



**DRAFT**

**PLANNING AND BUDGETING COUNCIL MEETING MINUTES**

**Wednesday, May 15, 2024**

**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, Mia Berta, Nick Carr, Karen Engel, Denise Erickson, Arman Eshraghi, Gina Hooper, Jacky Ip, Hyla Lacefield, Ray Lapuz, Kim Lopez, Rose Marie Mendoza Morrison, Joan Murphy, Manuel Alejandro Pérez, Ludmila Prisecar, Megan Rodriguez Antone, Julian Taylor, Diana Tedone-Goldstone, Christopher Wardell.

**Members absent:** Chialin Hsieh, John Omar, Sarita Santos.

**Guests and others present:** Wissem Bennani, Mary Chries Concha Thia, Max Hartman, Mary Ho, Jasmine Jaciw, Michiko Kealoha, Arya Shadan, Gampi Shankar, Mwanaisha Sims, Chantal Sosa, Kathleen Sullivan-Torrez, Ameer Thompson, David Vera.

AGENDA ITEM	CONTENT
<p><b>Welcome, Introductions and Approval of Consent Agenda</b></p>	<p>The PBC agenda and minutes from the May 1 meeting were presented. There were no board-approved staffing updates to review.</p> <p>ACTION: A motion to approve the Consent Agenda was made by Dean Hyla Lacefield and seconded by Gina Hooper. Motion passed.</p>
<p><b>California State Budget – May Revised and Proposed 2024-25 College Budget (VPAS Ludmila Prisecar)</b></p>	<p>VPAS Prisecar reviewed the annual budget process and highlights from the Governor’s update. The Governor said there will be a balanced budget at the state level over the next two years. Statewide, he is proposing a reduction of 8% in the operating budget, so all state entities will have to make cuts. The State Chancellor’s Office will have fewer positions and fewer resources for the community colleges. He is also looking at vacant positions statewide and freezing or eliminating those positions. The budget preserves core services and items related to safety and basic needs. The revised budget includes cuts to one-time spending by \$19.1 billion and ongoing spending by \$13.7 billion. The Governor is not proposing new taxes or using “rainy day” savings.</p> <p>There is a \$37.9 billion budget shortfall with an additional \$7 billion shortfall that came in after the budget. There was an early action budget package of \$17 billion, leaving a remaining \$27.6 billion shortage.</p> <p>The solutions were reviewed and include tapping in to reserves, reductions, borrowing, shifting funds and deferrals.</p> <p>There are four large programs in K-14 education that will be reduced, including a cut to the Learning Aligned Employment Program (LEAP). The reduction to LEAP does impact community colleges, although it would not impact Cañada College as much.</p> <p>VPAS Prisecar said there will be a 1.07% COLA so that only affects some of the College’s categorical programs since we are a community-funded district. She reviewed the governor’s roadmap for CA Community Colleges and said that Vision 2030 is still supported.</p>

	<p>VPAS Prisecar is finalizing Cañada’s Resource Allocation Model with the District Office and is projecting a balanced budget for the next year. Here is a link to the joint analysis: <a href="https://canadacollege.edu/planningbudgetingcouncil/2023-24/joint-analysis-governors-may-revision-2024-05.pdf">https://canadacollege.edu/planningbudgetingcouncil/2023-24/joint-analysis-governors-may-revision-2024-05.pdf</a></p> <p><u>Comments:</u></p> <ul style="list-style-type: none"> <li>• David Eck talked about the two minor impacts caused by reductions to LEAP and the 1.07% COLA for state-funded positions. He said the District will have to fill in the gap. <ul style="list-style-type: none"> <li>○ VPAS Prisecar said that the district will cover the COLA. While they know the reductions are coming, they don’t know what they will be.</li> </ul> </li> <li>• Hyla Lacefield commended VPAS Prisecar on her hard work and is grateful that the SMCCCD district is community-funded.</li> <li>• Christopher Wardell asked if the decision to reduce funding for the Learning Aligned Employment Program has been finalized. <ul style="list-style-type: none"> <li>○ VPAS Prisecar said this is proposed in the May revised budget and by July, we will know how much they are going to reduce. It is not known if the reduction is across the board or just for select districts. Once the budget is adopted, then the colleges will have confirmation.</li> <li>○ Dean Bennani said LEAP is similar to federal work study and said Christopher Wardell did a lot of work on the program. Christopher confirmed that we are using the funds. There are four active students currently and at least 10 positions to fill moving into the fall, not including the District Sustainability Team hiring. Dean Bennani said the financial impact may be to community colleges that did not use the funds at all.</li> </ul> </li> </ul>
<p><b>Approved Resource Requests from 2023-24 Program Review Cycle (VPAS Ludmila Prisecar)</b></p>	<p>VPAS Prisecar summarized the list of all approved personnel requests and changes to the personnel items, including the funding source, proposed start date and status. She said it was difficult this year to approve hiring from Fund 1 sources. The approved items were by converting existing funds or using state funds. Most of the requests are for next year.</p> <ul style="list-style-type: none"> <li>• Convert three short-term Instructional Aide II positions in the Learning Center to permanent Instructional Aide II positions (.4 FTE for three positions to equal 1.2 FTE)</li> <li>• Convert one permanent Fashion Instructional Aide II position (1 FTE) to two permanent part-time positions (.5 FTE for two positions to equal 1 FTE)</li> <li>• Create one MESA Director position (1 FTE)</li> <li>• Convert Library Support Specialist (1 FTE) from 11 months to 12 months</li> <li>• Convert Promise Scholars Temporary Program Services Coordinator (1 FTE) to a permanent position (1 FTE)</li> <li>• Create one new position: Instructor, Childcare Services. This was approved by President Lopez because the College received approval to build a Child Development Center. It will be funded through Strong Workforce.</li> </ul> <p><u>Non-Personnel Requests:</u> There were 139 requests totaling \$1.8 million. Of those requests, 39 were approved, totaling \$520,000 and 17 requests totaling \$183,000 were not approved. Some requests are still pending or are no longer needed because they were already covered and the funds were there.</p> <p>Of the approvals, 16 were ongoing and the VPAS provided the funding source. Some were one-time approvals and the funding source was presented. A breakdown of the approved ongoing requests was reviewed. Funding is provided through Fund 1 unrestricted funds, lottery funds and Student Equity Achievement Program (SEAP) funds. VPAS Prisecar presented the information to the deans and they will share with their constituent groups.</p>

	<p>The list of non-personnel requests that were not approved at this time was reviewed. The pending items requested that fall under Perkins, Strong Workforce, CIP small projects and technology were identified along with where they are in the process. All items were presented and are arranged by category. CIP projects would be prioritized by the college and then submitted to the district since the College has limited funding.</p> <p>Following today's presentation, VPAS Prisecar will email the departments to let them know what was approved and what the funding source is. She said the College is preparing for the fiscal year closing, but if people have the approval, they can go ahead and start planning.</p> <p>VPAS Prisecar will provide the information to the Deans so they will have the list. It is also posted on the PBC website: <a href="https://canadacollege.edu/planningbudgetingcouncil/2023-24/2023-24-resource-requests-update.pdf">https://canadacollege.edu/planningbudgetingcouncil/2023-24/2023-24-resource-requests-update.pdf</a></p>
<p><b>PBC Bylaw Updates (PBC Bylaw Update Task Force: David Eck, Maria Huning, Alicia Aguirre, Karen Engel)</b></p>	<p>The PBC Bylaws were shared at the last PBC meeting and are posted on the PBC website. There have been no changes. Most of the substantive changes are shown in red and blue ink. The organizational structure was updated and there were some minor changes. They are seeking a representative from the Equity and Antiracism Planning Council to serve on PBC.</p> <p>ACTION: A motion to approve the PBC Bylaw Updates was made by Dean Hyla Lacefield and seconded by Denise Erickson. Motion passed.</p>
<p><b>Detailed Timeline for Preparation of the Institutional Self-Evaluation Report (ISER) for 2024-25 (Karen Engel, Dean of PRIE and Accreditation Liaison Officer; Diana Tedone-Goldstone, Faculty Accreditation Lead)</b></p>	<p>Dean Karen Engel and Diana Tedone-Goldstone proposed a more <a href="#">detailed timeline for the ISER preparation</a>.</p> <ul style="list-style-type: none"> <li>• PBC will appoint members of the accreditation steering committee in early fall 2024.</li> <li>• In fall 2024 and spring 2025, there are opportunities for the campus community to provide input.</li> <li>• In fall 2024, the writing teams will build an outline for the ISER. They will come to PBC by December, 2024 to present the first draft.</li> <li>• In spring 2025, the Writing Team will be refining the narrative draft and getting feedback from the college and participatory governance groups.</li> <li>• In mid-March 2025, the Writing Team will present the second draft and then finish the third draft in spring 2025. Dean Engel said that they will focus the presentations for specific groups.</li> <li>• The timeline for fall 2025 was reviewed. The Writing Team will update any evidence that is needed and make final corrections. They will work with Marketing to produce a final, print-ready version of the ISER. The final version of the ISER is approved by PBC and shared campus-wide. The ISER will then be presented to the Board of Trustees for final approval and submitted to the ACCJC by December 15, 2025.</li> </ul> <p>Dean Engel said the current members of the steering committee approved the timeline. Diana Tedone-Goldstone and Hyla Lacefield are the faculty leads next year.</p> <p>ACTION: A motion to adopt the recommended detailed timeline for preparing the Institutional Self-Evaluation Report for the ACCJC in 2024 and 2025 was made by Alicia Aguirre and seconded by Dean Hyla Lacefield. Motion passed.</p>
<p><b>Drop for Non-Payment Recommendation Update (Wissem Bennani, Dean of</b></p>	<p>Dean Wissem Bennani reviewed the drop for non-payment recommendation noting that there has been a slight change to the proposal since it was previously presented to PBC.</p>

<p><b>Enrollment and Student Support Services)</b></p>	<p><u>Recommendation:</u>  Exclude all continuing and returning students from being dropped for non-payment if they have previously successfully completed at least one unit with a C/Pass grade or higher at SMCCCD.  1) The balance limit at the time of drop is not more than \$199.  2) Review the communication sent to students to make sure they are informed about new changes.</p> <p>Previously, the balance limit at the time of drop was \$499 and was based on data from previous semesters prior to the Free College SB 893 initiative. After reviewing the Free College initiative, they recommend lowering the balance level to \$199. A little over 70% will be positively impacted. CSM and Skyline were also reviewed and their impact rates are similar at 72% (CSM) and 73% (Skyline).</p> <p><u>Approval steps:</u> The Enrollment Services Council (ESC) asked for data for the three colleges since this will be a districtwide initiative. Dean Engel and the PRIE team worked on the data for the three colleges, which was presented again to ESC. The proposal was then presented to the VP Council and finally to the Chancellor’s Cabinet, which reviewed and supported the proposal. Dean Bennani said many people were involved in the proposal, which was started at Cañada, and will now be implemented districtwide.</p> <p>Next, they will review the communication that is sent to students to make sure they are informed about new changes. The district wants the students to pay. A student who cannot pay would not be dropped in the current semester but will have a hold on their account and will not be able to register for classes the next semester. They hope to have a fall 2024 implementation goal. If fall communication to students is not possible, then it will be done for spring 2025.</p> <p>President Lopez said the process started with the Make Registration Easier process during the first year of Cañada’s Educational Master Plan. Instruction and Student Services came together across the district and this will have a positive impact on our students.</p> <p>VPSS Manuel Pérez said Cañada led the way and began this effort in 2019-20 when it was first brought to the ESC. Cañada was not successful with the proposal at that time, but the College engaged in all of the work that President Lopez mentioned and, after two attempts, it was finally approved.</p>
<p><b>Potential Impacts Summer and Fall Enrollments (Manuel Alejandro Pérez, VPSS; Wissem Bennani, Dean of Enrollment and Student Support Services)</b></p>	<p>VPSS Manuel Pérez and Dean Wissem Bennani discussed efforts to mitigate financial aid-related fraud, which may impact summer and fall enrollments. The effort is led by the district and ITS extracted data to look for fraud identifiers, adding Identify Verification Holds to stop disbursement and future registration. Students who receive the Identity Verification Hold receive an email and are asked to confirm their identity in person with Admissions &amp; Records. If financial aid fraud is suspected, it is reported to the Department of Education’s Office of Inspector General. The concern around financial aid fraud, however, is still high and is up statewide.</p> <p>Financial Aid staff worked with counseling and different programs to help vouch for the student’s identity. In addition, faculty dropped inactive, (non-attending students) by the census date, which has been extremely helpful. That process clears the roster, the reporting is accurate and it eliminates fraud.</p> <p><u>FAFSA Simplification Act:</u> Dean Bennani reviewed the recommendations:</p> <ul style="list-style-type: none"> <li>• Replace the Expected Family Contribution with Student Aid Index</li> <li>• Expand access to Federal Pell Grants</li> <li>• Streamline the FAFSA for students and their families</li> </ul>

	<ul style="list-style-type: none"> <li>Families with a mixed status will be able to submit an electronic signature in lieu of a paper signature</li> </ul> <p>Dean Bennani reviewed the 2024-25 FAFSA challenges, which include confusion around the process, technical issues, delays for schools, and more. What would normally have been an eight-month process from October to May, must now be completed in a 2½-month timeframe from May to August 9. It will put a lot of pressure on the Financial Aid Departments and the Department of Education is considering providing resources to the colleges.</p> <p>Cañada’s outreach effort was reviewed along with the tentative timeline. The first fall disbursement is August 9. The government has talked about resources for the colleges, but information on what those resources might be is not yet known.</p> <p>The installed Banner release and WebSMART maintenance is scheduled from the evening of May 24 through May 27 to align district systems with the requirements of the FAFSA simplification act. Some services for students will be suspended and faculty will not be able to submit grades. Banner will be unavailable. The district apologized for the inconvenience to faculty, staff and students.</p> <p><u>Comments:</u></p> <ul style="list-style-type: none"> <li>David Eck said fall enrollments are 40% higher at this time compared to last year. He asked if Dean Bennani knows of any enrollment projections at this time. <ul style="list-style-type: none"> <li>Dean Bennani said the district is not dropping students for the fall between now and June 10. They do not see a negative impact, but acknowledge that the College is likely going to be late with awarding aid. They are hopeful that they can award aid by early June. There is still a concern about fraud. Cañada held successful super registration events on May 7 and May 10 and 188 students were registered.</li> <li>Dean Engel said about half of the students enrolled in more than 15 units, so they may have registered for more classes than they can take.</li> </ul> </li> <li>Christopher Wardell said for students with identify holds in Financial Aid, they mandate that the students physically come to the office to verify their identify. He asked if the process Dean Bennani described would be valid for financial aid verification. <ul style="list-style-type: none"> <li>Dean Bennani said the ID verification hold is verified by A&amp;R. They also know where to be flexible so they are not putting up barriers for students that the college already knows.</li> </ul> </li> <li>VPSS Manuel Pérez said at the statewide level, Vice Presidents of Student Services are talking about enrollments. There is no data to support the 40% increase, but it’s what they are hearing.</li> </ul>
<p><b>EMP 2.9 Bias Response Updates on Focus Groups and Planned Timeline for Summer and Fall (Members of EMP 2.9 Workgroup: Michiko Kealoha, David Eck, Arya Shadan, Lezlee Ware, Manuel Alejandro Pérez, Max Hartman, Mwanaisha Sims)</b></p>	<p>VPSS Manuel Pérez provided an update on bias education and response process. This was a specific request from the community. They began the process of looking at it last year, working with Áse Power Consult, and their research showed that there is bias on campus for BIPOC and Queer students. The College then developed a bias education and response system.</p> <p>Mwanaisha Sims talked about their focus and students’ experiences and incidents between students and employees. Conflict reporting could go up to the dean or potentially HR depending upon the threshold of the conflict/conduct.</p> <p>Michiko Kealoha reviewed the focus groups. Students provided overall feedback on the name of the group, suggesting Bias Education Support Team (BEST). They agreed that a student-to-student process is worth it.</p>

	<p>Dean Max Hartman reviewed the next movements that will be launched in mid to late fall 2024, showcasing progress at the October Flex Day. At times, there are issues around reporting. They will look at how students will submit a report, who will serve on the team, when the team will meet, and what the team's process will be after receiving the report.</p> <p>Student Senator Arya Shadan has been the student representative on the EMP 2.9 team for the past year. It is important that people know there are bias education systems and he talked about having a resource like this on campus. He has learned a lot about bias education and encourages fellow students to join the team since he is transferring.</p> <p>David Eck said the topic is not yet ready for a recommendation. They want to check in with PBC to see if there are any red flags that they need to be aware of. They also want any ideas people may have on developing an actual model of how it would work, including logistical details in the fall, and to see if anyone has any concerns about this approach. They will present another update in the fall.</p>
<p><b>Summer Leadership Retreat: August 8, 2024 (PBC Co-Chairs: David Eck and Maria Huning)</b></p>	<p>The Summer Leadership Retreat will be held on August 8 and anyone who is a member of a participatory governance council, senate, or college committee is invited, along with college coordinators. The Senates are working to finalize their shared governance appointments so they can send out the invitation.</p> <p>President Lopez said the College is half way through its work on the Educational Master Plan. She would like the groups to look at the four college goals, review the strategies, reevaluate the work that has been done and identify gaps where the work has not been done.</p> <p>Information about the Summer Leadership Retreat may be found at <a href="https://canadacollege.edu/plans/leadership-retreat.php">https://canadacollege.edu/plans/leadership-retreat.php</a></p>
<p><b>STANDING ITEMS</b></p>	
<p><b>Associated Students of Cañada College</b></p>	<p>Mia Berta and Arman Eshraghi said they did not have much to report because it is near the end of the semester. They are looking forward to having more students involved in ASCC in the fall because there are not enough students to fill the various senate teams.</p>
<p><b>Classified Senate of Cañada College</b></p>	<p>Maria Huning reported the following:</p> <ul style="list-style-type: none"> <li>• Classified Senate election results were shared at the May 9 meeting. The senate reps are:</li> <li>• Jacky Ip, Vice President (two-year term)</li> <li>• Krystal Martinez, Secretary (one-year term)</li> <li>• Alyssa Lucchini and Sarah Cortez, Activities Coordinators (one-year terms)</li> <li>• They are also reviewing the Classified Senate bylaws and are working on committee membership and hope to provide the list to Dean Engel ahead of the August 8 retreat. Maria Huning will continue on as SSPC rep as part of her job title.</li> <li>• They are also seeking classified members to fill ad hoc committee positions.</li> </ul>
<p><b>Academic Senate of Cañada College</b></p>	<p>David Eck reported the following:</p> <ul style="list-style-type: none"> <li>• The Academic Senate has not yet heard from math faculty regarding the common course numbering template. He asked if Ray Lapuz could identify a faculty that could weigh in on what template they will have for their most popular GE math course.</li> <li>• The Academic Senate announced its annual award winners: <ul style="list-style-type: none"> <li>○ Outstanding Staff: Zorie Gomez</li> <li>○ Outstanding Full-Time Faculty: Ronda Chaney, who is retiring this year</li> <li>○ Outstanding Part-Time Adjunct Faculty: Mike Noonan (Political Science and History).</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• The District Academic Senate election concluded and David Eck will be District AS President starting in July.</li> <li>• Gampi Shankar will serve as Cañada Academic Senate President and will co-chair PBC.</li> <li>• The Academic Senate will hold a special meeting on May 16 to consider a resolution on the Gaza conflict.</li> </ul>
<b>Planning Council Reports</b>	<p><b>IPC:</b> Diana Tedone-Goldstone said the last IPC meeting of the spring semester is on May 16. They will hear updates on Cal-GETC and an update on their advisory tasks, as well as other topics.</p> <p><b>SSPC:</b> Mayra Arellano said at the recent SSPC meeting, President Lopez talked about the transition process as the College prepares to hire an interim VPSS. There was a presentation of the land and labor acknowledgement and council members provided feedback to Michiko Kealoha. They continued to work on transformational antiracist leadership and shared the work that the group did, specifically around working with students and student services.</p>
<b>President's Update</b>	<p>President Lopez acknowledged the leadership that David Eck and Maria Huning have provided to Cañada and thanked them for their work on PBC.</p> <p>President Lopez thanked Vice President Manuel Alejandro Pérez and congratulated him as he becomes president of CSM. The College is very grateful for the work that he has done for Cañada.</p> <p>Faculty and staff are invited to attend the May 16 End of Year Celebration, where the College will honor retirees, tenured faculty, outstanding staff and faculty and other awards.</p> <p>Dean Hyla Lacefield is moving to faculty and will co-chair writing of the College's ISER next year. She will be missed at Cabinet, but will be in a new leadership position.</p> <p>The College is close to selecting the interim VPSS from the Registry, for July to December. The contract must be Board-approved by June. President Lopez will send out a bio and photo and set up drop-in times for people to come and meet him. The selection committee for the permanent VPSS position will start meeting in the fall.</p>
<b>Matters of Public Interest and Upcoming Events</b>	<ul style="list-style-type: none"> <li>• The Digital Art &amp; Animation show will be held in the Theater on Friday, May 17 at 7:00pm.</li> <li>• TRIO will hold a Relax and Recharge game day with snacks at the Cultural Center on Thursday, May 16.</li> <li>• The Classified Appreciation Lunch will be held in the Building 8 Lobby on Friday, May 24 from 11:30-2:00pm.</li> <li>• People are encouraged to stop by the Library to visit with a therapy dog on Thursday, May 16 and a therapy peacock on Friday, May 17.</li> <li>• People are encouraged to participate in Commencement on Saturday, May 25 from 10:00am-12:00pm in the Upper Lawn area.</li> </ul>
<b>ADJOURNMENT</b>	The meeting was adjourned at 4:01 p.m.
<b>Next Meeting</b>	The next meeting will be held on September 4, 2024.