



**DRAFT**

**PLANNING AND BUDGETING COUNCIL MEETING MINUTES**

**Wednesday, December 15, 2021**

**Via Zoom**

**Regular Meeting: 2:00 – 4:00 P.M.**

**Members present:** David Eck, Roslind Young, Alicia Aguirre, Mayra Arellano, Margarita Baez, Nick Carr, Rachel Corrales, Gloria Darafshi, Karen Engel, Denise Erickson, Valeria Estrada, Nimsi Garcia, Max Hartman, Allison Hughes, Candice Johnson, Hyla Lacefield, Ray Lapuz, Kim Lopez, Manuel Alejandro Pérez, Peggy Perruccio, Ludmila Prisecar, David Reed, Tammy Robinson, Megan Rodriguez Antone, Claudia Rosales.

**Members absent:** Derek Lennen.

**Guests and others present:** Wissem Bennani, Mary Chries Concha Thia, Maria Huning, Sharon Bartels, Juan Cornejo, Jose Zelaya, Maria Lara, Natalie Alizaga, Andrea Garcia-Rittgers, Bettina Lee, Debbie Joy, Alex Claxton, Matt Lee.

AGENDA ITEM	CONTENT
1. Welcome, Introductions and Approval of Consent Agenda	<p>Meeting called to order at 2:06 p.m.</p> <p>The consent agenda, minutes of November 17, minutes of December 1 and the memo on the Brown Act Resolution were reviewed.</p> <p>ACTION: A motion to approve the consent agenda was made by Alicia Aguirre and seconded by Dean Hyla Lacefield.</p> <p>Motion passed.</p>
2. Position Request Presentations	<p>Personnel request presentations were made for the following positions:</p> <p>College for Working Adults - Retention Specialist Dual Enrollment – Program Services Coordinator Personal Counseling Center – DRC Instructional Aide II Personal Counseling Center and Health Center – Office Assistant II Financial Aid – Program Services Coordinator Admissions &amp; Records III</p>
3. New District Strategic Goals and Metrics and Implicates for the College.	<p>Dean Karen Engel reviewed the goals that have been prioritized by Cañada College. Some of these goals have been set by external groups that have expectations of the college and one is set by the college itself:</p> <ul style="list-style-type: none"><li>• ACCJC regarding Accreditation: Institution-Set Standards</li><li>• Cañada College: Strategic Enrollment Management Plan</li><li>• State Chancellor's Office: Vision for Success and the Student Equity &amp; Achievement Plan</li><li>• SMCCCD: This year, the Board of Trustees adopted a new five-year strategic plan with district-wide goals. Cañada has to make sure that its goals are aligned with the SMCCCD's goals.</li></ul> <p>The information is synthesized in the College Scorecard, which the PBC approved last year. It has been updated and is posted on the PRIE dashboard page.</p>

<p>The district's strategic plan includes four goals and key new strategies, including:</p> <ul style="list-style-type: none"> <li>• Support the work of the District Anti-Racism Council</li> <li>• Continue to expand support Middle College and early college opportunities</li> <li>• Expand dual enrollment</li> <li>• Expand program delivery options, including accelerated completion options e.g. College for Working Adults</li> <li>• Strategic development of online education</li> <li>• Ensure instruction is delivered in multiple modalities including in-person, hybrid and y-flex</li> <li>• Free Community College Initiative: Strategies that support this include accelerated expansion of dual enrollment, Promise Scholars Program, Open Educational Resources (OER) for Zero Textbook Cost (ZTC) degree programs.</li> </ul> <p>Dean Engel presented the SMCCCD Strategic Plan Goals: Trends and Targets for Cañada College and PBC will need to decide what Cañada's five-year goals are for these district-set metrics. These metrics are already in many of Cañada's plans and related documents and all are in the existing scorecard. What is new is that the Board of Trustees wants the college to set goals for both full-time AND part-time students and the College has typically set goals for all of its students. Cañada must apply the goal percentage increases to a full-time student cohort and a part-time student cohort. The metric that was set for full-time students now would be applied to part-time students.</p> <p>Alex Claxton reviewed his method for determining the multiplier that is used for the percentage increases. Fall 2018 was the last semester that was not affected by COVID so the fall 2018 number is used as a baseline. Many of the College's plans that are being worked on align with the district's strategic plan goals. A 5% increase is good as a default multiplier. He said the most unique metrics are the average time to completion as well as the median number of units earned by Associate degree completers. The multiplier is below 1% for these because they want to see a reduction in time to completion as well as reduction in median number of units. He also said the board wanted to just look at domestic students since Cañada does not have a large international student cohort.</p> <p>The new areas are the 100% Online Associate Degree and Certificate Completers. They are in the scorecard but they have not been tracked directly because the College has not identified or started to market these yet, so there are no goals around these proposed yet. They are still under discussion.</p> <p>The same metrics were then presented to show how the College will get part-time student achievement over time. These are for students starting in the fall and taking between six and 11.99 units. Dean Engel noted that the Educational Master Planning Task Force is looking at this and it is possible that goals for students taking fewer than six units will be presented at a future date.</p> <ul style="list-style-type: none"> <li>• Interim President Lopez said the district might ask the college to develop goals for part-time students taking six or fewer units. This would be important for Cañada since there are more part-time students taking fewer than six units than there are those taking six to 11.9 units. Dean Engel noted that many of Cañada's part-time students are CSM and Skyline students who are taking one or two classes here. She said the cohort information and metrics that PRIE is presenting is looking at our primary or home students who are taking most of their units here.</li> <li>• Gloria Darafshi asked if information can be separated out by area. For example, STEM majors take more courses to prepare for transfer so those numbers would be higher. She asked if the information on Associate degrees separates out Associate degrees for transfer from local degrees. Dean Engel said it is not separated out. She noted that Alex Claxton has included information on the dashboard that tracks unit accumulation and can be sorted by</li> </ul>
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	<p>interest area.</p> <ul style="list-style-type: none"> <li>• David Eck asked if there is data showing percentage changes from previous scorecards that would show a trendline of percent increases on some of the metrics. Dean Engel said they usually look at five years of raw data and study the trendlines. When the college had its 2019 accreditation, it had achieved almost all of the goals and met the percentage increases, which is why the scorecard and the institution-set standards had to be re-done to set new goals. Then, the pandemic began so the numbers are being looked at again.</li> </ul> <p>ACTION: A motion to approve and adopt the metrics presented was made by Alicia Aguirre and seconded by Dean Hyla Lacefield.</p> <p>Motion passed.</p>																		
<p><b>4. Fiscal Year 2021-22 Additional State Funding</b></p>	<p>Interim VPAS Ludmila Prisecar presented on the additional state funding that Cañada College received in fiscal year 2021-22.</p> <table border="1" data-bbox="502 620 1470 903"> <thead> <tr> <th data-bbox="502 620 910 656">Fund Description</th><th data-bbox="910 620 1220 656">FY 2021-22 Allocation</th><th data-bbox="1220 620 1470 656">Funding Type</th></tr> </thead> <tbody> <tr> <td data-bbox="502 656 910 726">Basic Needs Centers and Staffing Support</td><td data-bbox="910 656 1220 726">\$170,724</td><td data-bbox="1220 656 1470 726">Ongoing</td></tr> <tr> <td data-bbox="502 726 910 762">Mental Health Services Support</td><td data-bbox="910 726 1220 762">\$233,527</td><td data-bbox="1220 726 1470 762">Ongoing</td></tr> <tr> <td data-bbox="502 762 910 798">New Full-Time Faculty Funding</td><td data-bbox="910 762 1220 798">\$378,546</td><td data-bbox="1220 762 1470 798">Ongoing</td></tr> <tr> <td data-bbox="502 798 910 868">Student Retention and Enrollment Outreach</td><td data-bbox="910 798 1220 868">\$217,739</td><td data-bbox="1220 798 1470 868">One-Time</td></tr> <tr> <td data-bbox="502 868 910 903"><b>Total Additional State Funding</b></td><td data-bbox="910 868 1220 903"><b>\$1,000,536</b></td><td data-bbox="1220 868 1470 903"></td></tr> </tbody> </table> <p>The allocation funding formula for each area and the potential uses for the funding sources was also presented. The information will be posted on the PBC website.</p>	Fund Description	FY 2021-22 Allocation	Funding Type	Basic Needs Centers and Staffing Support	\$170,724	Ongoing	Mental Health Services Support	\$233,527	Ongoing	New Full-Time Faculty Funding	\$378,546	Ongoing	Student Retention and Enrollment Outreach	\$217,739	One-Time	<b>Total Additional State Funding</b>	<b>\$1,000,536</b>	
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<p><b>5. Return to Campus (New Standing Item)</b></p>	<ul style="list-style-type: none"> <li>• Interim President Lopez asked David Eck and Natalie Alizaga to provide an overview on faculty guidelines. David Eck said faculty guidelines on teaching and learning were sent by the District Academic Senate/Teaching &amp; Learning to all faculty. It is different than what is in the MOU, which still needs to be finalized. There is guidance related to faculty and course management, usage of Canvas for certain course modalities, accessing technology, information on faculty or student illness and how that would be reported. It includes syllabus-ready language that faculty can use. There is also information related to masking guidelines and requirements.</li> <li>• Vice President Manuel Pérez was asked to provide an update on the guidance that will be coming out for staff regarding interactions over counters, counseling spaces and in classrooms. The guidelines are scenario-based and are functional. There are prompts that can be used when speaking with a student, community member, faculty or staff member and is geared toward potential scenarios staff may encounter on campus. They are keeping it to three or four possible scenarios, but it will be expansive. It is hoped that it can be sent out by Monday, December 20. <ul style="list-style-type: none"> <li>○ David Eck asked if it is going to be sent to the entire college community and Vice President Pérez said it was initially created for Student Services staff but it has been expanded to include some of the instructional spaces.</li> <li>○ Interim President Lopez recommends that it be sent out campus-wide because the information is helpful and it will be good for other divisions and departments on campus know what everyone is doing.</li> </ul> </li> <li>• The Spring Flex Day planning and agenda are being finalized. The dates are January 13-14. David Reed is looking at in-person locations for breakfast and lunch. The schedule is expected to be completed by the end of the week.</li> <li>• Interim President Lopez is finalizing her all-campus email, outlining all the accomplishments from the fall semester and what the College will look forward to in the spring.</li> </ul>																		

	<ul style="list-style-type: none"> <li>The College will hold its holiday reception in the Grove on Friday, December 17 from 11:30-1:00pm.</li> </ul>
<b>STANDING ITEMS</b>	
<b>6. Associated Students of Cañada College</b>	No update was provided.
<b>7. Academic Senate of Cañada College</b>	<p>David Eck reported the following:</p> <ul style="list-style-type: none"> <li>The Academic Senate provide a prioritized ranking recommendation of the new faculty request positions.</li> <li>The senate passed along faculty guidance approved by the District Academic Senate that focuses on the unique challenges of teaching in the spring semester, especially for in-person classes. They expect to host a few check-in/share-out discussions during the spring semester to see how teaching is going.</li> <li>They alerted faculty to stay tuned for the spring MOU, which will contain additional, important information and guidance for the spring semester.</li> <li>During the spring, the Academic Senate plans on sending out two reassigned time positions: one focused on Flex Day planning and the like, and the other focused on faculty learning assistance. When the positions are finalized, Academic Senate will send out an invitation for all faculty to apply.</li> </ul>
<b>8. Classified Senate of Cañada College</b>	At its last meeting of the year, Roslind Young said the Classified Senate met and polled on the classified position request.
<b>9. Guided Pathways</b>	No update was provided.
<b>10. Planning Council Reports</b>	<p><u>IPC</u>: David Eck reported that IPC reviewed reassigned time applications at its last meeting of the semester. Results of those applications have been posted to the IPC Reassigned Time website at: <a href="https://www.canadacollege.edu/ipc/rrp_applications_fall2021.php">https://www.canadacollege.edu/ipc/rrp_applications_fall2021.php</a></p> <p><u>SSPC</u>: At its December 8 and final meeting of the semester, Dean Max Hartman reported that in addition to the regular check-in and share-out items, the council spent time in a round table discussion on a number of items. Included in that discussion were updates regarding safety/vaccination protocols, staff and program schedules for spring 2022 and end of the fall semester planning. The next meeting is scheduled for Wednesday, January 26 from 2-4pm.</p>
<b>11. President's Update</b>	No update was provided.
<b>12. Matters of Public Interest and Upcoming Events</b>	No matters of public interest or upcoming events were shared
<b>ADJOURNMENT</b>	The meeting was adjourned at 4:08 p.m.
<b>Next Meeting</b>	The next meeting will be on February 2, 2021.