepared to transfer to SFSU.</p> <p><u>Future Planning:</u> They plan to integrate and institutionalize best practices from ¡ESO! Adelante in the College Transfer Plan & COLTS-U Transfer Station. They would also like to align with the MOU between Cañada, SFSU, Cal State University, East Bay and Sequoia Union High School District. They also will present at the April 21st Flex Day.</p> <p><u>Comments:</u></p> <p>Lesly Ta would like feedback on how they are measuring success and information on where the gaps are for students that may prevent them from transferring. Mary said they are following students' time to completion and whether or not they persisted from semester to semester or</p>

	<p>dropped out. Continuing students are those who did continue from semester to semester at the College.</p> <p>The ¡ESO! Adelante presentation is posted on the PBC website at: https://canadacollege.edu/planningbudgetingcouncil/2021-22/ESO%20Adelante%20Update.pdf</p> <p>GANAS, Generating Access to Navigate and Achieve in STEM</p> <p>Georganne Morin provided an update on the GANAS grant and there has been a lot of success with Cañada students transferring in STEM. Over the five-year GANAS grant period, the College has served 2,219 unique students, however the number would have been higher if not for the pandemic. Some of the STEM Center transfer students volunteer at Cañada and the STEM Center activities benefit the whole campus. The STEM grants were reviewed as well as the institutional capacity-building grants. The goal of Title III and Title V HSI grants strengthen the capacity of institutions that disproportionately enroll Latinx students to improve their access and completion in higher education.</p> <p>The project goals were reviewed. A lot of the work supports the four pillars of Guided Pathways. STEM Summer Explorers, the STEM Speaker Series, classroom visits to job sites and the job shadow program help students stay on their pathways and ensure that learning is happening with intentional outcomes.</p> <p>Racial ethnicity demographics are being tracked. Milena Angelova of the PRIE Office provided data on who is being served or not being served and adjustments have been made.</p> <p>Bus trips to visit universities have not yet been scheduled but there have been virtual visits. STEM students were able to join Mary Ho on the SFSU visits.</p> <p>The GANAS presentation is posted on the PBC website at: https://canadacollege.edu/planningbudgetingcouncil/2021-22/GANAS%20Presentation.pdf</p>
<p>3. OER/ZTC Implementation Plan</p>	<p>Sarah Harmon has presented at many participatory governance meetings and there has been a lot of feedback that has helped with the crafting of the OER/ZTC implementation plan. The plan comes out of the Regional Leaders of Open Education and a global foundation that promotes open ed resources and pedagogy. They have worked with the Textbook Affordability Subcommittee on the plan and OER is one strategy. It is predominantly digital and each faculty can adapt it to what they need to do because it is an open resource. Costs can be dropped to zero. The mid-term goals for 2022-24 were reviewed and also the longer-term plans. The College wants to increase the adoption of ZTC resources as much as possible to lower the costs for students. Other goals include:</p> <ul style="list-style-type: none"> • Increase funding for the Early Adopter Program. • Reduce the costs of homework platforms, such as lab kits. • Close online equity gaps • Train students and incorporate ways that they can get printed copies. Learning materials should be printable and accessible so all students have access to all of their course materials. <p>The End-of-Term goals were reviewed and they hope to achieve these by 2027. These include articulation agreements, training and ensuring that the student voice is centered in everything we do as part of the learning process.</p> <p>A question was asked about possible faculty resistance to the plan and Sarah said most faculty recognize that students do care about the cost of the textbooks and course materials. There are some faculty who prefer to have a physical textbook used by their students. Some courses are hard to convert and some of the learning platforms are difficult for faculty.</p>

	<p>The OET/ZTC Implementation Plan presentation is posted on the PBC website at: https://canadacollege.edu/planningbudgetingcouncil/2021-22/Canada_College_Open_Education_Strategic_Plan_2022.pdf</p> <p>ACTION: A motion to adopt the proposed OER/ZTC Implementation Plan and recommend to the President for implementation was made by Lesly Ta and seconded by Maria Huning. Motion passed.</p>
<p>4. Cañada's Quality Focus Essay from 2019 and Preparing for the 2023 Midterm Report to the ACCJC</p>	<p>When Cañada prepared its 2019 self-evaluation, Dean Karen Engel reminded PBC members that the College submitted a Quality Focus Essay (QFE). The Essay forms the basis of the College's Midterm Report, which is due in 2023. It will be a progress update on our QFE projects. The QFE told the ACCJC what we would be doing to move the needle on student success and how we would measure our success. The College was very focused on Guided Pathways, the GANAS grant, the ¡ESO! Adelante grant, and helping students start strong. We were also focused on integrating student support and instruction. Dean Engel said we will be writing to this next year. In areas where we have not made progress, we may want to decide if we want to do the work or drop the project.</p> <p>Gloria Darafshi asked if the numbers are being adjusted for enrollment trends due to the pandemic. Dean Engel mentioned the College Scorecard, which is also an accreditation document, and the Chancellor's Office Vision for Success metrics, showing the baseline number from 2017-18 and indicate we will adjust the data for fluctuations in enrollment.</p> <p>To download the 2019 Quality Focus Essay, please click on the link for April 20th meeting materials on the PBC website: https://canadacollege.edu/planningbudgetingcouncil/meetings.php</p>
<p>5. Cañada Building 1 Community Fitness Update</p>	<p>Kurt Scholler, SMCCCD Interim Director of Community Fitness, presented an update on the Cañada B1 Athletic Center and the expected launch date is in five months. The Athletic Center logo was presented. The areas are: fitness (new member orientations, personal training, semi-personal training, Pilates), aquatics (youth swim, masters, instruction), front desk services, membership (tours, sales, retention, accounting) and Group Exercise: educational, instructional, social and physical.</p> <p>The goal is to develop a purposeful, connection between Cañada College, KAD and community fitness members. He reviewed the Canada College Athletic Center staff organizational chart. Memberships are expected to be 3,000 in Year 1. They are currently inviting SMAC members to "beta test" the pools and they are getting feedback. There will be a partial equipment delivery and positions will be posted at the end of April. Membership pre-sales begin in June and the expected launch date is August 1. He reviewed Questions and Answers showing information about member fees, enrollment fees and operating hours.</p> <p>The presentation is posted to the PBC website at: https://canadacollege.edu/planningbudgetingcouncil/2021-22/CAN%20One%20Presentation%20Planning%20and%20Budgeting.pdf</p> <p><u>Comments:</u></p> <ul style="list-style-type: none"> Nick Carr talked about the confusion over the name of the building/facility (Cañada College Athletic Center). KAD faculty and staff do not want the resources set aside and paid for by the Cañada College Athletic Department and the KAD Division used by members. They felt the name would confuse members regarding their access to the Athletic Training and Athletic Weight Room. Since KAD is sharing the building, Nick wanted to know how we ensure that classes are available for the regular student body. Faculty are concerned about the functionality of the building and how KAD and community fitness would work hand in

	<p>hand. He asked if there should be a cap on the number of memberships until we know how the building and campus (parking) handles the additional use and traffic.</p> <ul style="list-style-type: none"> ○ Kurt Scholler is hoping that it can be collaborative and that there is some flexibility with the space. <p>Additional questions were raised in the Zoom Chat:</p> <ul style="list-style-type: none"> • Nimsi Garcia: Looking at the hours of operation, I see a gap during the week between 2-4pm. Is that the time that is supposed to be set aside for student use? • Nimsi Garcia and Roslind Young: (Nimsi Garcia, Roz Young) Will the name on the front of the building be changed? • Jamie Hui: I noticed there is a "Kids Club" being funded, but students who want to be educators taking classes within Education & Human Development Department DO NOT have a resource room... collaborate in instruction, meeting space for the club, faculty with students, etc. There is actually a space but told there is no funding. • Nimsi Garcia: From my experience, I have witnessed more student traffic around 11am-1pm and 4-6pm this semester. Will the times that the Athletic Center is closed to accommodate for student use be reconsidered to prioritize when our students spend time on campus? <ul style="list-style-type: none"> ○ Matt Lee to Nimsi Garcia: The times at which the Athletic Center will be closed is during intercollegiate practice (gymnasium activity). KAD course offerings will continue to be offered throughout normal academic hours of operations (both day and evening). • Maria Huning: Kurt, we heard you speak of "break even numbers" and then highlighted 3,000 and 6,000 members. What is the limit line? • Jamie Hui: Also, I am a member at CSM Athletic club, swimmer in the "small" pool and time after time master swimmers intrude while others are swimming in the small pool. A lifeguard told me master swimmers can do whatever they want. <p>Please email any additional questions to Roz Young.</p>
6. Return to Campus (Standing Item)	<p>Interim President Lopez continues to receive questions about the mask mandate. Chancellor Claire would like the Board of Trustees to discuss it at a future meeting before the district lifts the mandate. It is not a topic on the April 27 meeting agenda, but Chancellor Claire will ask if it will be discussed or moved to the regular Board Meeting in May.</p> <p><u>UPDATE:</u> The Board of Trustees did begin conversations regarding lifting the mask mandate and will continue to discuss at the next Board Meeting on May 25.</p>
STANDING ITEMS	
7. Associated Students of Cañada College	<p>Lesly Ta reported that ASCC elections are underway and she is running for Student Trustee. Other updates include:</p> <ul style="list-style-type: none"> • The ASCC passed the following recommendation on April 14: <ul style="list-style-type: none"> ○ "The ASCC's recommendation to Canada College and the President that we provide 100% of our Certificate and Degree classes available in an online format by Spring 2023 with the exception of lab classes that would pose a health threat to the students or students households." • Student Life also hosted the Boys and Girls Club. • Student Life and the Student Senate also did a food distribution on campus.
8. Academic Senate of Cañada College	<p>David Eck provided the following updates:</p> <ul style="list-style-type: none"> • Dean Hartman will be sharing a Transfer Plan Update at the next Academic Senate meeting.

	<ul style="list-style-type: none"> The Academic Senate will be voting on Secretary and Treasurer positions. Nominations are still being accepted for these positions. They will have .2 release time per semester next academic year. The Senate is trying to form a workgroup to update the personnel request form used to submit new full-time faculty position requests. Members who submitted a new full-time faculty position in the last couple of years, are asked to share any feedback they might have about the personnel request form and whether or not they would be willing to be part of the workgroup.
9. Classified Senate of Cañada College	Roslind Young reported that the Classified Senate reviewed the EMP and Program Review classified hiring. Senate nominations are now being submitted and elections will be held shortly.
10. Guided Pathways	No update was provided.
11. Planning Council Reports	<p><u>IPC</u>: At its April 15 meeting, Allison Hughes said IPC reviewed and/or approved items, including the Instructional Program Review timeline, the Equity and Antiracism Leadership Work Group Proposal, the EMP draft, Distance Education Modality Guidance, Textbook Affordability Implementation Plan and the Dual-Enrollment Plan. Their next meeting is on May 6.</p> <p><u>SSPC</u>: At its recent meeting, Sarah Harmon presented on OER/ZTC and Dean Engel provided an update on the EMP. Dean Hartman presented as part of the College's Transformational Anti-Racist Leadership Communities of Practice and Alison Field, Mary Ho, and Vice President Pérez presented on behalf the Equity & Antiracism Group.</p>
12. President's Update	<p>Interim President Lopez thanked everyone for their well wishes, support and kind words. If her appointment is board-approved in May, she will begin as President starting July 1. She recognized the other presidential finalists and said it is an honor to call Manuel Pérez and Tammy Robinson her coworkers.</p> <p>Other updates:</p> <ul style="list-style-type: none"> Flex Day is April 21. The President's Office is creating a calendar of year-end events and people are encouraged to attend. Commencement is in-person on Saturday, May 28 from 10:00am-12:00pm and it is hoped that people can volunteer or attend. There will be an End of Year Celebration in the Cañada Vista Clubhouse on Thursday, May 19 from 12-1:30pm and all faculty and staff are invited.
13. Matters of Public Interest and Upcoming Events	<ul style="list-style-type: none"> Nimsi Garcia said Cañada's Brave Space Trainers team (formerly SafeZone Team) is seeking feedback on a LGBTQ+ Strategic Plan for funding we are receiving thru AB 132 - please fill it out by Monday, April 25 at 9am. More info on the form too: https://forms.gle/kNmBTJNeV7dcTGbS6 Jeanne Stalker said the Cañada College Women's Tennis Team is the Northern California regional champion and they will play for the state championship this weekend in Bakersfield. Roslind Young announced that the Astronomy Club is hosting a Star Party on April 29 from 7:30-9:30pm at the observatory located in Lot 10. Please contact Professor Elteto with any questions.
ADJOURNMENT	The meeting was adjourned at 4:06 p.m.
Next Meeting	The next meeting will be held on May 4, 2022.