



**DRAFT**

**PLANNING AND BUDGETING COUNCIL MEETING MINUTES**

Wednesday, May 4, 2022

Via Zoom

Regular Meeting: 2:10 – 4:00 P.M.

**Members present:** David Eck, Roslind Young, 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, Tammy Robinson, Megan Rodriguez Antone, Claudia Rosales, Jeanne Stalker for Candice Johnson, Lesly Ta.

**Members absent:** Alicia Aguirre, Margarita Baez, Hyla Lacefield.

**Guests and others present:** Natalie Alizaga, Rance Bobo, Wissem Bennani, Alex Claxton, Mary Chries Concha Thia, Sarah Cortez, Alison Field, Joshua Forman Ortiz, Erik Gaspar, Mary Hale, Mary Ho, Debbie Joy, Jessica Kaven, Matt Lee, Doniella Maher, Yesenia Mercado, Joan Murphy, Lisa Palmer, David Reed, Soraya Sohrabi, Michael Stanford, Ameer Thompson.

AGENDA ITEM	CONTENT
<p><b>1. Welcome, Introductions and Approval of Consent Agenda</b></p>	<p>Meeting called to order at 2:18 p.m.</p> <p>The consent agenda, minutes of April 20, board-approved staffing updates and the memo on the Brown Act Resolution were reviewed.</p> <p>ACTION: A motion to approve the consent agenda was made by Peggy Perruccio and seconded by Valeria Estrada.</p> <p>Motion passed.</p>
<p><b>2. Equity and Antiracism Leadership Group Proposal</b></p>	<p>Alison Field reviewed the Equity and Antiracism Leadership Group proposal and shared feedback that was received. Over the past year, work has been done to bring together ACES and the Antiracism Task Force to merge and centralize the equity and antiracism work at Cañada. The goal is to develop a proposal to form a new college council, the Equity and Antiracism Planning Council. The goal was established first by the Antiracism Task Force and then adopted by ACES. The goal predates the Áse Power Consult recommendations however the proposal aligns with those recommendations. The mission and focus were reviewed. The group developed goals and actions, which are reflected within three separate categories: review and revise practices and policies; develop and implement programs; and facilitate professional and student trainings. The approximate length of time that the council would work on these goals was listed. The membership details will be confirmed but will bring forward the tri-chair model and introduce a student co-chair.</p> <p>Mary Ho reviewed the three reporting options of the council structure. Option A would have the new council report directly to the President, Option 2 requires that the council reports to PBC and with Option 3, the group would not report to any one entity but will work with all areas. The proposal was presented earlier in the spring to the senates, SSPC and IPC. Feedback from these groups showed that the constituents preferred Option A and want to be considered a council rather than a planning committee. They will look at how to operationalize the Equity and Antiracism Planning Council, how they will be involved in all planning with groups and how would they be different than PBC.</p>

	<p>Vice President Manuel Pérez said the group will solicit feedback on the proposal from PBC. The operations planning work will be done over the summer and presented to PBC in the fall. The plan will be implemented in phases over the summer and fall semesters and will be fully operational by the spring 2023 semester.</p> <p><u>Feedback:</u></p> <ul style="list-style-type: none"> <li>• Lisa Palmer asked if they are looking at what Skyline or CSM are doing or if that is considered relevant. <ul style="list-style-type: none"> <li>○ Vice President Manuel Pérez said Cañada is leading the way in terms of structure and organization. They work regularly with O’KenZoe Selassie-Okpe and the Equity Institute and lean on their structure. Alison said there may be opportunities to partner with our sister colleges.</li> </ul> </li> <li>• Nick Carr asked if they are looking at other colleges that are leaning in this same direction in terms of the operational aspect and how it will affect the College going forward in terms of accreditation. <ul style="list-style-type: none"> <li>○ Mary Ho said they are considering accreditation and will look at what other community colleges are doing. They want to connect to something that has impact on campus.</li> </ul> </li> <li>• David Eck mentioned a concern with Option A and asked what would happen if PBC or the Senates take formal action on an item, such as a hiring committee or implementation plan, and approve it and then the EAPC finds an issue with that action. He asked if it would then go back to the PBC or the senate that formally approved something and be retracted. <ul style="list-style-type: none"> <li>○ Vice President Pérez said the group will work on possible scenarios to address this concern and present them at the next PBC meeting.</li> </ul> </li> <li>• David Eck noted that some of the most important foundational policies that structure the campuses are decided at a high level of operation, such as the District Planning and Governance Council. He asked how those would be considered.</li> <li>• Lesly Ta asked if a process can be developed so that students can bring attention to any potential equity issues and have them addressed.</li> <li>• Nick Carr noted that we will have district operations on campus in the Community Fitness Center, as well as memberships. When we go forward are we looking to have their input as we go forward with one of these options.</li> </ul> <p>Alison Field encouraged people to review the options and provide feedback on why one option would resonate more than another. Vice President Pérez said any additional feedback can be emailed to Alison Field, Mary Ho and him. The group will present a fuller proposal at the next PBC Meeting.</p>
<p><b>3. College Personnel Updates</b></p>	<ul style="list-style-type: none"> <li>• Interim President Lopez congratulated Vice President of Instruction Tammy Robinson on being named President of Mesa Community College, the largest community college in Maricopa County, Arizona. Her new position starts on July 1. A farewell event will be planned. <ul style="list-style-type: none"> <li>○ The College will appoint an interim VPI and Interim President Lopez would like to consider making the appointment for the full 2022-23 academic year, July 1, 2022-June 30, 2023. Recruitment would begin in spring 2023 with a fall 2023 start date. She will work with the Academic and Classified Senates to form the screening/selection committee before the June Board Meeting so that the Interim VPI can start July 1. Faculty should email David Eck and Natalie Alizaga if they have recommendations for the Interim VPI search committee and Roslind Young requested that Classified Staff submit their suggestions to her.</li> </ul> </li> <li>• Most hiring committees are in the process of concluding their first- or second-level interviews, so those updates will be announced.</li> </ul>

	<ul style="list-style-type: none"> <li>• There were two hiring committees that had failed searches for the position of Math faculty and Dean of KAD. The College will go out again next year for the math faculty position. A new search for the Dean of KAD position will be held in the fall semester. Interim KAD Dean Matt Lee will continue to lead through the fall semester.</li> </ul>
<p><b>4. Transfer Services Implementation Plan Update</b></p>	<p>Dean Max Hartman and the Transfer Services Plan Implementation Team created an inaugural transfer plan, which was finished in early fall 2021. The plan, which will center antiracism, will create transfer pathways for students and help the College understand who our transfer students are, where they are in their pathway and will help continue to increase and promote transfer. There will be a system to collect data. It will also help with partnerships with high schools. The team can present the Transfer Services Plan at division meetings.</p> <ul style="list-style-type: none"> <li>• Gloria Darafshi identified transfer steps and milestone categories, which include utilizing student support services, knowledge of transfer process, utilizing the transfer initiatives, successful course completion and more.</li> <li>• Alex Claxton talked about the data dashboard and case-management intervention style reports. These are submitted to Soraya Sohrabi in the Transfer Department every Monday to help staff identify where a student is in the transfer process and reach out with resources.</li> <li>• Soraya Sohrabi reviewed next steps and talked about the Colts-U Transfer Hub, which consolidates and brings everything together. It is a one-stop for all students to gather transfer information. There are cohorts of students by different groups, but this is a larger umbrella to provide more information and create a stronger transfer culture.</li> <li>• Mary Ho and Rance Bobo talked about next steps, the SUHSD MOU and peer-to-peer support.</li> </ul> <p><u>Comment:</u> Nick Carr asked if the process can be helped with curriculum scheduling. Gloria Darafshi said they are transitioning now and are looking into what works regarding online and in-person instruction.</p>
<p><b>5. Program Review Timeline, Due Dates, and Operational Calendar for 2022-2023</b></p>	<p>Allison Hughes reviewed the Program Review timeline and pointed out some clarifications to the wording that was confusing and not aligned with the actual process. She also clarified that the Academic and Classified Senates prioritizes the personnel requests and PBC certifies the prioritization of non-personnel requests.</p> <p>The proposed operational timeline for 2022-23, which was approved by IPC on April 15, was presented. The dates for the next program review cycle are:</p> <p><u>Due Dates (Not Flexible)</u>  October 14: Submit complete comprehensive program review or annual update.  October 28: Deans/VPs complete feedback of all program review materials.  November 4: Review supervisor's feedback and incorporate it into program review.</p> <p><u>Proposed Operational Timeline</u>  This year, they put together a proposed operational timeline, which shows all the important dates so people can plan in advance. The dates are flexible, but it is hoped that they do not change so that people can plan ahead.</p> <p><u>Participatory Governance Manual</u>  Edits were made to the existing Participatory Governance Manual to align things with the College's current process. The manual will be updated and made current based on the proposed operational timeline. The new position proposals are being reviewed and the senates are looking at the personnel request forms to make sure they are aligned.</p>

	<p>ACTION: A motion to adopt the recommended timeline for the 2022-23 Program Review Cycle and proposed changes to the Participatory Governance Manual was made by Max Hartman and seconded by Peggy Perruccio. Motion passed.</p>
<p><b>6. Technology Plan Progress Report (2021-2024)</b></p>	<p>David Reed presented updates to the three-year Technology Plan, which was submitted in April 2021. The committee responsibilities were reviewed. The Technology Committee is advisory to the PBC on a range of issues related to technology. The plan objectives were reviewed, along with the updated actions that have been taken, the responsible party and the timelines.</p> <p><b>Plan Objective 1:</b> Develop and implement community-informed strategies to improve the technology experience at Cañada for faculty, staff and students.</p> <p><b>Plan Objective 2:</b> Assess technology needs related to college operation adjustments in the wake of COVID-19 and provide technology recommendation to the College.</p> <p><b>Plan Objective 3:</b> Implement Technology Refresh Process and improve communication and dialogue around technology with the campus community. There is now discussion about what is being replaced and why. The refresh process is now happening every year. ITS and the Administrative Services team were recognized for their help with the refresh process.</p> <p><u>Annual Summary:</u> The Annual Summary of Progress will be a one-page report submitted to PBC or presented in person and will summarize the progress with the plan. It may include updates on the Technology Refresh Process, completion of outcomes and updated data trends or survey results.</p> <p>Surveys support the documents presented and are posted on the Technology Committee website. The work that has been done also funnels into personnel and non-personnel resource requests. The presentation is posted on the Technology Committee website at: <a href="https://canadacollege.edu/technologycommittee/documents.php">https://canadacollege.edu/technologycommittee/documents.php</a></p> <p><u>Comment:</u></p> <ul style="list-style-type: none"> <li>• Lesly Ta asked about issues that may have been uncovered regarding HyFlex and smart board classes. <ul style="list-style-type: none"> <li>○ Allison Hughes said that they have learned that faculty and students need different support for the new HyFlex modalities. They just sent out a support request form to HyFlex faculty for summer and fall to get them connected with training and/or additional support to ensure that students taking courses in new modalities are getting a quality experience. They are also partnering with the sister colleges and ITS to put together in-depth training for faculty to learn how to teach most effectively in a HyFlex modality. More information will be provided.</li> <li>○ Mary Hale said some of the student assistants are also helping staff adapt to HyFlex by offering support in software and hardware usage.</li> </ul> </li> </ul>
<p><b>7. Educational Master Plan</b></p>	<p>At the April 21<sup>st</sup> Flex Day, the EMP tri-chairs presented a second draft of the proposed options for modifying the mission statement. The College selected one and finalized the new mission statement. However, it was noted during the discussion that the new mission statement was now too similar to the draft vision statement. As a result, the the tri-chairs solicited input and prepared three options for changing the vision statement:</p> <p><b>Option 1</b> - Cañada College provides equitable education such that students from diverse backgrounds are able to achieve their educational goals and benefit the world.</p>

	<p><b>Option 2</b> - Cañada College fulfills its obligation to our local community by removing all barriers to education, enabling all students to achieve their educational goals and benefit the world.</p> <ul style="list-style-type: none"> <li>• <u>Suggested Revision</u>: Cañada College fulfills its obligation to our local community by removing all barriers to education, enabling students from diverse backgrounds to achieve their educational goals and benefit the world.</li> </ul> <p><b>Option 3</b> - Cañada College is a leader in higher education, providing social and emotional support for all of our college community as they fulfill their personal, professional, and civic goals.</p> <p><u>Comments</u>:</p> <ul style="list-style-type: none"> <li>• There was a request for more time to consider the options before the polling was conducted, but David Eck said this is just a poll to see if people have a strong preference. A final vote would be held on May 18.</li> <li>• There were comments around the words “benefit the world,” which some seemed to think were grandiose in this context, although David Eck said when we do education well we do see students benefit the world.</li> <li>• There was a comment on Option 1 regarding the words “provides equitable education.” While Cañada strives for equitable education and people are cognizant of what we need to do, are we there yet? Dean Engel said this is our future statement so it is aspirational.</li> </ul> <p>PBC members were polled to see if there was a strong preference for one of these options.</p> <p><u>Polling Results</u>: Option 1 received the most votes with 11, followed by six votes for Option 2 and Option 3 was the least favored.</p> <p>These options will be considered. David Eck encouraged the PBC members to review the full Draft 3 of the EMP. A final vote on adopting the EMP will be held on May 18.</p>						
<p><b>8. Community Fitness Center Follow-Up</b></p>	<p>At the April 13 PBC Meeting, Kurt Scholler provided an update on the Community Fitness Center. Interim President Lopez said there were questions asked that he did not have time to answer during the meeting, however those have now been answered and are included in a Q&amp;A document that is posted on the PBC website. All equipment is expected by the end of June and set up will begin in July. The Community Fitness Center launch is expected around August 1.</p> <p>Megan Rodriguez Antone said information has been presented in the President’s Weekly Updates, which will continue, along with continued Q&amp;A information. Alessandro Riva in the MCPR Office created a Community Fitness Center website that will be launched at the end of April. The campus and great community will be able to access information.</p> <p>The Q&amp;A document is posted on the PBC website at:  <a href="https://canadacollege.edu/planningbudgetingcouncil/2021-22/Response%20to%20Community%20Fitness%20Questions%205-2-22.pdf">https://canadacollege.edu/planningbudgetingcouncil/2021-22/Response%20to%20Community%20Fitness%20Questions%205-2-22.pdf</a></p>						
<p><b>STANDING ITEMS</b></p>							
<p><b>9. Associated Students of Cañada College</b></p>	<p>Lesly Ta said that the ASCC election results have been announced. The officers are:</p> <table border="1" data-bbox="472 1797 1523 1898"> <tr> <td>President</td> <td>Diana Castro</td> </tr> <tr> <td>Vice President</td> <td>Carlos Pacheco Miranda</td> </tr> <tr> <td>Commissioner of Publicity</td> <td>Noah Liu</td> </tr> </table>	President	Diana Castro	Vice President	Carlos Pacheco Miranda	Commissioner of Publicity	Noah Liu
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	Commissioner of Activities	Vacant
	Commissioner of Finances	Vacant
	Commissioner of Public Records	Vacant
	Commissioner of Design and Marketing	Vacant
	Senator at Large for Science and Technology	Eshton Liu
	Senator at Large for Concurrent Enrollment/ Middle College	Celina Azeneth Reyes Barrera
	Senator at Large for Humanities/Social Sciences	Hyun Jae (Jimmy) Kim
	Senator at Large for Business, Design and Workforce	Jaime Andres Dubeibe Fong
	Senator at Large for Kinesiology, Athletics and Dance	Vacant
	Senator	Yuliana Leo Subias
	Student Trustee Candidate	Lesly Ta
	<ul style="list-style-type: none"> <li>• Lesly also announced that she completed an interview with the district student senate and was elected district student trustee.</li> <li>• End of year presentations continue during the weekly meetings.</li> </ul>	
<b>10. Academic Senate of Cañada College</b>	<p>David Eck announced the following:</p> <ul style="list-style-type: none"> <li>• The Academic Senate will hold its final meeting of the year on May 12.</li> <li>• The Senate is accepting nominations for their annual awards: <ul style="list-style-type: none"> <li>○ Outstanding Staff Award</li> <li>○ Outstanding Part-Time Faculty Award</li> <li>○ Outstanding Full-Time Faculty Award</li> </ul> Please email your nominees to David Eck (<a href="mailto:eckd@smccd.edu">eckd@smccd.edu</a>) and Natalie Alizaga (<a href="mailto:alizaganatalie@smccd.edu">alizaganatalie@smccd.edu</a>) by May 12 at 2:00pm.</li> <li>• Academic Senate will also be accepting nominations for a student recognition award, called Contributions to Cañada Award. They are looking to recognize many students who have contributed to Cañada during this extraordinary academic year. This is not a single award, but instead Academic Senate will provide printed awards with a description of the student's contributions to each student. David Eck sent an email to faculty announcing the award on May 2. Nominations should be emailed to David Eck (<a href="mailto:eckd@smccd.edu">eckd@smccd.edu</a>) and Natalie Alizaga (<a href="mailto:alizaganatalie@smccd.edu">alizaganatalie@smccd.edu</a>) by May 12<sup>th</sup> at 2:00pm, however since many nominations are expected, it is greatly appreciated if faculty can submit nominations before May 12<sup>th</sup>.</li> <li>• Academic Senate will be looking to appoint two faculty to the interim Vice President of Instruction (VPI) hiring committee.</li> <li>• Academic Senate will be looking at its progress on its annual Academic Senate goals.</li> </ul>	
<b>11. Classified Senate of Cañada College</b>	Roslind Young reported that the Classified Senate is holding its next meeting on May 12 and will announce the new Vice President of Classified Senate.	
<b>12. Guided Pathways</b>	No update was provided.	
<b>13. Planning Council Reports</b>	<p><u>IPC</u>: The next IPC Meeting is on Friday, May 5, from 9:30-11:30am. There will be a discussion about the PIV Process, a demo of the assessment side of the new Improve (TracDat) system for faculty and some student recommendations about degree and certificate modalities.</p> <p><u>SSPC</u>: No update was provided.</p>	
<b>14. President's Update</b>	No update was provided.	

<p><b>15. Matters of Public Interest and Upcoming Events</b></p>	<ul style="list-style-type: none"> <li>• May 19 is the End of the Year Celebration from 12-1:30pm in the Cañada College Vista Clubhouse.</li> <li>• Nimsi Garcia announced that Cañada College is holding its very first Latinx Graduation Ceremony. The event will be held in person in Rooms 6-101/102 on May 18 from 6-8pm.</li> <li>• Jeanne Stalker congratulated Cañada's Women's Tennis Team and Coach Bryan Jeong as the Northern California Champs and State Championship Runner Up. Go COLTS!</li> </ul>
<p><b>ADJOURNMENT</b></p>	<p>The meeting was adjourned at 4:08 p.m.</p>
<p><b>Next Meeting</b></p>	<p>The next meeting will be held on May 18, 2022.</p>