



**Approved**

## **PLANNING AND BUDGETING COUNCIL MEETING MINUTES**

**Wednesday, December 6, 2023**

**In-Person and Via Zoom**

**Regular Meeting: 2:10 – 4:00 p.m.**

**Members present:** David Eck, Maria Huning, Alicia Aguirre, Kassie Alexander, Mayra Arellano, Nick Carr, Rachel Corrales, Karen Engel, Denise Erickson, Erik Gaspar (as IPC rep), Katie Hasse, Chialin Hsieh, Jacky Ip, Hyla Lacefield, Ray Lapuz, Kim Lopez, Joan Murphy, Manuel Alejandro Pérez, Ludmilla Prisecar, Megan Rodriguez Antone, Jeanne Stalker.

**Members absent:** Gina Hooper, John Omar, Sarita Santos, Julian Taylor.

**Guests and others present:** Ron Andrade, Wissem Bennani, Maria Lara Blanco, Rance Bobo, Leonor Cabrera, James Carranza, Mary Chries Concha Thia, Gloria Darafshi, Max Hartman, Allison Hughes, Adolfo Leiva, Alyssa Lucchini, Ingrid Martinez, Carole Meagher, Candice Nance, Nada Nekrep, Lisa Palmer, Anniqua Rana, Mahitha Rao, Stephen Redmond, Gampi Shankar, Chantal Sosa, Kathleen Sullivan-Torrez, Chris Wardell, Lezlee Ware, Mercedes White.

<b>AGENDA ITEM</b>	<b>CONTENT</b>
<b>Welcome, Introductions and Approval of Consent Agenda</b>	<p>The PBC agenda and minutes from the November 15 PBC meeting were presented along with the November 9 board-approved staffing update.</p> <p>ACTION: A motion to approve the Consent Agenda was made by Dean Hyla Lacefield and seconded by Denise Erickson. Motion passed.</p>
<b>EMP Priority #3 Work Group: Strengthen K-16 Pathways and Transfer Work Group Recommendations (Chialin Hsieh, Vice President of Instruction, Anniqua Rana, Lezlee Ware, Lisa Palmer and Gloria Darafshi)</b>	<p>VP Hsieh reviewed the list of EMP #3 members and the list of projects. Transfer programs are going to be showcased and feedback will be provided. They have had three meetings and the group reviewed their strengths and weaknesses.</p> <ul style="list-style-type: none"><li>• Interim Dean Rana said one of the strengths is that people wanted to really showcase their work and they wanted more time.</li><li>• Professor Lezlee Ware helped to keep the focus on students as they came up with recommendations. She reviewed the principles and at the January Flex Day, the College will adopt the theme of the Umoja group which is “Mattering.” She said education matters to our students. The students are core, contributing members of her Umoja class.</li><li>• Professor Lisa Palmer said the goal is to decolonize transfer and strengthen support services. She reviewed how they will accomplish the goal. They will establish metrics and study the data, particularly data when students transfer to private and out-of-state colleges.</li><li>• Counselor Gloria Darafshi talked about experimenting with course time frames and giving students options to take courses that work best for them, as well as transcript evaluation services. The transcript evaluation takes a long time and it is problematic. It is housed at the district and they are trying to work on solutions. The data from the college systems is scattered so they will need to have a better process to determine which students are ready to transfer and what their majors are.</li></ul> <p>The recommendations are:</p> <ul style="list-style-type: none"><li>• Enhance collaboration and streamline administrative processes</li><li>• Establish metrics and data-informed decision-making processes</li><li>• Experiment with course timeframes</li></ul>

	<ul style="list-style-type: none"> <li>Support transcript evaluation services</li> </ul> <p>ACTION: A motion to support the recommendations was made by Denise Erickson and seconded by Joan Murphy. Motion passed.</p> <p><u>Comment:</u> President Lopez reviewed the recommendations and said the plan needs to be operationalized. She asked VP Hsieh to put together a timeline and return to a future meeting with the information.</p> <p>ACTION: A motion to support the recommendations with the request to return to a future meeting to present the timeline was made by Denise Erickson and seconded by Katie Hasse. Motion passed.</p>
<b>Distance Education Advisory Committee Revised Bylaws: Adoption</b> <b>(Anniqua Rana, Interim Dean of ASLT, Co-Chair Technology Committee with Allison Hughes and Nada Nekrep)</b>	<p>Interim Dean Rana said there were no bylaws, so the DEAC Committee created them. They outlined their role and responsibilities and worked with the membership composition they had. They met with governance bodies and it was suggested they add at least three at-large classified members. Once they have PBC feedback, they can make that amendment. The remaining language in the bylaws is from the bylaws template. Their role is advisory to PBC in that they make recommendations through PBC, but do not make major decisions.</p> <p>ACTION: A motion to approve the DEAC bylaws was made by VP Hsieh and seconded by Dean Hyla Lacefield.</p> <p><u>Comments:</u></p> <ul style="list-style-type: none"> <li>Jeanne Stalker said it is important to add the classified staff for equity reasons. Regarding course offerings, classified staff are usually the first to hear comments, whether good or bad, from students.</li> <li>Maria Huning said it is important that there is parity between faculty and staff. She would like to have fewer memberships by appointment.</li> <li>Interim Dean Rana said they are considering feedback regarding the number of meetings and committees and they are going to streamline the processes to be cognizant of people's time. They may try to have DEAC and the Technology Committee hold back-to-back meetings next semester.</li> <li>Allison Hughes said DEAC is not a Brown Act committee. They can make recommendations, but they are advisory only. They can meet when some of the members are not present and do not need a quorum.</li> </ul> <p>ACTION: A motion to approve the Distance Education Advisory Committee bylaws with the addition of three at-large classified members was made by VP Hsieh and seconded by Rachel Corrales. Motion passed.</p>
<b>Technology Committee Revised Bylaws: Adoption</b> <b>(Anniqua Rana, Interim Dean of ASLT, Co-Chair Technology Committee with Allison Hughes and Nada Nekrep)</b>	<p>Allison Hughes reported that the Technology Committee bylaws already existed, however the membership changed. The bylaws membership was outlined to mirror the DEAC membership, although the Technology Committee has representation from ITS and the Vice President of Administrative Services. They also want to balance the membership by adding three-at large classified members.</p> <p><u>Comment:</u></p> <ul style="list-style-type: none"> <li>David Eck asked if the proposal is to add three at-large classified representatives. <ul style="list-style-type: none"> <li>Allison Hughes confirmed that they received the same feedback as the DEAC Committee did.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Interim Dean Rana said they are keeping the membership structure as it is for now and will make the change after the spring semester.</li> </ul> <p>ACTION: A motion to approve the Technology Committee bylaws with the amendment to add three classified at-large members was made by Rachel Corrales and seconded by VP Hsieh. Motion passed.</p> <p><u>Comments:</u></p> <ul style="list-style-type: none"> <li>• Erik Gaspar asked if they know who the six classified members are. <ul style="list-style-type: none"> <li>○ Maria Huning, said when the names are put forward, they must be presented to CSEA to make sure they are representing correctly.</li> <li>○ David Eck said they are hoping to pair the groups together so people would sit on both committees.</li> <li>○ Joan Murphy said the Technology Committee appointments might be easier for classified to fill than the DEAC committee.</li> <li>○ Maria Huning said many classified staff who work in the Learning Center may be able to participate.</li> </ul> </li> </ul>
<b>Art Studio Faculty Replacement Request (Denise Erickson, Art History Faculty; James Carranza, Dean of Humanities and Social Sciences)</b>	<p>Last fall, the full-time art studio professor announced his retirement at the end of the semester and there was a concern around spring 2023 classes because they did not have any art studio adjunct professors. Denise Erickson said they had difficulty trying to hire adjuncts on such short notice and since they were unable to find anyone, the art studio classes for the spring semester had to be canceled.</p> <p>The Department decided to do a search and found adjunct faculty that were willing to teach this semester. They are doing an excellent job and students are back. The enrollments were strong this semester and will be next semester. While working on the division's program review, Denise learned a lot about the art studio, success rates, persistence and completion. The students get a lot of personal attention and encouragement from the professor. They manage the equipment, storage, and take care of the studio. They would also take care of the Art Gallery and art in the campus buildings.</p> <p>Dean Carranza said it is wonderful to see students in the drawing class, which has a waiting list. There is definite interest in the program and there are opportunities. He feels it is a chance to reinvest in and revitalize our art programs.</p> <p>ACTION: A motion to recommend to the President to fill the Art Studio faculty replacement position was made by Dean Hyla Lacefield and seconded by Joan Murphy. Motion Passed.</p> <p>President Lopez accepted the recommendation and would like the College to move forward and fill this position.</p>
<b>Ethnic Studies Faculty Replacement Request (James Carranza, Dean of Humanities and Social Sciences)</b>	<p>Dean James Carranza said there is currently no full-time faculty member in the Ethnic Studies program and they have been trying to offer enough classes using part-time faculty. The two online sessions are full and the two face-to-face classes are enrolling very quickly. There is a lot of demand and they are trying to be proactive. They are hoping to hire the replacement position in the fall. The position is essential to building a comprehensive and expanded Ethnic Studies program, to enriching GE area requirements, and fulfilling CSU/IGETC Ethnic Studies specific requirements.</p> <p>Dean Carranza said the Ethnic Studies faculty replacement would meet EMP Goals 1, 2 and 3, which is to establish community connections. They are partnering with the Boys &amp; Girls Club of the Peninsula, located in East Palo Alto, and they hope to offer at least one class at their location.</p>

	<p>ACTION: A motion to recommend to the President to fill the Ethnic Studies faculty replacement position was made by VP Hsieh and seconded by Denise Erickson. Motion Passed.</p> <p>President Lopez accepted the recommendation and would like the College to move forward and fill this position.</p>
<p><b>EMP Priority #2 Work Group: Expand Programs and Opportunities to New Community Members in North Fair Oaks, Belle Haven and East Palo Alto, Especially BIPOC Communities (Manuel Alejandro Pérez, Vice President of Student Services)</b></p>	<p>VP Pérez presented the goal of EMP Priority #2. The priority is the expansion of programs and the focus is to triple the number of high school students on the Cañada campus during the summer and on Saturdays during the academic year. The work group met and talked about how they can accomplish that if people in these areas are still having trouble getting to the campus, feeling like they don't have a connection to Cañada or feel like the College has not resourced their needs in the way that they would ask.</p> <p>The team members were presented and they have met four times this semester. VP Pérez reviewed the research that informed the baseline data, including the Boys &amp; Girls Club of the Peninsula MOU, and the Living the Promise MOU. Also included were the data dashboards prepared by PRIE so they can see the specific disparities, antiracism resources at Cañada since 2020 and the August 2023 EMP Leadership Retreat notes. They looked at what is missing and who should be involved that is not already involved. They incorporated community feedback from outreach events and VP Pérez said feedback was emotion-filled and difficult.</p> <p>He reviewed the recommendation:</p> <ul style="list-style-type: none"> <li>• Reestablish a community advisory council specific to Belle Haven, East Palo and North Fair Oaks.</li> <li>• Develop unique resources to redevelop trust with our Black community, with our Ohlone Tribal community and with our people of color communities.</li> <li>• Expand existing transportation resources and or develop a strategic action plan for expanding instruction and services in the Belle Haven, East Palo Alto and North Fair Oaks communities.</li> <li>• All recommendations and plans should be data-informed.</li> </ul> <p><u>Comment:</u></p> <ul style="list-style-type: none"> <li>• Joan Murphy has scheduled classes at different sites in the community, but faculty have said the site is not ready for them or is not up to speed. She would like more communication regarding the community readiness for teaching the college classes.</li> <li>• President Lopez said JobTrain, currently in Belle Haven, is moving to a new site. They secured funding through East Palo Alto and will be located in the heart of EPA. They will allow Cañada to utilize two classrooms and will be checking with us to see what our needs are/what the vision for Cañada is at the new space.</li> </ul> <p>ACTION: A motion to accept the EMP Priority #2 Work Group recommendations with a request to report back in February with their timeline was made by VP Hsieh and seconded by Denise Erickson. Motion Passed.</p>
<p><b>EMP Priority #4 Work Group: Reimagining Career Recommendations (Karen Engel, Dean of PRIE, Work Group Lead)</b></p>	<p>Dean Karen Engel said that this is the first year this EMP initiative is a top Priority in the College's Annual Plan priorities. She reviewed the work group members, the time line, desired outcomes and process the work group followed. She talked about reimagining different outcomes for students and identified all of the existing "career on-ramp" programs at Cañada. The Work Group's recommendations would help students choose a program of study by exposing students to what careers and industries look like so that their career journey and educational journey are aligned and meaningful for them. They conducted a focus group with seven students to hear their</p>

perspectives. They brainstormed how to help students jump-start career exploration. Members of the Work Group then described the Vision they created for Career Exploration at Cañada: “what it looks like when it works?”

- Carole Meagher explained that the Vision relies on the Director of Workforce Development, in close collaboration with the Career Center, ensuring all programs that are part of the career on-ramp constellation of services would work together to scale opportunities for students.
- Rance Bobo explained that all students would be supported in developing their portfolio of work readiness. All students would have a professional LinkedIn profile and keep it updated. Students would all prepare a resume, create a digital portfolio, and look at what they do in class and how it might translate to industry.
- Chris Wardell spoke to the recommendation to ensure that students are able to experience several forms of work-based learning, including to federal work study and the Learning Aligned Employment Program (LAEP).
- Ron Andrade said the Vision includes the Interest Areas are the focal point for career exploration and work-based learning, so they can be tied to the student’s program of study.
- Alyssa Lucchini said the Vision includes the idea that academic counselors will refer students to career exploration opportunities in a way that helps inform students’ education goals.
- Mercedes White explained the Vision calls for not-for-credit students to be better-connected to Cañada and to have access to the same career on-ramp services as for-credit students. The Work Group recommended that not-for-credit students be better supported to transition to credit programs and for completers in not-for-credit programs transition directly to employment.
- Dean Hyla Lacefield said the Vision includes Career Pathways programs that start in high school, adult school and in partner programs. The goal is to bridge the gap for students thinking about what they might want to do all the way through getting them placed into employment.
- Alyssa Lucchini and Rance Bobo said the Group’s Vision would strengthen the college alumni network and make sure it is transparent in LinkedIn. They would like all completers and graduates to join the alumni network. Rance Bobo said while Cañada College does not have big financial donors, the alumni can provide other opportunities that can open up doors for students.

Recommendations:

- Ensure the Director of Workforce Development, in close collaboration with the Career Center, is able to enact the Vision.
- Align and coordinate all of the “Career On-Ramp” programs and services at the College more formally.
- Ensure that college career “on-ramp” services are accessible, comprehensive, and coordinated and there is a nexus of information sharing.
- Develop database tools to facilitate information sharing and employer relationship management between College’s Career On-Ramp programs and services.
- Develop non-credit CTE programs and pathways as a way to provide better college services to our not-for-credit students.
- Inform the College’s efforts with [the Governor’s August 31<sup>st</sup> Career Education Executive Order](#)

Comments:

- Jeanne Stalker asked if there is a link with promoting cooperative education classes, which would apply only to for-credit courses.
  - Dean Engel confirmed that there is.

	<ul style="list-style-type: none"> <li>• Candice Nance recognizes the need and asked about the non-credit courses. <ul style="list-style-type: none"> <li>○ Dean Lacefield said the Colleges are unable to offer them at this point. The proposal must go through the District. The College is hopeful that the District and AFT come to an agreement. While the College cannot negotiate with AFT, it can recommend that the District does.</li> <li>○ President Lopez said these are big recommendations and she would like to see them operationalized. She would like the group to please present their timeline at a future meeting.</li> </ul> </li> </ul> <p>ACTION: A motion to accept the EMP #4 Work Group recommendations with a request to report back in February with their timeline was made by VP Hsieh and seconded by VP Pérez. Motion Passed.</p>
<b>Request to Extend Meeting Time</b>	<p>ACTION: The time limit for the meeting was reached at 4:00pm and there were additional agenda items to discuss. A motion to extend the PBC Meeting by ten minutes was made by Dean Karen Engel and seconded by VP Hsieh. Motion passed.</p>
<b>Three-Year Projected Budget (Ludmila Prisecar, Vice President of Administrative Services)</b>	<p>VP Prisecar discussed the state budget forecast, district multiyear projections, the Resource Allocation Model, and Cañada's college-level projections.</p> <p><u>State Budget Forecast:</u> The state will unlikely be able to afford the spending levels approved as tax revenue is reported \$26 billion short for the prior year. The multiyear, one-time, and temporary spending commitments are no longer affordable. VP Prisecar noted that our district is a Basic Aid or community-funded district; therefore, most revenues come from property taxes, not from the state, which is favorable. However, the projected state budget shortfall will impact the categorical programs. The budget impact will be more apparent once the Governor's proposed budget gets released in January.</p> <p><u>Resource Allocation:</u> The projected expenditures and the site allocations for Cañada were reviewed, as well as districtwide costs that impact the site allocations, such as SB893, the Free College initiative, and possible unmet facility and maintenance needs.</p> <p><u>College multiyear projection:</u> The site allocation for 2023-24 is \$37.8 million and includes office hours and the estimated COLA allocation from the District Office. Based on all available information, the total projected expenses are \$39.2 million. The ending balance is estimated to be negative -\$1.4 million. The negative balance is due primarily to the delays in employment contract settlements. This figure will change as more information becomes available throughout the Spring 2024 Semester. If we end up with a negative balance, one-time funds will be used to ensure a balanced budget.</p> <p>VP Prisecar reviewed the district and college multiyear challenges as well as opportunities.</p> <p><u>Challenges:</u></p> <ul style="list-style-type: none"> <li>• State projected deficits and potential reduction in categorical programs funding</li> <li>• No longer using the Total Compensation Formula, change made in FY 2022-23</li> <li>• Free College Initiative cost increases and enrollment increases</li> <li>• Free College Initiative one-time funds are fully expended by the end of 2024-25</li> <li>• There are limited funds to support scheduled maintenance needs and CIP projects</li> </ul> <p><u>Opportunities:</u></p> <ul style="list-style-type: none"> <li>• Align all expenses with revenue</li> </ul> <p>VP Prisecar recommends that the College slow down its spending and review all</p>

	<p>expenditures. She does not recommend to create new positions, due to the uncertainties in the funding revenues. Therefore, she recommends that we remain prudent in our fiscal planning and continue to review and align all expenses with existing revenue.</p> <p><u>Comment:</u> Maria Huning recommended that VP Prisecar return in February with more information.</p>
<b>STANDING ITEMS</b>	
<b>Associated Students of Cañada College</b>	No report was provided.
<b>Academic Senate of Cañada College</b>	David Eck reported that the Academic Senate will meet on December 7. The primary agenda item will be to prioritize the position requests.
<b>Classified Senate of Cañada College</b>	<p>Maria Huning reported the following update:</p> <ul style="list-style-type: none"> <li>• In the past month, the Classified Senate had a few meetings to discuss upcoming events and the previously approved DEAC and Technology Committee bylaws.</li> <li>• The Classified Senate will meet on December 14 to review their voting on position prioritization that they will share with the College President.</li> <li>• The Senate is holding a social on December 14 to celebrate Hygge. The event is from 12:00-2:00 p.m. in Room 9-123 and all are welcome.</li> <li>• They will also be completing the drawing for the Classified Senate Holiday Basket. Please go to the Bookstore to buy tickets. The drawing will take place at the Hygge event on December 14 in Room 9-123.</li> </ul>
<b>Planning Council Reports</b>	<p><b>IPC:</b> Erik Gaspar reported that the IPC members provided feedback on Comprehensive Instructional Program Reviews at the November 17 meeting. At the December 1 meeting, the council reviewed and voted on reassigned time applications.</p> <p><b>SSPC:</b> Mayra Arellano reported the following: The SSPC held a Special Meeting on November 29 to review the Student Services Comprehensive Program Review Process. During this meeting, they approved the peer review teams and gave feedback on the peer review assessment and feedback form. Here is the link for the form: <a href="https://docs.google.com/document/d/1A3ThidGYh8ZFfG5d32AGIUOzaxuD-0Eb/edit">https://docs.google.com/document/d/1A3ThidGYh8ZFfG5d32AGIUOzaxuD-0Eb/edit</a></p>
<b>President's Update</b>	President Lopez reminded people that the Holiday Gathering will be held on Friday, December 15 from 11:30 a.m.-1:00 p.m. in the Building 8 Lobby. Everyone is invited to attend.
<b>Matters of Public Interest and Upcoming Events</b>	The PBC recognized Jeanne Stalker, who is retiring at the end of December 2023. She was thanked for her contributions to Cañada College and acknowledged for the impact she has had on students over the past 36 years.
<b>ADJOURNMENT</b>	The meeting was adjourned at 4:16 p.m.
<b>Next Meeting</b>	The next meeting will be held on February 7, 2024.