



Draft

PLANNING AND BUDGETING COUNCIL MEETING MINUTES

Wednesday, September 18, 2019

Building 3, Room 142

Regular Meeting: 2:10 – 4:00 p.m.

Members present: Diana Tedone, Jeanne Stalker, Paul Naas, Nick Martin, Salumeh Eslamieh, Nick Carr, Michael Hoffman, J.T. Eden, Ada Ocampo, Jeri Eznekier, Rachel Corrales, Roslind Young, Karen Engel, Megan Rodriguez Antone, James Carranza, Jamillah Moore, Max Hartman, Graciano Mendoza, Tammy Robinson, Manuel Alejandro Pérez

Members absent: Marisol Quevedo, Leonor Cabrera

Guests and others present: Melissa Maldonado, Mary Chries Concha Thia, Margie Carrington, Lezlee Ware, Adolfo Leiva, Matais Pouncil, Julian Branch

AGENDA ITEM	CONTENT
<p>1. Welcome and Approval of Minutes</p>	<p>Meeting called to order at 2:19pm. Action: Motion to approve of Consent Agenda items</p> <ul style="list-style-type: none"> • Approval of September 4, 2019 Minutes <p>Motion passed unanimously.</p>
<p>2. Follow-up on last year's Program Review Resource Requests for FY 2019-20.</p>	<p>VPA Graciano Mendoza presented a comprehensive list of the resource requests that were funded in FY 2019-20.</p> <ul style="list-style-type: none"> • New positions: 14.96 new FTE were requested. Of which, 3.0 FTE were funded (two on an ongoing basis and one position on a one-time basis). In May, the College funded the counselor in Center for Working Adults, the Director of Wellness, Planning and Athletics and a Program Services Coordinator in Kinesiology, Athletics and Dance (this last position funded on a temporary basis). • Under operating expenditures, nearly \$2 million in requests were received overall. We funded \$497,716 or 25.21%. • The program review timeline, which was approved by the PBC in February 2019, was presented. Personnel requests are due on October 21 and are reviewed in November. Current planning efforts are for the 2020-21 fiscal year. The resource request prioritization rubric was presented. The resource types are personnel, IT, facilities, equipment, instructional materials, supplies, subscriptions/memberships and others. People will be notified of staff funding in March. <p>It was noted that when alternate sources of funding were found, like the technology resource funds, those sources were used. It was clarified that one-time funding is intended for use during the current fiscal year. Ongoing funding is intended for multiple years and does not have a known end date. A question was raised about the items that were approved for funding but did not actually get funded and do those position requests remain on the list or are they overlaid with a new list. Karen clarified that they are overlaid and the requests need to be submitted again. Roslind asked about smaller dollar items and the funding availability for those items will have to be reviewed.</p> <p>ACTION: Move the topic forward to the October 2 meeting and review the rubric on prioritization that is on the Planning Budget Council website.</p>
<p>3. Accreditation Update</p>	<p>Dean Karen Engel distributed a Quick Reference Guide and encouraged the group to read the Institutional Self-Evaluation Report.</p>

<ul style="list-style-type: none"> • Prep • Meetings/ Schedule • Events 	<ul style="list-style-type: none"> • The site visit begins on September 30 and the team room is located in Room 6-111. The team has requested meetings and interviews have been set up. There will be two open fora on October 2: 10-11 a.m. and 1-2 p.m. in Room 6-101, The Exit Interview will be on October 3 from 1:00-1:30 p.m. in Room 6-101. • The Visiting Team is reviewing the PBC website and is requesting access to Trac Dat, Canvas and SharePoint, reviewing SLOs and online courses. Karen encouraged faculty to update their websites. • The Visiting Team will attend the next PBC meeting on October 2. The PBC Council will conduct business as usual, look at the resource prioritization and other matters.
<p>4. PBC Training</p>	<p>Some members were able to attend the training during the first week of classes. They did a quick overview of participatory governance, specifically to PBC, including the mission, vision, values and organizational chart of the college. The participatory governance law was reviewed. The participatory governance structure was presented and includes Academic Senate, Student Senate and Classified Senate. They make recommendations to the president, along with PBC, IPC, SSPCC and APC. The college committee reporting structure was also presented.</p> <p>PBC membership was revised last year. The total voting members are 21. People rotate off after two years, but can rotate back in. The expectation of service was reviewed.</p>
<p>5. College Plan Updates</p> <ul style="list-style-type: none"> • Student Equity and Achievement Plan (SEAP) 	<ul style="list-style-type: none"> • David Reed presented a summary of all three colleges' student equity plans. All the plans were turned in to the state and the Board of Trustees reviewed them. He discussed the eight college strategic priorities and how they all overlap. The priorities are equity, guided pathways, strategic planning process, strategic enrollment, first year/early college experience, course schedule optimizations, career exploration/job placement and online education. A lot of work is going into redesigning academic support, and funds have been used to hire additional tutors and a part-time aide in the writing center to help support AB705 impacted courses. They are replicating the CUNY ASAP program within the Promise program. The peer mentoring program should be scaled to align with success teams and provide more tutoring. They are focusing on orienting students and the use of technology and resources for students. • Cañada is a Hispanic Serving Institution (HSI) and there has been discussion around that. The Board of Trustees asked follow-up questions about HSI: <ul style="list-style-type: none"> ○ Do high schools in the area know about this program? ○ How do students get there? ○ How are we communicating that process in the community? Through dual enrollment and middle college. ○ What are we doing and how are we working with these high schools? What is our presence out in the community? <p>Manuel emphasized the college redesign and CUNY ASAP. We cannot have guided pathways without talking about equity. The college's mission is driven by equity. Cañada is recognized by the government as a minority serving institution. Manuel would like to encourage conversations about CUNY ASAP. David said they will establish the interest areas around guided pathways and bring it all together.</p>
<p>6. Graduation Survey Results</p>	<p>The survey helps to measure institutional learning outcomes as a college. The survey questions were formulated around the college's mission statement. They had a 15% response rate with 92 out of 602 graduates participating. There was a 9% margin of error. The survey went out later than was hoped. There were results around math and data that indicated that some graduates had less confidence in their performance. They did not look at which majors were not represented among the respondents. In the schedule optimization project that is underway, they are looking at degrees and certificates that have not been awarded in three or more years. Once their analysis is completed, they will present the findings at a future meeting. There was a discussion around the survey questions.</p>

	<ul style="list-style-type: none"> Clarify what the college wants to get out of the survey and that may help form the questions. There are quite a few math questions and could more writing-related questions be included. <p>Karen said they may want to consider adding questions to the survey and she look for volunteers to help her refine the questions. She will plan to review the survey questions in March.</p>
7. ACES Committee	The ACES Committee had its first meeting. The main focus of their discussion was how ACES as a committee can evolve with all of the changes in equity at the college, as well as changes both internal and external, such as AB705. They are reviewing their history and how they might evolve as a committee to address that work.
8. Strategic Enrollment Management Committee Report	The Strategic Enrollment Management Committee did not meet on September 11, but will meet on September 24. The committee meets every other Wednesday from 9-10 a.m. They will be discussing the Menlo Park strategy for growth and ESL enrollments. The committee still needs two faculty representatives.
9. Planning Council Reports	<p>IPC: VPI Tammy Robinson introduced Matais Pouncil, Interim Dean of Science and Technology and Ron Andrade, Interim Dean of Academic Support and Learning Technologies. IPC meets on Friday and they are currently looking at reassigned time and a better process going forward as well as reviewing the bylaws.</p> <p>SSPC: VPSS Manuel Pérez reported that SSPC did a lot of work on its bylaws, which had not been updated in years. He will present those at the next PBC Meeting.</p> <p>APC: VPAS Graciano Mendoza announced that the next meeting is September 20 and there will be a meeting with the accreditation team on October 2.</p>
10. Staffing Update	<p>VPAS Mendoza informed the following staffing items approved at September 11 BOT meeting:</p> <p><u>Administrative Appointment</u> Mathias Pouncil, Interim Dean of Science and Technology</p> <p><u>Public Employment</u> Karla de la Rosa, Office Assistant II Mahitha Rao, Retention Specialist</p> <p><u>Re-Employment</u> Richard Saroyan, Counselor</p> <p><u>Transfer/Administrative Reassignment</u> Lemon Cabrera, Professor-Business</p> <p><u>Resignation</u> Ana Avendano, Assistant Project Director Rose Jimenez, Financial Aid Technician</p>
11. President's Update	<ul style="list-style-type: none"> Dr. Moore announced that there are travel restrictions around conferences taking place in certain states. This concerns AB1887 and the district is not supporting travel to states with discriminatory laws. The California Attorney General released the list of states, which are Alabama, Kansas, Kentucky, Mississippi, North Carolina, South Dakota, Tennessee and Texas. The district is not supporting reimbursement for travel to these states. If there are requests from staff or students who have to travel for conferences or work in these states, a request will need to be submitted to Chief of Staff Mitch Bailey. There is a campus wide forum on September 19 on Building 1 construction. Interim Chancellor Mike Claire will answer questions about the overall status of the building program as well as items around the auxiliary services program. The President's Luncheon will be held on October 22 at Hiller Aviation Museum. There are opportunities for students to attend. The cost is \$99.
12. Matters of Public Interest	<ul style="list-style-type: none"> Paul Naas announced that the campus film week finished on September 17. The film screening is on September 23. Cañada is the only community college in the country that

	<p>participates in the film fest. All other schools are four-year universities. They have added an animation category based on the work Cañada students have done.</p> <ul style="list-style-type: none"> • Adolfo Leiva announced that they are planning their first community food market of the year. The food that will be distributed is above and beyond what is given away at the SparkPoint Center. The community market is in partnership with the ASCC and is open to all. • Matais Pouncil announced that a student in the STEM program will be presenting on the on the night of September 18. • Nick Carr announced that men’s soccer team will play on September 19 at 4 p.m. against Fullerton. Women’s league play begins next week and they are ranked No. 6 statewide.
ADJOURN	3:55 p.m.