



**DRAFT**

**PLANNING AND BUDGETING COUNCIL MEETING MINUTES**

**Wednesday, October 6, 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, Claudia Rosales, Jeanne Stalker.

**Members absent:** Derek Lennen, Tammy Robinson, Megan Rodriguez Antone.

**Guests and others present:** Natalie Alizaga, Tyrone Armstrong, Mary Chries Concha Thia, Mary Ho, Candice Johnson, Matt Lee, José Nuñez, David Reed, Jannet Rios, Chantal Sosa, Ameer Thompson.

AGENDA ITEM	CONTENT
1. <b>Welcome, Introductions and Approval of Consent Agenda</b>	<p>Meeting called to order at 2:02 p.m.</p> <p>The consent agenda and minutes from the September 15 PBC meeting were reviewed, along with the Board-approved staffing update from September 9.</p> <p>ACTION: A motion to approve the consent agenda, minutes and Board-approved positions was made by Denise Erickson and seconded by Dean Hyla Lacefield.</p> <p>Motion passed.</p>
2. <b>Continued Online Meeting Format (Complying with AB 361)</b>	<p>Interim President Kim Lopez reviewed AB 361, which amends the Brown Act to allow groups to continue holding meetings in a virtual format through the fall semester due to COVID-19. The PBC needs to approve this resolution today and will need to read and approve each month through the fall semester in order to stay virtual. David Eck said it can be included on the consent agenda and approved that way.</p> <p>ACTION: A motion to approve the resolution and add it to the consent agenda through the fall semester was made by Dean Hyla Lacefield and seconded by Denise Erickson.</p> <p>Motion passed.</p>
3. <b>Facilities Master Planning</b>	<p>By California Education Code, the colleges are required to do Facilities Master Planning every five years. It was last done in 2011 and updated in 2015. While planning on a new Plan should started in March 2020, it was postponed due to COVID-19. It is now hoped that the Facilities Master Plan will be completed in 2022. Vice Chancellor José Nuñez reviewed the Master Plan Goals, which are designed to honor and support the District's strategic goals and the College's Educational Master Plan.</p> <ol style="list-style-type: none"><li>1. Ensure facilities conditions are suitable for current and future need and identify and plan for required upgrades.</li><li>2. Identify campus space needs and plan for an support post-pandemic learning environments including technology and infrastructure upgrades.</li><li>3. Support student success through enhanced campus experience, establish places for all, and support new ways of learning, collaborating and working.</li><li>4. Prioritize sustainable practices in facilities use and maintenance especially in energy use and</li></ol>

	<p>alignment to state and national net zero goals.</p> <p>a. Vice Chancellor Nuñez noted that Cañada is the only college in the district that has a solar farm.</p> <p><b>Engagements:</b> The FMP planning involves a core group from the CIP/President's Cabinet and Deans. District leadership is provided by the Chancellor's Council. Input is then provided by key departments, programs and constituent groups, followed by presentations to the campus and community and then to the Board of Trustees in December. The intent is to have the Facilities Master Plan completed by April 2022.</p> <p><b>Interviews – October 14-15:</b> The Steinberg Group, architects conducting the FMP, will hold 30-minute interviews with key departments and constituent groups on October 14-15.</p> <ul style="list-style-type: none"> <li>David Eck requested that the Academic Senate interview, scheduled for 8:30am on October 14, be moved to the afternoon and held during the Academic Senate meeting. He would prefer that the Steinberg questions be asked to the larger group instead of just to him as the AS president. The PBC interview, scheduled for 3:00pm with David Eck and Roslind Young, would switch to the 8:30am timeslot. Vice Chancellor Nuñez said they can present to the Academic Senate.</li> <li>Dean Karen Engel clarified that Steinberg Group wants to interview those who can speak on behalf of a group and not to the entire group.</li> <li>Roslind Young suggested the questions be provided ahead of time so the constituent groups can provide feedback. Dean Engel shared Steinberg's questions with the PBC.</li> <li>Dean Engel and Allison Hughes are hoping to pull information from prior program reviews to see what people have indicated previously is needed.</li> </ul> <p><b>Campus and Community Presentation – October 21, 2:30-4:00pm:</b> Steinberg Group will share information with the campus and community at-large.</p> <p><b>Presentation to Board of Trustees – December 2021, schedule to be determined</b></p>
<p><b>4. Graduation Survey Results</b></p>	<p>Cañada College measures its institutional learning outcomes (ILOs) on an annual basis in the categories of critical thinking, creativity, communication, community and quantitative reasoning. These are the outcomes that the College hopes students leave college with regardless of degree, certificate earned or transfer status.</p> <p>One of the tools used to measure ILOs is the graduation survey, which is administered to Cañada graduates every year during the spring term.</p> <p>In March 2020, the PBC updated the graduation survey as follows:</p> <ul style="list-style-type: none"> <li>Added open response questions regarding barriers the students faced while at Cañada.</li> <li>Determine if any student sub-populations are disproportionately impacted by barriers to achieving their education goals.</li> <li>Reduce the number of survey questions.</li> <li>Indicate that the student is assessing whether or not they improved their abilities during their time at Cañada College.</li> <li>Update race, ethnicity and gender options to better assess how students identify themselves.</li> <li>Look at administering a similar survey to new, incoming students.</li> </ul>

	<p>In spring 2021, 170 out of 590 students responded to the survey. The students who were surveyed earned their degree or certificate from Cañada College only and not from CSM or Skyline. Dean Engel reviewed the data and here are the findings:</p> <ul style="list-style-type: none"> <li>• The survey sample was representative of the 2021-22 graduates as a whole. The graduating class, however, differs demographically from the college's student body as a whole: a greater proportion of graduates are Hispanx/Latinx compared to the overall student body.</li> <li>• One of the college metrics focused on unit accumulation for those earning a two-year degree. The median number of units accumulated by degree completers was 75 in 2020-21. This number may shift as the Admissions and Records Office continues to process degree petitions.</li> <li>• The survey is crafted around 12 questions. The average ranking by ILO category was reviewed. Most of Cañada's graduates completely agree that during their time at the college, they have improved on the ILO areas, although two of the areas, quantitative reasoning and communicating, dipped slightly.</li> <li>• Karen said there was no significant disproportionality, although it was noted that 10 younger students in the 18-20 age range had significantly different responses compared with older students. Dean Lacefield asked if it is known what the majors were for the very young students and Karen reported in the Chat that the degrees earned by these younger students were in Psychology, Political Science, Sociology and Biology with an Emphasis on Allied Health.</li> </ul> <p>The report includes all of the responses to the open-ended questions with the exception of those responses that identified a specific individual. That feedback has been forwarded to the dean or vice president related to that program or division. There were two open-ended questions. 1) Please describe any obstacles you experienced while working towards your educational goals at Cañada College., and 2) Please describe one learning experience at Cañada College that has helped shape who you are. Dean Engel suggested that people review the responses.</p> <p>Gloria Darafshi asked if the median number of units by degree completers only includes degree applicable units. Dean Engel said it would include all credit-bearing units, but she will confirm. [This has since been confirmed]</p> <p>David Eck expressed a concern about accuracy of the graduation data. Dean Engel has not spoken to Admissions and Records, but there has been a lag in their processing of people who have petitioned to graduate. They have not all been evaluated and granted, so the numbers are still fluctuating.</p> <p>Dean Engel recommends that the PBC look at whether or not it wants to continue using e-portfolios as a means of measuring ILOs since that is listed on the website and it has not been used.</p>
<b>STANDING ITEMS</b>	
<b>5. Associated Students of Cañada College</b>	No update was provided.
<b>6. Academic Senate of Cañada College</b>	<ul style="list-style-type: none"> <li>• The Academic Senate is planning to appoint four to five faculty to the President's search committee. An application has been sent to faculty, who are encouraged to complete it if interested. This will help the Academic Senate evaluate the faculty applicants and make their selections. David Eck said it is open to all full-time, full-time non-tenured and part-time faculty.</li> <li>• There is a concern about Web Schedule and the problems around course modality. Faculty feel that students will be confused around whether or not a class is going to be held in-person or on Zoom.</li> </ul>

	<ul style="list-style-type: none"> <li>○ Dean Max Hartman reported that Web Schedule updates and challenges were discussed at the last Enrollment Services Council Meeting. The current ESC has not collected or implemented feedback so there is a district sub-group of ESC, which Max is heading up, that will work on developing clear, specific changes to Web Schedule and propose recommendations as a body to ESC. Max is working with the other colleges to ensure that constituency groups are well-represented.</li> </ul>
<b>7. Classified Senate of Cañada College</b>	<ul style="list-style-type: none"> <li>• The Classified Senate is also looking for members to serve on the President's search committee. A Formstack link will be sent shortly and will ask people why they would want to serve.</li> <li>• Roslind Young reported that the Classified Senate is preparing for another listening session with Åse Power Consult.</li> <li>• The Classified Senate is finalizing its meeting time since it has been difficult to find a common schedule for members.</li> <li>• Members discussed the return to campus and are requesting to have direct communications from the Chancellor and Board of Trustees.</li> </ul>
<b>8. Guided Pathways</b>	<p>Vice President Manuel Pérez reported that the steering committee continues to focus on its work plan for this year, which is Cañada's fifth year of its five-year implementation cycle. The state continues to work with the entire system of California Community Colleges to determine if the colleges will be allocated the option of an additional five years of funding for Guided Pathways. It is predicated on submitting reporting documents, including an annual expense report and scale of adoption assessment, which measures how successful the program is and if the college is meeting its benchmarks.</p> <p><u>Guided Pathways Hiring Updates:</u></p> <ul style="list-style-type: none"> <li>• The success teams are working together and there are now four dedicated retention specialists for each interest area. They continue to collaborate with the campus' Communities of Practice under the coordination of Jamie Hui.</li> <li>• They are setting up the hiring process for the fourth retention specialist in the art/design/performance area.</li> <li>• They will be hiring a Guided Pathways Director, which will be a full-time, permanent position and that person will also share responsibility for work in ASLT with David Reed.</li> <li>• Margarita Baez will join the Guided Pathways team in October. She is looking forward to moving the different initiatives forward and focusing on and supporting the priorities of Guided Pathways.</li> </ul>
<b>9. Planning Council Reports</b>	<p><u>IPC:</u> Allison Hughes reported that the IPC focused on reassigned time at its meeting last week. They received a late application for faculty professional develop coordinator and the IPC wants more information on what the position is and if the job title is correct. They will present the information to Academic Senate to clarify the role of that position.</p> <ul style="list-style-type: none"> <li>• A reassigned time communication group has been formed so the process can be shared with the campus.</li> <li>• Applications for reassigned time are due November 12 and faculty can submit applications for new or new reassigned time, as well as revisions to current reassigned time.</li> <li>• Allison reviewed the list of college-wide positions that are up for renewal this year. These have been posted to the IPC website.</li> </ul> <p><u>SSPC:</u> The September 22 meeting was canceled due to a conflict with the Chancellor's district presentation. The next meeting is scheduled on October 12.</p>
<b>10. President's Update</b>	<ul style="list-style-type: none"> <li>• Interim Vice President of Administrative Services, Ludmila Prisecar, was introduced. She will be presenting to PBC regularly going forward.</li> <li>• Planning for the return to campus is underway. Interim President Lopez said she is clear</li> </ul>

	<p>about what her direction is from the Chancellor and the Board of Trustees and that is there will be a return to campus in spring 2022. Administration and classified staff have been on campus since August and every month there are more people coming back.</p> <ul style="list-style-type: none"> <li>• The college is preparing for the spring return and Vice President Tammy Robinson is giving a presentation at the October 15 Town Hall. In the spring, 55% of classes will be held in person or in hybrid mode and 45% will remain online. There will also be a marketing update, human resources update and information on student/employee vaccinations and attestation.</li> <li>• Interim President Lopez is part of the Critical Action Team that replaced the EOC. The team meets every Monday and is working on preparations for students' return in the spring. Students need to upload their vaccination information starting in November and the attestation process will continue until classes start. Enforcement will begin in the spring.</li> <li>• The district will continue offering a flexible work schedule in spring 2022, either a 3/2 or 4/1 schedule, depending on what student needs area in an employee's work area. There will be clarification on what it means to work remotely in the spring semester. They are working on best practices with HR.</li> <li>• Communications are being improved throughout the district. The district is hiring a temporary staff in a position that was temporarily filled to address communications at all three campus on a regular basis.</li> <li>• Preparations are underway for Flex Day, which is on October 13. All sessions will be held on Zoom and campus will be closed so all staff and faculty can attend. Strong participation is encouraged because the college is looking at its mission/vision/values statement, which will guide the college for the next five years. Ase Power Consult will provide specific professional development.</li> <li>• Cañada College's Town Hall is on Friday, October 15 from 2:15-3:30pm. Faculty and staff should submit questions through their AFT, Academic Senate, Classified Senate or ACSFME reps to be sent to Interim President Lopez by Wednesday, October 13 so she can forward them to Mike Claire, Ray Hernandez or HR.</li> </ul>
<b>11. Matters of Public Interest</b>	<ul style="list-style-type: none"> <li>• Roslind Young reported that the American Red Cross desperately needs blood donations and she encouraged people to donate whole blood or platelets. Roslind started a Cañada College Red Cross donation team.</li> <li>• Valeria Estrada said the library is holding drop-in workshops for students. Additional topics will be added later in the semester. The library also has a chat feature for reference both online and via text. In-person reference services are available from 10am-4pm on Tuesdays and Thursdays and from 10-2pm on Wednesdays.</li> <li>• Information on undocumented students will be presented at the October 13<sup>th</sup> Flex Day and Jannet Rios said the workshop will include how to support undocumented students, terminology, an update from an attorney, current policies and how they impact students, as well as resources and tips for supporting undocumented students.</li> </ul>
<b>ADJOURNMENT</b>	The meeting was adjourned at 3:19 p.m.
<b>Next Meeting</b>	The next meeting will be on October 20, 2021.