



**DRAFT**

**PLANNING AND BUDGETING COUNCIL MEETING MINUTES**

Wednesday, March 16, 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, Hyla Lacefield, Ray Lapuz, Kim Lopez, Manuel Alejandro Pérez, Peggy Perruccio, Ludmila Prisecar, Megan Rodriguez Antone, Claudia Rosales, Jeanne Stalker (for Candice Johnson), Lesly Ta.

**Members absent:** Candice Johnson, Tammy Robinson.

**Guests and others present:** Natalie Alizaga, Wissem Bennani, Julian Branch, James Carranza, Alex Claxton, Mary Chries Concha Thia, Juan Carlos Cornejo, Joshua Forman-Ortiz, Sarah Harmon, Jacky Ip, Debbie Joy, Maria Lara, Matt Lee, Doniella Maher, David Monarres, David Reed, Ameer Thompson.

AGENDA ITEM	CONTENT
<p>1. <b>Welcome, Introductions and Approval of Consent Agenda</b></p>	<p>Meeting called to order at 2:14 p.m.</p> <p>The consent agenda, minutes of March 2 and the memo on the Brown Act Resolution were reviewed. There has not been a Board of Trustees meeting since the last PBC meeting on March 3, so there were no board-approved staffing updates to report.</p> <p>ACTION: A motion to approve the consent agenda was made by Alicia Aguirre and seconded by Denise Erickson. Motion passed.</p>
<p>2. <b>Program Review Non-Personnel Resource Prioritization Certification – All Deans</b></p>	<p>Allison Hughes reviewed the non-personnel resource prioritization process. Requests are submitted during program review and are compiled by division. Divisions do their own prioritization and PBC certifies that it was done correctly. The requests are then sent to the President and the VPAS Office for a decision based on available funding.</p> <p>The deans met with faculty and staff in their divisions and considered the college's critical questions related to equity gaps when prioritizing resource requests.</p> <ul style="list-style-type: none"> <li>• <u>Business/Design/Workforce</u>: Dean Hyla Lacefield said that once the personnel-related items were removed from the BDW list, there was one item that is funded by a specific grant and another item which is actually a Facilities request. It is not possible to complete the Facilities project right now, so it will be brought to the division meeting at a later date.</li> <li>• <u>Science and Technology</u>: Dean Ameer Thompson reviewed the process that his division used to prioritize their items. They broke out as departments to review and make changes or sent in revisions if they could not attend. Dean Thompson then prioritized the list making sure that the items aligned with the division's and college's priorities. There are 24 items on the list.</li> <li>• <u>Kinesiology/Athletics/Dance</u>: Interim Dean Matt Lee and members of the division met weekly throughout the fall to talk about their non-personnel requests. Some items are facilities-related (athletic fields and tennis courts) and are not personnel-related or equipment-related</li> </ul>

	<p>requests. The division ranked their non-personnel requests and there are eight items. He will meet with Mary Chries Concha Thia to see if some of the requests could be covered with the current year's budget.</p> <ul style="list-style-type: none"> <li>• <u>Counseling</u>: Dean Max Hartman said they received a number of resource requests, which were discussed at their division meeting. Dean Hartman prepared a list of the requests and division members ranked their top 10 items. The results were compiled and the final ranking was done. There are 17 items that were identified.</li> <li>• <u>ASLT and Distance Education</u>: Dean David Reed reported that the ASLT team did their prioritization at their February division meeting and focused on the core functions of the division and identified the top two priorities, which are tutoring and providing internet access to students. Some requests that were on the list have been covered and are no longer applicable. Distance Education is included in the Office of Instruction and David Reed reported that the group prioritized dedicated funding to build up the peer online course review team. The second priority is to fund student assistance to support multimodal teaching.</li> <li>• <u>Humanities</u>: Dean James Carranza reported that based on the critical questions, the division had one prioritized item separate from their personnel requests, which was to request an operational and support budget for the UMOJA program. <ul style="list-style-type: none"> <li>○ Dean Carranza recommends that the college look at where some of the support programs or instructional programs, such as UMOJA, are making their requests. He feels it might be better if the college-wide programs were in a separate area and not included with other department requests.</li> </ul> </li> <li>• <u>Enrollment and Student Support Programs</u>: Interim Dean Wissem Bennani said that the department leads submitted their non-personnel requests and they met to discuss and vote on the items. A final list of six prioritized items was identified to support A&amp;R, Dream Center and Financial Aid.</li> </ul> <p><u>Comments</u>:</p> <ul style="list-style-type: none"> <li>• Lesly Ta would like students to be able to participate in processes requiring budget decisions, such as the resource prioritization process. It was suggested that if she would like to propose a change to the program review process for next year, it could be discussed at a future PBC meeting.</li> </ul> <p><u>ACTION</u>: A motion to certify that divisions followed the resource prioritization process and requests can be forwarded to the College President was made by Alicia Aguirre and seconded by Denise Erickson. Motion passed.</p>
<p><b>3. Guided Pathways Scale of Adoption</b></p>	<p>David Monarres reviewed the four pillars of Guided Pathways talked about progress to date on their scaling:</p> <p><b>Area I: Clarifying the Path: Mapping Paths to Student End Goals</b> Programs are organized based on four interest areas: Human Behavior and Culture, Science and Health, Art, Design and Performance, and Business. The team feels that they are to scale on these. Math courses are aligned with a student's field of study and programs are clearly mapped out for students. Improvement Needed/Planning to Scale: Information regarding employment and further education opportunities, so mapper and program websites need to be improved.</p> <p><b>Area II: Entering the Path: Intake and Academic Advising</b> The team feels that special supports for academically underprepared students and intensive supports for very-poorly prepared students are at scale.</p>

Improvement Needed/Scaling in Progress: How they coordinate with high schools to motivate and prepare students needs improvement and they have started that process by hiring a dual enrollment director. They are also starting a three-year dual enrollment plan with high school district partners.

**Area III: Staying on the Path: Intrusive Academic Advising and Academic Support**

The team looked at how the college supports students to stay on the path. Advisors monitor student progress and students can also monitor their own progress. The college schedules courses as needed by students. The team feels that these areas are at scale, although more things can be done to feed Information from student education plans to help the college forecast course demands and change the schedules accordingly.

Improvement Needed/Scaling in Progress: Advisors and students are alerted when students fall off their program paths. Some scaling is in progress for some interest areas and training is necessary with the large stream of data in each of the interest areas.

**Area IV: Ensuring Learning; Learning with Intentional Outcomes**

Areas that are to scale include faculty and programs assessing SLOs in each program on a regular basis. Assessments are used to improve teaching and learning throughout the program and the PRIE office conducts CCSSEE/SENSE surveys to assess the effectiveness of the educational practice.

Improvement Needed/Scaling in Progress: Faculty leads are working on a project to assist students document their learning beyond transcripts (portfolios, projects and more). Additionally, career education programs need to be scaled across interest areas.

Planning to Scale: The team would like to make programs more stable by removing grant dependence. In the past, the Faculty Learning Program and Community of Practice were successful but were grant dependent. Allison Hughes noted that the district has an online teaching certification program, which is not grant dependent. Career & Technical programs are using career outcomes to measure their program learning outcomes and the team would like to scale this to other programs.

**Student Engagement:** Students have been included particularly in the early planning and implementation of Guided Pathways. In Fall 2018, there was a “Student Voices” focus group and students were involved and provided input in the interest areas, website redesign and the success teams.

**Course Alignment:** Counselors use Degree Works to create Student Education Plans and it was recently updated. Data from the SEPs could help forecast the need for courses and help students enroll in sections of courses with a cohort. The college and district continue to explore opportunities with Ad Astra to pilot use of its Course Scheduling Module (before being published on Web Schedule) to help resolve course scheduling conflicts across the divisions as well as across the district.

Comments:

- Lesly Ta thought it would be good to understand how and when classes are offered. She also asked about whether or not this program will help students stay on their path, particularly when their classes are canceled due to lack of enrollment.
  - Dean Karen Engel confirmed that the information on course offerings is provided in the catalog under courses per semester.
  - David said if students are falling off their pathway due to class cancellations, that is the purview of the success teams. They meet monthly and are provided data on students in their interest areas, so they are looking into how to keep people on track.
  - Dean Engel shared how faculty can update information. It is the responsibility of the Guided Pathways leads to keep things current in the catalog. Faculty

	<p>should point out discrepancies in the catalog to the dean and it is up to the deans to keep things current in the catalog. They will look into how to share it with students on the website.</p> <ul style="list-style-type: none"> <li>○ Juan Carlos Cornejo said there should be a mention about vaccination/testing in the catalog.</li> </ul> <p>ACTION: A motion to approved the Guided Pathways Scale of Adoption compliance report for submittal to the State Chancellor's Office was made by Alicia Aguirre and seconded by Gloria Darafshi. Motion passed.</p>
<p><b>4. College-wide Plans, Implementation Plans and PBC Oversight</b></p>	<p>Dean Karen Engel reviewed the College's committee reporting structure. The PBC is the primary participatory governance body for the college. IPC and SSPC have reps on PBC and they present at PBC. The Associated Students, Academic Senate and Classified Senate have representatives who serve on PBC. Dean Engel reviewed the chart showing principle committees and who is responsible for a specific plan related to their area. The plans are developed, vetted and then presented to PBC for adoption.</p> <p>The list of committees and where they are in their planning cycle was reviewed. Ludmila Prisecar will follow up on the Safety Committee since it may not have a plan but may fall under the district-wide emergency and crisis communications plan, which all the colleges fall under. She hopes to provide an update at a future meeting.</p> <p>The PBC is responsible for being the accreditation body for Cañada College and it monitors and advises on all things related to accreditation. The PBC works on the following reports:</p> <ul style="list-style-type: none"> <li>• Educational Master Plan: There is an assigned task force that is working on the EMP so they are in an update year right now. The College now operationalizes that five-year plan each year during the summer leadership retreat.</li> <li>• ACCJC Annual Report: The report will be presented at the next PBC Meeting.</li> <li>• ACCJC Midterm Report: The report is done every seven years and is due in 2023.</li> <li>• ACCJC Institutional Self Evaluation Report: This report is done every seven years. The last one was done in 2019 and the next one will be done in 2026.</li> </ul> <p>The District Facilities Master Plan, which is led by the district office, is done every 10 years and is being worked on now.</p> <p>The college also has implementation plans around dual enrollment, transfer, OER/ZTC, strategic enrollment management and the KAD growth plan, which is under development.</p> <p>PBC is responsible for providing oversight and making sure that committees have adopted the new bylaws and plan templates that PBC established in fall 2020. When committees create a new plan, they have to present it to PBC and then report to PBC yearly on their progress.</p> <p><u>Comments</u></p> <ul style="list-style-type: none"> <li>○ Lesly Ta asked if there could be training for students on how to use their voice and how to get involved. Dean Engel suggested she contact Michiko Kealoha.</li> <li>○ David Eck noted that the plans are quite large with a lot of detail for consideration. He is wondering if the participatory governance reps should develop a list of questions to help people understand how the plans affect their constituent groups.</li> </ul> <p><b>5. Dual Enrollment Implementation Plan Update</b></p> <p>Mayra Arellano reported that the College received feedback from high school partners on the Dual Enrollment Implementation Plan and the final version is now complete. It is being refined by Jose Garcia in Marketing and will be posted on the Dual Enrollment website. She talked about the work she is doing, how the early college programs are being expanded in the high schools. The plan highlights why the college is doing dual enrollment, what are the dual enrollment</p>

	<p>policies, and what we were doing before with concurrent enrollment and Middle College. We now have DE CCAP classes. They will add to the plan as they add more pathways at the high school, so a revised plan will be done.</p> <p><u>Comments</u></p> <ul style="list-style-type: none"> <li>• Doniella Maher asked about the process to develop the plan and if there were opportunities for the college community to discuss the plan to make it a participatory process where they could provide input. She asked about the vision for including the college community in future versions.</li> <li>• Mayra hopes to work with the deans and receive input from presentations and Q&amp;A sessions with the Academic Senate, IPC, PBC and division meetings. The second version will also talk about support and professional development for our faculty teaching at the high schools.</li> <li>• Vice President Pérez said they want more insights about ways in which things are not working. They are now presenting information monthly at the iDeans Meeting. They would like to include topics and provide specific resources.</li> <li>• David Eck suggested asking the different educational programs that are involved in Guided Pathways to communicate with each other and share feedback about what is working and what is not. It would help with the presentations to the Academic Senate and other groups.</li> <li>• Mayra is going to be working with ASCC students, who were a part of concurrent enrollment, Middle College and dual enrollment to bring in their input for the second version of the plan.</li> <li>• Lesly Ta said the College may get a more focused voice if it works with the students that are currently in these programs. <ul style="list-style-type: none"> <li>○ Manuel has contacted Michiko Kealoha about partnering with the ASCC and the student ambassador/mentor team to hire someone with direct dual enrollment experience that is actually a dual enrollment student. The challenge is finding a student that the College can legally pay because it is a challenge around the payment structure with their unit load capacity. He is hoping to partner with ASCC to let DE students know there are opportunities for them to be paid to work. Mayra will contact Lesly Ta with the job description.</li> </ul> </li> </ul>
<p><b>6. Professional Development Planning Committee Update and Review of Existing College PD Plan</b></p>	<p>Dean David Reed reported that the Professional Development Planning Committee will be updating its plan. The committee has appointed two interim faculty co-coordinators, Jessica Kaven and Leslie Ware, to help with Flex Day and they will be joining the Professional Development Planning Committee. A Faculty Learning Coordinator has also been appointed. The current plan shows the different professional development-related committees, such as the faculty professional development committee that deals with funding for faculty requests and the classified professional development committee. The Professional Development Planning Committee is charged with organizing Flex Days.</p> <p><u>Membership:</u> Some of the committee members have been on the committee for more than two years, which is not the standard timeline. Dean Reed would like feedback from PBC to affirm that he can work with the new faculty coordinators to revitalize the committee by seeking new appointments while aligning with the shared governance process. The website lists the membership breakdown. There are vacancies in the staff and faculty areas, although the ASCC rep is current. Allison Hughes suggested he contact Jeanne Stalker, VP of CSEA, which works with the Classified Senate on staff appointments. David Eck confirmed that he should contact Academic Senate for faculty appointments.</p> <p>They want to make sure all of their stakeholders are involved as they update the next version of the three-year plan. As they bring in new faculty and revitalize the Professional Development Planning Committee, the committee would like to provide a draft plan and bylaws at one of the April or May PBC Meetings.</p>

<b>7. PRIE Service Area Maps</b>	Due to a lack of time, Dean Engel will present this topic at the April 6 PBC Meeting.
<b>8. Return to Campus (Standing Item)</b>	<p>Due to a pressing personnel matter, Interim President Lopez would like to use time set aside for the Return to Campus items to talk about the timing of hiring the permanent VPAS for the College.</p> <p>In August 2021, former VPAS Graciano Mendoza resigned and the College hired an interim VPAS, Ludmila Prisecar (College Business Officer at CSM) to work through 2021-2022. Cañada planned to hire a permanent VPAS by mid-fall and was getting ready to file an extension, but found out that it cannot extend her time past June 30. CSM does not want their VPAS office in flux and cannot work without a College Business Officer. Cañada wants to have a cooperative arrangement with CSM so Interim President Lopez wants to move forward now with the formation of the permanent hiring committee. Typically, the College holds forums, recruits and holds final interviews and then bring in the permanent President so they can have input, but the timing is off. It is possible, that forums could be held in May with final interviews in late May.</p> <ul style="list-style-type: none"> <li>○ Rachel Corrales asked if the new president would be able to weigh in and Interim President Lopez confirmed that it is an important position on the College Cabinet and the new president would have a voice.</li> <li>○ Without that extension, there is a question as to what the College would do if there was a failed search. Interim President Lopez does not want to see the process rushed. It is possible that the screening committee may find they are not getting enough applicants so they may need to extend the application deadline. Or, sometimes they go through the process and do not find the right person. In that situation, they might have to bring in an interim and go out again in the fall semester.</li> </ul> <p>Interim President Lopez recommends that the College moves forward with advertising the position. Vice President Manuel Pérez will chair the committee and will work with the Academic Senate, CSEA and ASCC to find committee members. Interviews would be held in May.</p>
<b>STANDING ITEMS</b>	
<b>9. Associated Students of Cañada College</b>	Lesly Ta is running for student trustee and is excited with the team that is coming in because there is more diversity and a stronger student voice. She is disappointed that there was no student on the President's hiring committee. Because of the timing with Michiko Kealoha's leave, there was not support with the transition between the two student life leaders and there was not a student who could commit the time to the process. She hopes that there will be a student on the VPAS hiring committee.
<b>10. Academic Senate of Cañada College</b>	<p>David Eck provided the following updates:</p> <ul style="list-style-type: none"> <li>● The Academic Senate discussed logistical issues with the new district parking process and will make a recommendation to the Board of Trustees to consider removing parking fees.</li> <li>● The Senate drafted a template for faculty profiles and hopes to have a template completed by the end of the spring semester.</li> <li>● Campus forums for presidential candidates are next week.</li> </ul>
<b>11. Classified Senate of Cañada College</b>	<p>Roslind Young provided the following report:</p> <ul style="list-style-type: none"> <li>● The Classified Senate is recruiting people for committee appointments.</li> <li>● The Senate is selling See's candy at the Welcome Center and plans to have more fundraising events in the future.</li> </ul>
<b>12. Guided Pathways</b>	Vice President Manuel Pérez said the team talked about the steering committee structure, assessing how they can strengthen structures, communication, connecting students with retention specialists/success teams, restructuring what they are doing. and making changes.
<b>13. Planning Council Reports</b>	<u>IPC</u> : Allison Hughes reported that IPC is hosting program instructional presentations on Friday, March 18 at 9:00am.

	<p><u>SSPC</u>: Dean Max Hartman said that SSPC is continuing discussion on how to bring a transformational antiracist leadership model to Cañada and how to imbed it in the College structures. There will be a presentation series at future meetings.</p>
<b>14. President's Update</b>	No update was provided.
<b>15. Matters of Public Interest and Upcoming Events</b>	Valeria Estrada said the Library will be holding workshops throughout the semester. These include citation workshops and Google slide workshops. Most workshops will be held online, but some will be in person.
<b>ADJOURNMENT</b>	The meeting was adjourned at 4:05 p.m.
<b>Next Meeting</b>	The next meeting will be held on April 6, 2022.