



**DRAFT**

**PLANNING AND BUDGETING COUNCIL MEETING MINUTES**

**Wednesday, October 20, 2021**

**Via Zoom**

**Regular Meeting: 2:00 – 4:00 P.M.**

**Members present:** David Eck, Roslind Young, Alicia Aguirre, Margarita Baez, Nick Carr, Rachel Corrales, Gloria Darafshi, Karen Engel, Denise Erickson, Valeria Estrada, Joshua Forman-Ortiz, Nimsi Garcia, Max Hartman, Allison Hughes, Maria Huning, Hyla Lacefield, Ray Lapuz, Kim Lopez, Manuel Alejandro Pérez, Peggy Perruccio, Ludmila Prisecar, Tammy Robinson, Megan Rodriguez Antone.

**Members absent:** Candice Johnson, Derek Lennen, Claudia Rosales.

**Guests and others present:** Natalie Alizaga, Mary Chries Concha Thia, Mary Ho, Michael Hoffman, Debbie Joy, Matt Lee, David Reed, Chantal Sosa, Jeanne Stalker.

AGENDA ITEM	CONTENT
1. <b>Welcome, Introductions and Approval of Consent Agenda</b>	<p>Meeting called to order at 2:03 p.m.</p> <p>The consent agenda and minutes were reviewed. The memo on the Brown Act Resolution needs to be reviewed once every 30 days and not at each PBC meeting, so it will be added to the November 3 agenda.</p> <p>The board-approved staffing update was reviewed. It was noted that the Board of Trustees did not approve the administrative compensation item but it will be brought back to the next board meeting.</p> <p>ACTION: A motion to approve the consent agenda was made by Dean Hyla Lacefield and seconded by Denise Erickson. Motion passed.</p>
2. <b>Personnel Request Process and Forums</b>	<p>The personnel request process is done annually and presentations will take place during the first week of December. David Eck and Roslind Young suggest using part of the PBC Meeting time on Wednesday, December 1<sup>st</sup> and the afternoon of December 2<sup>nd</sup>. The details and timeslots will be finalized, as well as the number of personnel requests. They will send out a template and choose the available timeslots for presentations.</p> <p>Because the presentations will be taking place later this year, the President's notification and approval timeframe will be later. Interim President Lopez will try to get the announcement out as soon as possible, hopefully in early January.</p> <p>To clarify, if groups are submitting a personnel request and they are not up for program review, then they need to submit an annual update. Allison Hughes confirmed that as long as the request is submitted by November 5 and the program lead's dean approves, then it should be fine.</p>
3. <b>Annual Plan for 2021-22: for adoption</b>	<p>Dean Karen Engel presented the current Annual Plan. The College is trying to meet its five-year goals and is in the last year of the Educational Master Plan. The College is also in the middle of</p>

the Strategic Enrollment Plan, some of which has been deferred due to the pandemic. The proposed Annual Plan also incorporates the recommendations from the Antiracism Task Force.

The draft of the Annual Plan was presented in September and the major topic areas focus on equity and antiracism with a summary included on the priority actions. Changes proposed by iDeans and the Guided Pathways Steering Committee were presented to PBC, and other changes were made during the PBC meeting. All changes are highlighted in red below:

**Equity and Antiracism: Internal policies and processes – no proposed changes since Sept.**

Priority Action 1: Address diversification of faculty and staff hiring practices, recognizing both traditional and non-traditional experiences and qualifications.

Priority Action 2: Support faculty to re-envision curricula and pedagogy across disciplines to be antiracist and equity-centered to support diverse students in the classroom. The Academic Senate is also actively involved in this item.

Priority Action 3: Create an equity and antiracism leadership group to help monitor and support the recommendations of the Antiracism Task Force and Cultural Center to remove barriers to students' registration and enrollment with an emphasis on BIPOC, LGBTQIA+, low-income, disabled, undocumented and historically marginalized/minoritized students.

**Equity and Antiracism: Guided Pathways – Create a sense of belonging and connection for all of our students.**

Priority Action 1: Fully implement the Success Teams and the ability of lead faculty, retention specialists, counselors and others to ensure all students with a strong emphasis on BIPOC, LGBTQIA+, low income, disabled, undocumented and historically marginalized/minoritized students (communities disproportionately impacted during the pandemic) get consistent support and messaging across special programs and Interest Areas. **Success Teams to ensure part-time students feel as connected and supported as full-time students.**

- Dean Max Hartman said a majority of students served are part-time. The College has programming support that intentionally targets full-time students and the goal is to create that for all students so the intentional support is built in to their structures. It was also noted that in the Strategic Enrollment Plan, the College wants to offer more night and weekend programs.
- The success teams will emulate those programs that have cohort models, such as College for Working Adults, Promise and EOPS to assist any students not supported by those programs. Gloria Darafshi said the cohort model can improve retention and it is good for students. She suggested that we look at how First Year Experience was done on campus a few years ago. Dean Engel suggested that Margarita Baez, the new assistant project director for Guided Pathways, meet with Ray Lapuz and Gloria Darafshi to talk about what went well during the previous FYE program.

Priority Action 2: Engage all faculty and staff so they are aware of, **and help develop and lead** first year experience programs. **Collaborate as needed with the** ~~support programs and Success Teams, Career Exploration opportunities, Work Group.~~

Dean Hyla Lacefield said they are looking at career exploration opportunities and have been meeting with the STEM group, which has been working with the Trabajo grant to set up apprenticeships in STEM. STEM has presented a mini speaker series and Dean Lacefield and Denise Erickson have developed a proposal that would create a mini speaker series for all interest areas. She said that Career Education has apprenticeships built in to its program so they would

leverage Strong Workforce funds and other available grants to help move this to within the Guided Pathways framework so it aligns with each of the other interest areas.

### **Equity and Antiracism: Guided Pathways - building pathways from K-12 to careers**

**PRIORITY ACTION 1:** Develop dual enrollment and early college **courses and** outreach campaigns to match the needs of our feeder school districts with high concentrations of Black, Indigenous and People of Color communities. Orient more Cañada, K-12 and community partners about the benefits of early college experiences and **scale dual enrollment course taking opportunities during all terms, including summer. Consider more on-campus cohorts of high school students during summer term. and scale opportunities for both.**

**PRIORITY ACTION 2:** In each Interest Area, establish specific career exploration opportunities and orientation for students at each step of their journey so that they can refine their program of study and educational goals. **Collaborate with the FYE Work Group Work Group in order to incorporate career exploration into the students' First Year Experience.**

**PRIORITY ACTION 3:** ~~Bring more folks to campus: Kindergarteners, Middle School students, High School students, and community members. Programs such as KinderCaminata, Cal Day, and other community-oriented events build connections to the community.~~ **Help students document their learning for employers and universities through portfolios and other means beyond transcripts. Support the broad adoption of faculty across Interest Areas of promising practices. Connect with the Transfer Center and the Career Center to help students convey to 4-year schools and employers the skills they have developed.**

Denise Erickson said the goal is to help students document their learning with portfolios and other means beyond transcripts. This would vary based on the interest areas, but they will work with faculty as well as with the Transfer and Career Centers to help students convey the skills they have developed as they apply to four-year universities and seek employment.

### **Equity and Antiracism: Strategic Enrollment Management**

**PRIORITY ACTION 1:** Create a student-first course schedule that creates course taking options and flexibility (and reduces course conflicts so that students can get the courses they need). Explore course modality choices; explore offering short-term sessions (such as 8-week sessions) per term; **explore offering more courses on Fridays and Saturdays that can serve cohorts of students. Consider Student Educational Plans to forecast course demand.**

**PRIORITY ACTION 2:** Create more degree and certificate programs available nights, weekends, and in **a variety of instructional modalities** for cohorts of students who we support like we do College for Working Adults students. **Identify and align degree and/or certificate programs and courses to the California Virtual Campus (CVC) standard in order to offer them via the CVC in the future.**

Priority Action 3: Increase the number of our home campus students who receive Pell grants.

- Regarding Priority Action 1, David Eck noted that District Academic Senate has been investigating a compressed academic calendar for at least two years. So, it is essential that any discussions of different session lengths would be linked up to the ongoing discussions of the academic calendar at District Academic Senate. This would prevent double work or conflicting proposals. David Eck also noted that if we want to offer experiment with different session lengths, such as two 8-week sessions, then it's important to consider the limitations of WebSchedule. Right now, there is only a late start badge in WebSchedule. Since

	<p>WebSchedule is a District tool, any added badges to help clarify the new experimental sessions, would need to be approved at the District. With regard to the wording about Friday and Saturday courses, since the College does offer classes on Saturdays and Sundays, he suggests that we change the wording to in the priority action to “add more classes” on Fridays and Saturdays. He suggests changing the wording from, “explore moving to two 8-week sessions per term...” to “explore offering short-term sessions, such as 8-week sessions...”</p> <ul style="list-style-type: none"> <li>• Doniella Maher said that offering short-term and more Saturday sessions would have to be discussed with AFT in case there is a load issue. Vice President Robinson said she does not think it would be a load issue since once a faculty member receives their assignments, it would not matter when they teach. Dean Hyla Lacefield said when teaching a short-week session, while you would teach longer hours, you are teaching the same and payroll is paid for 1/10<sup>th</sup> of your salary divided over 10 months. The pay and load would not change.</li> <li>• Dean Max Hartman said the deans will work with faculty and especially adjunct faculty on the time blocks of the courses.</li> <li>• David Eck noted that including the AFT would ensure that when we experiment with different session lengths, there would be a fair process. For example, it’s important to ensure that adjuncts wouldn’t be pressured to try out new sessions. Dean Engel added AFT to the groups involved in this initiative.</li> <li>• Roslind Young said it would also impact instructional aids and custodial staff. She also said that the setup in Banner would need to be looked at.</li> </ul> <p>ACTION: A motion to adopt the revised Annual Plan for 2021-22 as written (revised on screen) was made by Alicia Aguirre and seconded by Dean Hyla Lacefield. Motion passed.</p>
<p><b>4. Return to Campus (New Standing Item)</b></p> <p><b>Follow Up on October 15 Town Hall</b></p>	<p><b>Return to Campus (New Standing Item)</b></p> <p>Interim President Lopez provided the following update:</p> <ul style="list-style-type: none"> <li>• The Return to Campus topic will be a standing item for the rest of the semester as we plan for spring 2022.</li> </ul> <p><b>Follow up on October 15 Town Hall</b></p> <p>The Town Hall was held on October 15 and the comments and Q&amp;A were compiled and posted on the Campus-wide Town Hall page on the President’s Office website. There were four to five questions that required follow up. Here is the status:</p> <ol style="list-style-type: none"> <li>1. The campus will not be doing health screenings prior to counseling appointments next semester. While there is signage around campus to remind people to not come to campus if they are sick, David Eck asked for a better solution, particularly for students who are requesting in-person counseling appointments. In response to this request, IT has programmed a reminder to students who are signed up for in-person services to move their counseling appointment from in-person to virtual if they are sick. Dean Max Hartman will check with Karrie Mitchell to find out what the instructions are in the message to students.</li> <li>2. People asked if masks will be required for the spring. This will be brought to the Board of Trustees at the October 20<sup>th</sup> meeting. People also asked if the district should align itself with the county, which it is now, and Chancellor Claire will discuss it with the board. <ul style="list-style-type: none"> <li>• A request to survey employees and students to see if they support masking requirements was suggested. David Eck will contact Kate Brown, District Academic Senate representative, to request a survey. Dean Engel will get input on the survey questions and let the other PRIE deans know that Cañada wants to have the survey.</li> </ul> </li> </ol>

3. Faculty asked if scenarios can be developed around classroom management and ways to communicate sickness protocol with students through course syllabi and during the Day #1 class meeting. Faculty would like to know what can be included in the syllabi so students will know what to do. The request will be brought to the district-wide Academic Senate.

4. How will the public access the campus and public spaces, such as the library? Chancellor Claire is checking on options with the district's legal counsel and this topic will be brought back to PBC.

**Other Comments:**

- Natalie Alizaga said a student brought up a concern at the Town Hall that if a student shows up to class coughing or sneezing, what rights do they have to remain in the classroom if it is just allergies, but faculty and other students are uncomfortable with the student being there. The classroom policy needs to ensure that the student would not lose points or would receive the same instruction and advice if they are asked to leave or if they have to make the decision to not go to class that day. Interim President Lopez said that this is the guidance the Teaching and Learning group of the Academic Senate will work on.
- Maria Huning said the student was also concerned about equity and felt that the board is going to come up with a different policy for students returning to campus than for faculty and staff. Interim President Lopez said there is federal law that requires our institution to allow the medical and religious exemption to vaccination for employees. If an employee is approved for an exemption, they will come to work but they must wear a mask and be tested weekly. For students, there is no state or federal law. So, the College will allow a medical exemption for students to not get vaccinated and they would need to wear masks and get tested weekly. What is being brought to the board is the removal of the religious exemption since it is not required by law. Other community colleges have suggested dropping that requirement, but the board will discuss and make its decision at the next meeting.
- Alicia Aguirre said, as an elected official, they have been working on COVID recovery county-wide with K-12. She wanted to know what the district is doing to follow best practices of other community colleges so we have something to compare with. Interim President Lopez said the K-12 system is more stringent. The district is reaching out to CSUs and UCs, as well as well as to colleges in other states. Some of the community colleges in the Bay Area are doing what we are doing. Things are varied and have to do with the county where the college is located. Interim President Lopez is also in touch with school superintendents.
- If the county is issuing specific guidance for educational spaces, Nimsi Garcia asked if they can provide guidance for classroom environments. Interim President Lopez said they have not yet provided guidelines because we are still under the mask mandate. Marin is able to lift the mask mandates, but listed contingencies. In college classrooms you do not have to wear a mask if there are 100 or fewer individuals in the classroom. Marin did provide specific guidelines to classrooms.
- Michael Hoffman is concerned that the healthcare system is not equitable. He said the colleges will not be able to please everyone, but must decide whose side it is on. He feels we must serve the community and people are entitled to be on the campus whether they are unvaccinated or not because they have a social need to be here.

Interim President Lopez said the district is looking at the county for information and consulting regularly with county health officers and the CSU, UC, K-12 systems to see what they have learned to make decisions as we move forward. She will continue to provide updates and report back any decisions made by the board. She can also bring in district experts to talk to PBC. The Safety Committee will hold its next meeting on October 28.

STANDING ITEMS	
5. Associated Students of Cañada College	No update was provided.
6. Academic Senate of Cañada College	<ul style="list-style-type: none"> <li>• Áse Power Consult will hold a second faculty listening session on Wednesday, October 27. The Zoom link and information to faculty will be sent by David Eck.</li> <li>• The Academic Senate will be discussing the board policies that are being reviewed by the district District Participatory Governance Committee. David Eck highlighted one of the policies which is to eliminate tuition and fee waivers for undocumented students. He will be soliciting feedback on those changes at the next senate meeting, which is on Thursday, October 28.</li> </ul>
7. Classified Senate of Cañada College	<ul style="list-style-type: none"> <li>• Classified Senate members held a second listening session with Áse Power Consult and it was informative.</li> <li>• Planning for the next Classified Senate meeting will be taking place.</li> </ul>
8. Guided Pathways	<p>Manuel introduced Margarita Baez, who is part of the Guided Pathways leadership structure as assistant project director.</p> <ul style="list-style-type: none"> <li>• Margarita said that Guided Pathways is moving forward with a lot of its priorities including First-Year Experience (FYE). She will be inviting those on the teams to help with the development of FYE. They are working with counselors and retention specialists on Early Alerts and she is learning to use CRM. She is working with student success teams and retention specialists on Canvas shells for each of the four interest areas.</li> <li>• Manuel mentioned that volunteers have been appointed to an ad hoc work group on a district-wide initiative to expand Early Alert. They are identifying a visual representation/concept map and a glossary around Early Alert and hopes to have something to present for the next PBC meeting.</li> </ul>
9. Planning Council Reports	<p><u>IPC</u>: Allison Hughes said IPC will be giving feedback on instructional comprehensive program reviews on November 5 starting at 8:30 a.m. There are 12 programs to review and they would like PBC input.</p> <p><u>SSPC</u>: Dean Max Hartman said the council took action on a name for their space in Room 09-106 that will house ESO Adelante, transfer, transfer counseling and university reps. The space will be called Colts U Transfer Center. SSPC spent time building on its summer leadership to ensure that they are promoting and implementing antiracist practices throughout their work as student services professionals. The next meeting is on October 27<sup>th</sup>.</p>
10. President's Update	<ul style="list-style-type: none"> <li>• Interim President Lopez asked Interim VPAS Ludmila Prisecar to share an update at the next PBC Meeting on HEERF Funding which must be spent by May 2022. Most of the funding is direct funding for students, but a portion of it is institutional aid. The update will be presented at the next meeting.</li> <li>• Colleges have received one-time funding that was located for the board. They finished their District Strategic Plan and identified one four main goal areas. One area has three new initiatives that are resource heavy, Zero-Cost Textbooks, Dual Enrollment and expansion of the Promise Program, so ideas on how to move those programs forward will be shared.</li> </ul>
11. Matters of Public Interest	<ul style="list-style-type: none"> <li>• Roslind Young said that the college is holding its Star Party, in person, on October 28<sup>th</sup> from 7:00-9:00pm. Everyone is invited to view the stars and planets through telescopes in the observatory.</li> <li>• Roslind reminded the group that the Great California Shakeout is October 21.</li> </ul>
ADJOURNMENT	The meeting was adjourned at 3:50 p.m.
Next Meeting	The next meeting will be on November 3, 2021.

