



**Draft**

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

**Wednesday, November 6, 2024**

**In-Person and Via Zoom**

**Regular Meeting: 2:10 – 4:00 p.m.**

**Members present:** Alex Claxton, Gampi Shankar, Alicia Aguirre, Mayra Arellano, Nick Carr, Karen Engel, Denise Erickson, John Fraire, Chialin Hsieh, Jacky Ip, Alex Kramer, Ray Lapuz, Kim Lopez, Rose Marie Mendoza Morrison, Ludmila Prisecar, Megan Rodriguez Antone, Graham Sheardown, Chantal Sosa, Diana Tedone-Goldstone, Christopher Wardell.

**Members absent:** Kassie Alexander, Alexander Hernandez, Gina Hooper, Sarita Santos, Julian Taylor, Junpei Yamaguchi, Jose Zelaya.

**Guests and others present:** Wissem Bennani, Leonor Cabrera, David Gainey, Mary Ho, Alyssa Lucchini, Autumn McMahon, Paul Roscelli, Elena Wu.

<b>AGENDA ITEM</b>	<b>CONTENT</b>
<b>Welcome, Introductions and Approval of Consent Agenda</b>	<p>ACTION: A motion to approve the Consent Agenda, including minutes from the October 16 meeting and board-approved staffing updates from October 23, was made by Dean Karen Engel and was seconded by Dean Alex Kramer.</p> <p>Motion passed.</p>
<b>A Report from Phi Theta Kappa Honors Program (PTK)'s Spring 2024 Work with the Planning &amp; Research Office (PRIE) to Assess Student Engagement (Elena Wu, PTK Student)</b>	<p>Phi Theta Kappa Student Elena Wu talked about the student survey which looked at how students engage with student resources on campus. She worked with the PRIE Office to help prepare the survey, which was conducted in spring 2024. More than 80 students responded.</p> <p><u>Results of the Analysis:</u></p> <ul style="list-style-type: none"><li>• Biggest Student Helpers: The biggest sources of help were faculty and staff, as well through programs such as Promise, Transfer Center, TRIO and the DRC Center.</li><li>• Academic Resources: Students cited the Learning Center and the STEM Center as places to receive academic support.</li><li>• Financial Resources: Students said they go to Financial Aid and the Cashier's Office if they are struggling financially as well as SparkPoint and the food pantry. Some students said they had nowhere to go.</li><li>• Personal Counseling: When asked about personal counseling, a large percentage said they received support from personal counselors, however a large proportion of students responded that it was "not applicable."</li><li>• Regarding student concerns, many heard information about school resources by word of mouth from their peers and some cited the college's webpages, orientations and their classes.</li></ul> <p><u>Full-Time vs Part-Time Students:</u></p> <p>One specific area they looked at was how full- and part-time students engage with school resources.</p> <ul style="list-style-type: none"><li>• All students learned about resources through faculty, staff, programs, and specific points of contact. Part-time students also received help from the cultural center and full-time students received help from their counselors.</li></ul>

- When struggling academically, part-time students visit the Learning Center and full-time students visit the Learning Center, the STEM Center or will consult with their professor during office hours.
- When asked where they go when they are struggling financially, both part- and full-time students go to the Cashier's Office. Part-time students will also go to SparkPoint/food pantry and full-time students will go to the Promise office. Both groups had respondents who said they had nowhere to go or the question was not applicable.
- Students were asked about the way they learned about resources with both part- and full-time students reporting that they learned from their peers. Part-time student also said they learned about resources in class or during orientation, while full-time students learned from their counselors or the college's website.

#### Suggestions and Ideas:

While at a recent PTK convention, students used an app that listed all the forums they could attend over the three-day conference. The app allowed them to control which forums would appear in their calendar and people ended up with their unique schedule tailored to their interests. They felt it would be useful for Cañada students so they developed a prototype so that students could calendar college events. They shared it with students to find out whether or not they would use the app.

Students would consider using the app because it kept them updated/informed about campus happenings and clubs/programs. They felt it was easier to check that the G-mails they received and it helped them plan their day. Students said they would not use it if they were not interested in events or did not have the time. They also felt it should be optional and not mandated by the school.

#### Comments:

- Gampi Shankar asked how they collected the information on the app.
- Elena said they surveyed 50-60 students in two to three classes. She said they could survey more. They want to generate more ideas. They also talked to ITS and Marketing and they expressed interest.
- President Lopez used the app at the PTK conference and asked if the College would purchase it or replicate. Paul Roscelli said they are still looking into that. Autumn McMahon said that the students replicated it.
- Dean Karen Engel asked where they got the data to put into the app and Elena said they used the college calendar to get the information about the events.
- Leonor Cabrera asked about the Gmail messages that students receive and if the app could filter it.
  - Elena said students receive about 20-30 emails a day including from faculty and peers. The app would filter and reduce the number of emails students receive.
- Vice President Ludmila Prisecar feels they should have a customized app since other colleges/universities have them. It is important to make sure it is set up correctly.
- Megan Rodriguez-Antone said it was a pleasure to work with the PTK students and they would have to go through ITS on any work. She asked if there is there is a specific app that colleges/universities use and then we can customize.
- Megan also noted that there is a college event calendar and she provided the link. There are options that students can use to receive or not receive notifications.
- Dean Engel commended them on their work.

A link to the presentation may be found here:

<https://canadacollege.edu/planningbudgetingcouncil/2024-25/ptk-student-engagement-survey-presentation-november-2024.pdf>

<p><b>Update on the Outcomes of the Spring 2024 Community College Survey of Student Engagement (CCSSE)</b> (Karen Engel and Alex Claxton, PRIE Office)</p>	<p>Dean Karen Engel presented a list of surveys that have been conducted by PRIE. All of the results are posted on the PRIE website. It includes the national survey, Community College Survey on Student Engagement (CCSSE). There is a lot of information that they received this year. They conducted a faculty equivalent and the faculty survey results are also posted.</p> <p>The survey asks a lot of questions to students and Alex Claxton is creating a dashboard to disaggregate the results. They will present the information to PBC when the dashboard is ready.</p> <p>Dean Engel shared the link to the CCSSE survey results:  <a href="https://canadacollege.edu/prie/surveys.php">https://canadacollege.edu/prie/surveys.php</a></p>
<p><b>Program Review Process Update: Guidance for Position Request Presentations (Gampi Shankar and Alex Claxton, PBC Co-Chairs)</b></p>	<p>Gampi Shankar reviewed the process for the new position requests as part of the program review process. If people have a continuing, classified position request, they do not need to present the information again. If people have a new faculty request, they can present.</p> <p>Dean Engel said the request must be uploaded into Nuventive for this cycle by Friday, November 8 at 5:00 p.m. For those requests that have been presented, they do not need to be uploaded, we will upload. People do not need to make a presentation. Presentations are on November 20-21 from 2:10-4:00p.m. Position presentations are seven minutes including time for Q&amp;A.</p> <p><u>Comment:</u></p> <ul style="list-style-type: none"> <li>• Leonor Cabrera asked if someone can present again if it has been many years. <ul style="list-style-type: none"> <li>○ Gampi Shankar said it is fine for faculty, but they are not doing it for classified positions because of the volume of positions.</li> <li>○ Alex Claxton clarified that if the classified position request is new or substantively changed from prior years, people can present.</li> </ul> </li> </ul> <p>Gampi Shankar reviewed the criteria that the administration will use to consider when evaluating, although he said some things may have changed. Alex Claxton said the Board of Trustees has said that if a new position is requested, something else would have to be removed, so the College is constrained by the decisions of the Board. Gampi Shankar said to look at staffing trends and determine what courses are being offered to help justify the position.</p> <p><u>Comment:</u></p> <ul style="list-style-type: none"> <li>• Leonor Cabrera asked if a department is expanding, would the Board consider growth. <ul style="list-style-type: none"> <li>○ Alex Claxton said it appears that may be the case, particularly since we have a more constrained budget.</li> <li>○ President Lopez said the Board has indicated that when bringing new positions to the board, they want strong justification by the presidents as to why the position is needed. The colleges are increasing staff while enrollment is not growing as much. The presidents will need justification and data. For a classified position, she would want to know how many students would be served, what the impact would be and where is the growth. For an instructional faculty position, she will be looking at load. It does not mean that the request cannot be submitted, but she will need to have data that indicates the need for the position.</li> </ul> </li> <li>• Leonor Cabrera said that Chancellor Moreno wants to increase dual enrollment and there are concerns that the growth would come before we can staff. She said dual enrollment requires full-time staff since part time has restrictions. <ul style="list-style-type: none"> <li>○ President Lopez advised her to work with her dean to bring forth a budget augmentation request. Dual enrollment and Promise are areas of growth and they realize that the programs cannot grow without funding. That is part of the budget and resource augmentation request.</li> </ul> </li> </ul>

	<p>Alex Claxton said they are trying to make the best case for every position. Classified staff are stretched. He advised people to put forth their best argument when making their requests. Gampi Shankar said there will also be prioritization from the Senates once the requests are received and then the President will consider the requests. The link to the PBC website with the personnel request process is here: <a href="https://canadacollege.edu/planningbudgetingcouncil/staffing.php">https://canadacollege.edu/planningbudgetingcouncil/staffing.php</a> If people have questions about the Nuventive process, please contact Dean Karen Engel or Linda Bertellotti.</p>
<p><b>Asian American Native Hawaiian Pacific Islander (AANHPI) Student Support Program: STAR (Mary Ho, Director of Post-Secondary Success, Alyssa Lucchini, Program Services Coordinator, Transfer Services)</b></p>	<p>Cañada has been an AANHPI (Asian American Native Hawaiian Pacific Islander) serving institution since 2016-2017. The program received funding in 2023. Mary Ho said the STAR (Success, Transfer, Access, and Relevance) program hopes to dispel myths that all Asian students are doing well. Asians are very diverse in terms of their immigration history, their educational outcomes and socioeconomic status in the US. Asian students are often overlooked with resources and educational support. STAR is also focused on Native Hawaiian and Pacific Islander students because they are marginalized in terms of visibility, support and research.</p> <p>Headcounts from the last three years show that the AANHPI population is declining. Cañada has a diverse Asian population and Mary reviewed the six subgroups under the Asian umbrella. It is important to understand the students, the communities they come from and their history in the US and how it impacts their educational outcomes. She said FilipinX and Vietnamese students are not completing and transferring at the same rate as other Asian ethnic groups. Pacific Islander students have the lowest successful enrollment and second highest withdrawal rate at Cañada.</p> <p><u>Transfer and Completion:</u> Alyssa Lucchini reviewed transfer and completion work and it includes the STAR transfer pathway program and peer mentors. The peer mentors assist students with the transfer application process and support them in a social and emotional capacity.</p> <p><u>Access and Persistence:</u> In spring 2025, there will be a soft launch of the STAR Learning Community, the first AANHPI learning community on campus. The soft launch will be with English 100 and History 245. They are currently building the year-long model that will include English 100 and History 245 in the fall semester. In the spring, it will be Math 200 and they are currently identifying another course and it will follow the GE pathway pattern.</p> <p><u>Transfer Pathway with SFSU:</u> The transfer pathway partnership with San Francisco State University (SFSU) includes peer mentors, transfer workshops, campus visits to SFSU, direct connection to SFSU Ethnic Studies program, and SFSU resources. They also support students that do not go to SFSU.</p> <p><u>Comment:</u></p> <ul style="list-style-type: none"> <li>• Gampi Shankar asked if the relationship that we have with SFSU can be extended or leveraged to get the same kind of relationship with other CSUs. <ul style="list-style-type: none"> <li>○ Mary said the relationship with SFSU started with the ESO Adelante program and now it is grant-funded with the STAR program, which has been very beneficial. Living the Promise has a connection with CSU East Bay and she said they will be meeting soon to talk about connecting it to the learning community. She feels there are opportunities to create similar models with other CSUs but it will take time to build it out.</li> </ul> </li> </ul> <p>A link to the presentation may be found here: <a href="https://canadacollege.edu/planningbudgetingcouncil/2024-25/aanhpi-star-presentation-november-2024.pdf">https://canadacollege.edu/planningbudgetingcouncil/2024-25/aanhpi-star-presentation-november-2024.pdf</a></p>

<p><b>Update on Apprenticeship Programs at Cañada (David Gainey, Project Director of Apprenticeships)</b></p>	<p>Dean Alex Kramer and Workforce Director Jasmine Jaciw have provided direction and they are moving quickly on their objectives. There are two very distinct programs: Extended Reality (XR) Development and Digital Marketing. There are two stages to these programs with a pre-apprenticeship program and apprenticeship program for each. The pre-apprenticeship involves coursework that takes someone with no experience to be able to apply for an entry-level job at a company. The apprenticeship continues with three additional courses and the student is employed at the same time. They are CAI grant funded (California Apprenticeship Initiative) and are not Perkins or Strong Workforce funded.</p> <p><u>Extended Reality Pre-Apprenticeship Courses:</u> They launched the pre-apprenticeship XR program with a class in 2022 and last year with a class in summer and fall 2023. These were offered as not-for-credit at their Menlo Park site. He talked about the XR courses, what was offered and what the results were. They had 65 students enroll and 20 completed. Students had a wide range of previous experience as well as educational levels and backgrounds. When they finished, there was not a clear pathway in place for apprenticeship and they did not find employment for the students.</p> <p><u>Outcomes:</u> They want to develop a more comprehensive pre-apprenticeship XR course, they need a more cohesive cohort of students, access to district services for students, an apprenticeship course pathway, and industry engagement/employer buy-in early in the process.</p> <p><u>Plans for Spring 2025:</u> David reviewed the previous courses that were offered in XR and Digital Marketing and what their plans are going forward. Starting in spring 2025, they will offer courses for credit, students will be onboarded and supported for 16 weeks, comprehensive technical training, soft skills training, and students will be able to apply for apprenticeship when they are in the pre-apprenticeship phase.</p> <p><u>Objectives:</u> David reviewed what is currently being done and the objectives going forward. Four new courses in Digital Arts and Animation have been submitted to the Curriculum Committee and they are waiting for approval. Digital Marketing pre-apprenticeship courses will be built out in Business and pre-apprenticeship XR in Digital Arts and Animation. They are updating standards with the Division of Apprenticeship Standards and they are aiming for six apprenticeships in 9-10 months. Potential employer partnerships were reviewed. Some employers already have internships, but Cañada is trying to get apprenticeships.</p> <p><u>Comments:</u></p> <ul style="list-style-type: none"> <li>• Leonor Cabrera asked about the apprenticeship program for business, which was started in 2022 but was structured differently. <ul style="list-style-type: none"> <li>○ David Gainey said Cañada partnering with a marketing company that was serving as an intermediary. They had a program in place to teach students, although they were not educators, and would then place students with employers. Cañada would eventually have the program shift into its own curriculum and the relationship was ended.</li> <li>○ Alex Kramer clarified that the intermediary was going to be teaching that section as a not-for-credit offering online. After discussing digital marketing, they recently have decided to mirror what they are doing with XR.</li> </ul> </li> <li>• John Fraire asked about the relationship with the employers and if realistically we would be able to place our students in these types of companies. <ul style="list-style-type: none"> <li>○ David Gainey said when they were trying to place these initial pre-apprenticeships in XR, they realized they needed to change the structure of the program, so they are going to build out the standards, contracts, wage scales and competencies and they are doing that now before they ask the employers to take an apprentice. The apprentice is hired as a W-2 employee and paid for a minimum of what we ask and then the apprentice is</li> </ul> </li> </ul>
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	<p>employed for six months. Initially, the employer committed to a two-year apprenticeship, but the new apprenticeship model is competency-based so an employer only has to commit to six months. Cañada is adjusting the program and the Division of Apprenticeship Standards and the Chancellor's Office are also adjusting these CAI grants to get more buy-in from employers.</p> <ul style="list-style-type: none"> <li>• Gampi Shankar asked how sustainable the grants are and if this is a program that is self-sustaining. <ul style="list-style-type: none"> <li>○ David said they hope to extend the XR grant which expires soon. Digital Marketing expires in June 2026. They will have the time to build out the programs and understand the cost structure.</li> <li>○ Alex Kramer said there is funding coming from the state to support apprenticeship programs. There are a lot of unique opportunities and potential grant support that will be available. It is an opportunity to develop partnerships with local/regional employers and advocate for our students to earn a living wage. The employers have an opportunity to provide input and help develop the pathway. Alex said Cañada is building it and there are not a lot of models. David has done a lot of work and they are getting support from Hyla Lacefield and Candice Nance to develop the for-credit pathways, which is where they want to go with apprenticeships.</li> <li>○ Leonor Cabrera asked how much the grants are and David said they are \$500,000 each for pre-apprenticeship and apprenticeship. It covers the cost of some instruction. Employers want to see soft skills and David said they want to use the funds for workshops and for supplementary instruction. Alex Kramer said it is similar to Strong Workforce. The funding can be used as seed funds to get the program going.</li> <li>○ Alex Kramer said they had a conversation about wages and Jasmine and David pushed for a starting wage of \$25 per hour. At 50% competency, the wage would increase to \$27 and at 100% competency it would be \$30 per hour. The employer determines the competency. He is adamant about students earning a living wage of \$30 per hour in San Mateo County.</li> </ul> </li> </ul> <p>A link to the presentation may be found here:  <a href="https://canadacollege.edu/planningbudgetingcouncil/2024-25/canada-college-apprenticeship-program-presentation-november-2024.pdf">https://canadacollege.edu/planningbudgetingcouncil/2024-25/canada-college-apprenticeship-program-presentation-november-2024.pdf</a></p>
<b>STANDING ITEMS</b>	
<b>Associated Students of Cañada College</b>	No update was reported.
<b>Classified Senate of Cañada College</b>	Alex Claxton reported that the Classified Senate will meet next week. They have received donations of 10-12 holiday gift baskets and they will be displayed in the Bookstore for 2-3 weeks. People can buy raffle tickets and the drawing will be held in mid-December.
<b>Academic Senate of Cañada College</b>	<p>At its next meeting, Gampi Shankar said the Academic Senate will discuss two replacement positions that are being requested.</p> <p>The District Participatory Governance Council discussed two board policies and several administrative procedures, including the resolution on class cancellation. They are not sure if they can vote on the administrative procedures being discussed, but they did recommend the board policy on minimum class size guidelines. There are two options being considered: a 50% option and a two fixed numbers option. The DPGC would be recommending the board policy, but Gampi reviewed the associated administrative procedures that shows the ranges. The Academic Senate is leaning toward the two fixed numbers option.</p> <p>At the District Academic Senate meeting, they discussed a policy for tenure-track interviews and the existing policy from HR. All first-level interviews for tenure-track positions have to be held on</p>

	<p>Zoom and there are four alternatives being discussed, which Gampi reviewed. They want to be equitable and also have the highest quality candidates available for the interviews.</p>
<b>Planning Council Reports</b>	<p><b>IPC:</b> Diana Tedone-Goldstone said the IPC met and heard updates on Promise Scholars, Dual Enrollment and institutional learning outcomes trends. She reminded people that the November 15 IPC meeting has been moved to November 22 and they will be giving feedback on instructional program reviews. They are hoping to have more faculty provide feedback on instructional program reviews and Diana asked them to notify her by the end of the week if they want to participate. The meeting will be from 8:30-11:30am and also on Zoom. Will also give people the program reviews to review ahead of time. There will only be two program reviews per group.</p> <p><b>SSPC:</b> Mayra Arellano said they talked about upcoming program reviews and they are doing a peer review process next Wednesday, November 13 from 3:00-4:00pm. For those with comprehensive program reviews, people can invite their colleagues to provide a peer review their program and give feedback. they also had a budget presentation by Vice President Ludmila Prisecar.</p> <ul style="list-style-type: none"> <li>Interim VPSS Fraire realized that the peer review meeting conflicts with one of the VPSS candidate forums, so he will email SSPC members to recommend that the peer review groups meet on their own. Once the program reviews are submitted, people will get a packet from John with the program review and the appropriate templates.</li> </ul> <p><b>EAPC:</b> Dean Karen Engel reported that the EAPC met on October 22 and they continued doing a lot of community building and work on equity and antiracism personal practices. They spoke with the district about the ADA (Americans with Disabilities Act) district plan and the progress they have made on that plan. They also talked about results from the Community College Survey of Student Engagement. Their next meeting is in two weeks.</p>
<b>President's Update</b>	<p>President Kim Lopez announced there are five finalist candidates for Vice President of Student Services and the College is holding forums from November 12-15. People are encouraged to attend the forums in person since the candidates would like an audience. The forums will also be held on Zoom as webinars and people must register. Following the forums, people may view the recordings and the deadline to provide feedback is Monday, November 25.</p> <p>Final interviews for the Executive Assistant to the President are on Thursday, November 7. She hopes to have the new person available to start on December 1 so there can be some training.</p>
<b>Matters of Public Interest and Upcoming Events</b>	<p>Chris Wardell said the district scholarship application process opened on November 1. This year, the application will change slightly. Previously, a recommendation letter from faculty or staff would be required with the general application and that is no longer the case. It will however be required for some of the specific awards that students may apply for. Students will also receive \$500 if they receive an award.</p> <p>Chris Wardell said Financial Aid Services received approval to implement the Dream Act Service Incentive Grant Program, specifically for Cal Grant B for eligible undocumented students. It is a service work or volunteer opportunity where students can complete up to 300 hours in an academic year and receive a grant of up to \$4,500 in addition to what they are already earning. Thanks to the help of the Business Office, they have gotten the district to cover the cost of the Live Scan onboarding since the student applicants will need to get Live Scans.</p> <p>Nick Carr announced that the women's soccer team is playing at Las Positas. The Colts currently hold third place in the Coast Conference and are vying for a playoff spot. The men's soccer team, ranked 10<sup>th</sup> in the state, will also play at Las Positas on Friday night. In basketball,</p>

	the men's team started their season with a victory over Diablo Valley College, which is ranked 13 <sup>th</sup> in Northern California. They will be facing Monterey Peninsula College tonight.
<b>ADJOURNMENT</b>	The meeting was adjourned at 3:50 p.m.
<b>Next Meeting</b>	The next meeting will be held on November 20, 2024.