



**DRAFT**

**PLANNING AND BUDGETING COUNCIL MEETING MINUTES**

Wednesday, February 16, 2022

Via Zoom

Regular Meeting: 2:00 – 4:00 P.M.

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

**Members absent:** Rachel Corrales, Derek Lennen.

**Guests and others present:** Natalie Alizaga, Margarita Baez, Wissem Bennani, Alex Claxton, Mary Chries Concha Thia, Alison Field, Debbie Joy, Matt Lee, Doniella Maher.

AGENDA ITEM	CONTENT
<p><b>1. Welcome, Introductions and Approval of Consent Agenda</b></p>	<p>Meeting called to order at 2:10 p.m.</p> <p>The consent agenda, minutes of February 2 and the memo on the Brown Act Resolution were reviewed. There was no staffing update presented at the January 26 Board of Trustees meeting, so the topic was removed from the agenda.</p> <p>ACTION: A motion to approve the consent agenda was made by Dean Hyla Lacefield and seconded by Denise Erickson. Motion passed.</p>
<p><b>2. Program Review Debrief</b></p>	<p>Allison Hughes reported that the Program Review Work Group, which facilitates the program review process, has made recommendations to improve the process going forward. This year, the following issues were noted:</p> <ul style="list-style-type: none"> <li>• information was put in incorrectly or not at all. Many resource requests were not put in with goals or updates.</li> <li>• Supervisors did not catch missing or incorrect information until very late in the process.</li> <li>• Personnel requests were missing information and submission was challenging.</li> <li>• Personnel presentation and prioritization process needs streamlining.</li> <li>• We struggle to talk about program review accurately and effectively. What is needed in program review conversations:               <ul style="list-style-type: none"> <li>○ Nick Carr asked for clarification and Allison said a lot of people only do parts of program review once a year. Program review has changed over the years and there have been efforts made to improve the process, so it is common for people to forget the process since it is confusing.</li> </ul> </li> </ul> <p><u>Comments:</u> Nick Carr asked what can be done to make sure the forms submission process is better integrated.</p> <ul style="list-style-type: none"> <li>• Allison said the Program Review website provides guides for every step in the process and regular email messages are sent out campus-wide with information about the process. She also encouraged people to email anyone on the Program Review Work Group with questions. Allison also said that the program review forms need to include only the information that is needed and nothing additional.</li> </ul>

	<ul style="list-style-type: none"> <li>• David Eck asked if presentations should be made at a future PBC meeting. He asked if it would be a good place for people to present for the first time, get feedback and be reminded of what they need to do. <ul style="list-style-type: none"> <li>○ For the personnel presentations, Allison said that PBC does not have to do much prioritization since it is now done by the Academic and Classified Senates. One recommendation would be to have the presentations made to the senates.</li> </ul> </li> <li>• Ray Lapuz asked if it would help to have division representatives in the Program Review Work Group. <ul style="list-style-type: none"> <li>○ Allison said the group does not have division reps, however people are welcomed to participate. Recommendations are made to the deans at Cabinet meetings, SSPC, IPC and PBC to direct the work that way.</li> <li>○ Dean Karen Engel said that there are reps from IPC, Classified Senate, Academic Senate and SSPC in the Program Review Work Group.</li> </ul> </li> </ul> <p><u>Next Steps</u>  IMPROVE is getting an upgrade so it is hoped that the process will be simplified. They will work on dates ahead of time as well as how people can be better involved in the process. They will look at the submission process, make recommendations around personnel request forms, supervisor guides and checklists, and look at how it can be integrated for effectively into our work. Interim President Lopez thanked Allison Hughes and the Program Review Work Group for their work.</p>
<p><b>3. Internal Equity Report from Áse Power Consult – Next Steps for Implementation</b></p>	<p>The Vice Presidents and Dean Karen Engel met with Nancy Moricette and Kendra Carpenter of Áse Power Consult on Monday, February 14. The full 50-page Internal Equity Report was shared at the February 2 PBC Meeting and is posted on the PBC website and the College’s Antiracism Resources website, along with a summary document, the Internal Equity Report Snapshot, which captures all the short- and long-term recommendations. In order to move the recommendations through the institution, Interim President Lopez suggests getting a larger group of people involved. She proposed empowering PBC and the Equity/Antiracism Leadership Group to look at the short- and long-term recommendations and identify the best body to take the lead on it. They could prepare a timeline, bring back the recommendations to PBC and provide quarterly updates.</p> <p><u>Comments:</u></p> <ul style="list-style-type: none"> <li>• Alison Field asked if the College wants to take on all of the recommendations that Áse has set forth. Many of these topics are being looked at by ACES and the Antiracism Leadership Group as they have received input from the Center of Urban Education equity plan and the cultural center focus groups. <ul style="list-style-type: none"> <li>○ David Eck encouraged Alison Field to share any connections she sees with other organization’s recommendations with PBC and in Academic Senate as it may help with the prioritization.</li> </ul> </li> <li>• Interim President Lopez feels there should be an analysis of the recommendations to identify higher priorities. She feels that Áse’s notion of what is a short-term or long-term recommendation does not have be ours. The College may look at a longer-term recommendation and determine that it is a higher priority. She feels that the Equity/Antiracism Leadership Group can go through the recommendations and discuss and edit them but then they could be formally be adopted by the PBC.</li> <li>• Manuel Pérez said it an opportunity to act, deliberate and prioritize what can be done as a College related to our antiracist, equity and justice-centered work.</li> <li>• Allison Hughes liked the idea of the Equity/Antiracism Leadership Group being the first bridge between Cañada College and Áse Power Consult and she would value their perspective and opinion as they look at the report and provide recommendations that we can build off of further.</li> <li>• David Eck said there are three considerations: <ol style="list-style-type: none"> <li>1. Identify what the immediate goals should be. Áse presented short-term</li> </ol> </li> </ul>

	<p>recommendations, but maybe that does not quite fit with what we think can be done in the short term.</p> <ol style="list-style-type: none"> <li>2. Following up on what Allison Field said, the College would need to decide if it addresses every single recommendation or possibly revises or decides against any of those recommendations.</li> <li>3. The PBC needs to decide which bodies can lead these recommendations.</li> </ol> <ul style="list-style-type: none"> <li>• Interim President Lopez proposed that the Equity and Antiracism Leadership Group be empowered to go through the report/questions and develop recommendations and then present them to PBC.</li> <li>• Dean Karen Engel would like to see the Academic and Classified Senates, IPC, SSPC and the divisions look closely at the findings and recommendations and take the lead or act on some items, rather than letting the Equity/Antiracism Leadership Group do all the work.</li> <li>• Manuel Pérez said there are elements of the report that either ACES or the Equity/Antiracism Leadership Group are already working on. He feels that PBC could charge the Leadership Group with taking on the overall lead on the recommendations and identify the group or person responsible and set timelines.</li> <li>• Interim President Lopez suggested that we not remove any recommendations, but decide the next steps. It could go next to the Leadership Group and they could make recommendations as to where the work would “live.” She does think there should be a recommendation about prioritization.</li> <li>• Alison Field said she would like to hear from as many people as possible. She suggests that people send any ideas or information to her as co-chair of ACES.</li> </ul>
<p><b>4. Proposed Application to Participate in the Chancellor’s Office SEM Program: Supporting the Student Journey</b>  <i>Action: Approve Proposed Application to CCCCO for Participation in a SEM Cohort this Year.</i></p>	<p>On January 24, the State Chancellor’s Office announced an opportunity for colleges to apply to participate in the annual Strategic Enrollment Management Program cohort for this year and different groups could apply to get their expertise on a particular project. At Cañada, Roslind Young, Karen Engel, Tammy Robinson, Maria Huning and Gloria Darafshi have developed some ideas, particularly on the evening schedule and services. Dean James Carranza and José Zelaya are putting together a group to work on this. Because the application is due on Monday, February 21, which is a holiday, the group decided to not apply, however they are doing the work and will present information at a future PBC meeting.</p> <p>Vice President Robinson said that the Áse report showed that people were at their bandwidth and could not be asked to do more. Some of this work we have already said we would do, such as adopting Redwood High School, expanded programs in the Center for Working Adults and accelerated programs to help younger people. She feels it is important to finish the work that we have said we would do.</p> <p>Dean Engel presented the proposal. The College would have to define the project and for a group of 10 people who would do the work, which involves travel. The group looked at whether it could work on this project without this support and commitment around this structure this year and decided that it could.</p> <p><u>Discussion:</u></p> <ul style="list-style-type: none"> <li>• Karen Engel said as the College works on its five-year Educational Master Plan, a theme has emerged. If 65% of our students are part time and working, we need to offer cohort groups of classes on evenings and weekends to make it possible to get a cohort through even if they are working.</li> <li>• Vice President Robinson is working with Dean Hyla Lacefield on internships, Google certificates in Spanish, Google classes in Spanish, ways to address offering classes for part-time students, offer classes in six-week, seven-week or eight-week sessions. Even though they are going to school part time, they are completing faster so they can get skills and work but can keep learning to get a sustainable wage. She said there are many things we need to do to stay relevant.</li> </ul>

	<ul style="list-style-type: none"> <li>• Alicia Aguirre said Cañada needs to have certificates and programs that are multilingual. There is also a strong need for Spanish-speaking counselors on campus and that is something we can do right away for Latino students.</li> <li>• Vice President Pérez said we need to strategically post jobs on hiring boards that have predominantly higher numbers of black and brown applicants as well as multilingual applicants for certain capacities or disciplines. Nothing precludes us from developing our own local process for making sure we post announcements on strategic job boards based on what the College knows it needs. This can be tied to strategic enrollment.</li> <li>• Vice President Robinson said there is a company that is sponsoring the College's photonics/laser program and giving students a stipend of \$1500 for an internship to take the courses for the summer. It is important to note that poor students cannot take an unpaid internship. Cañada is holding the Black and Brown Summit during the week of February 21 and part of the program is about talking to employers and getting jobs on the spot. The College has to develop programs and internships that students want to do to prepare for the future. The programs need to be accelerated so students can complete them in under two years so they can sustain their lives now.</li> <li>• Alicia Aguirre said there should be more CTE programs and Saturday programs for students. The College needs to adjust to the students' needs. While Cañada is a Hispanic Serving Institution, Professor Aguirre asked if the College receives funds for those programs that are needed by Latinx students. If the College does receive funds, she would like to know how it directly impacts them and supports them. <ul style="list-style-type: none"> <li>○ Dean Engel said the largest HSI grant was GANAS, offered for STEM students and said it is what is funding Guided Pathways. There is also a grant for ¡ESO! Adelante. Dean Engel said a presentation on the impact of the HSI grants can be made at a future PBC meeting.</li> <li>○ Vice President Pérez said Cañada has hired two Latinx, Spanish-speaking counselors to help students and expand appointments for our students.</li> </ul> </li> <li>• Ray Lapuz said he hopes that everyone benefits from the STEM programs being set up, including our Latinx population.</li> <li>• Max Hartman said it is important to close the loop on projects, particularly around equity, and people need to take ownership of their project. It is important that people be asked to provide honest results of their program implementation, that they be encouraged and provided resources and support. This should be done for all programs across the college, including HSI and equity initiatives.</li> <li>• Nimsi Garcia said Cañada is also planning a Flex Day presentation in April where they will present on the impact of ¡ESO! Adelante on the students that been served, including highlighting some of the best practices.</li> <li>• Mayra Arellano said as early as 8<sup>th</sup> grade, Cañada is having conversations and working closely with Middle School partners and sharing early college credit opportunities.</li> </ul> <p><b>ACTION:</b> Approved proposed application to CCCCCO for participation in an SEM cohort this year. Because the application was not submitted, no action was taken on this item.</p>
<p><b>5. College Budget Fund 3 and Managed Hire Process Update</b></p>	<p>Interim VPAS Ludmila Prisecar presented an overview of fund types and the expenditure breakdown for all funds for 2020-2021, which totaled \$40.3 million. Fund 1 expenditures, which are general, unrestricted funds, make up 65% of the total at \$29.8 million.</p> <p>The actual revenue and expenditures for Fund 3 for 2020-2021 were reviewed. Fund 3 includes categorical revenue and grants and expenditures. Of the expenditures by fund type, 28% are federal funds, 55% are state funds, 10% are miscellaneous restricted funds, 4% are local funds and 3 % are restricted fees, which includes 2% for restricted fees/health services. Total expenditures are \$10.2 million of 23% of the budget.</p>

	<p><u>Grant Funded Positions/Managed Hire Update:</u></p> <ul style="list-style-type: none"> <li>• Restricted funds make up approximately 23% of the College's overall operational funding.</li> <li>• Approximately 20% (43.88 FTE) of the College's positions are funded through grants.</li> <li>• For the managed hire process, 9.5 FTE are funded by three expiring grants, which end in the next three years, (i.e. HSI ¡ESO! Adelante, HSI STEM GANAS and NSF ASCENT). HR is working directly with the employees to let them know what their options are.</li> </ul> <p><u>Comments</u> People would like to know more at the program level, how the funds are spent, and that can be done.</p>
<b>6. Develop a Proposal for Enhancing Faculty Profiles Online</b>	A discussion on this item is postponed.
<b>7. Return to Campus (Standing Item)</b>	<p><u>Testing</u></p> <ul style="list-style-type: none"> <li>• Interim President Lopez said the district emailed information on February 15 about the expanding testing capabilities at the College. Also, colleges received boxes of antigen test kits and those have been distributed to division offices and the administrative offices.</li> <li>• Free PCR testing for students, employees and the broader community will be available starting on February 22 in Building 21 through a partnership between SMCCCD and COVID Clinic. Hours are Mondays-Thursdays, 10am-6pm and Fridays, 10am-3pm. Test results will come in 24 hours.</li> <li>• More information will be coming about the availability of antigen test kits for students. David Eck suggests that students be given the antigen test kits until then can get a PCR test.</li> <li>• Vice President Pérez said he will be attending the VP Operations Meeting and they will look at providing tests to students in a more efficient way.</li> </ul> <p><u>Mask Mandate:</u></p> <ul style="list-style-type: none"> <li>• San Mateo County lifted the mask mandate today for all indoor areas, with some exceptions. The Board of Trustees will discuss the mandate at the March 23 meeting (it is not on the agenda for the February 23 meeting), so the mask mandate is in place on the campuses until then. The only way that it could be considered sooner would be in the board held an emergency meeting. Currently, employees and students have requested that the mask mandate be in place. Interim President Lopez is hoping that the college are given a few weeks to prepare for that transition.</li> <li>• Messaging will be sent out to students saying at this time, we are still requiring indoor masking.</li> </ul>
<b>STANDING ITEMS</b>	
<b>8. Associated Students of Cañada College</b>	No update was provided.
<b>9. Academic Senate of Cañada College</b>	<ul style="list-style-type: none"> <li>• At its last meeting, the Academic Senate talked about requests from teachers who plan on offering in-person instruction with virtual instruction to students at the same time (multimodal instruction). Faculty are encouraged to partner with a teacher to learn how to do it well. It is recommended that if a faculty has a class with in-person and remote attendees, they should not have more than 25 students in the class without having a student assistant.</li> <li>• At its next meeting, the Academic Senate plans to discuss the Áse Equity Report, look through the recommendations, work with campus partners and determine how they can help.</li> </ul>
<b>10. Classified Senate of Cañada College</b>	<p>Roz Young reported the following update:</p> <ul style="list-style-type: none"> <li>• Chancellor Claire attended the last Classified Senate meeting. There was good discussion and he will be following up on questions.</li> </ul>

	<ul style="list-style-type: none"> <li>• The Classified Senate is looking at ways to do fundraising again to benefit the scholarship program.</li> <li>• The Classified Senate will discuss recommendations around Áse's report at its next meeting.</li> </ul>
<b>11. Guided Pathways</b>	<p>Vice President Manuel Pérez announced the following:</p> <ul style="list-style-type: none"> <li>• Ron Andrade is the new Director of Student Support and he will be working with Guided Pathways success teams and the steering committee on all of the College's priority action projects.</li> <li>• Margarita Baez has uploaded information on Trello pages for Guided Pathways projects for career exploration, First Year Experience and dual enrollment, including information on goal setting, activities and meetings. These are linked to the Guided Pathways landing page.</li> </ul>
<b>12. Planning Council Reports</b>	<p><u>SSPC</u>: Max Hartman reported that at its February 9 meeting, SSPC held a feedback session with Áse Power Consult. There was also a presentation and feedback from the Program Review Work Group and standing check-in items around COVID. SSPC will meet on February 23 from 2:00-4:00 p.m. and will discuss program review and preparations for next year.</p> <p><u>IPC</u>: Allison Hughes reported that instructional program review presentations will be held on Friday, March 18 from 8:45-11:30 a.m. and everyone is encouraged to attend. A list of the programs that will be presenting is posted on the Program Review website.</p>
<b>13. President's Update</b>	<p>Interim President Lopez provided the following update:</p> <ul style="list-style-type: none"> <li>• The Board of Trustees held its annual retreat at Cañada on Saturday, February 12. They discussed establishing a San Mateo County Promise Program in collaboration with county stakeholders. Both Long Beach and Alameda Counties have been working on countrywide Promise Programs. The SMCCCD Board is in support of the project. They want to make sure that it includes a K-14 educational pathway to SFSU and CSU Easy Bay and asked that the Colleges accelerate their work on behalf of the countywide Promise Program.</li> <li>• The Board also talked about rethinking the institution in a post-COVID environment. Chancellor Claire proposed that he put together a group of constituents across the district to look at our mission, students, curriculum, pedagogy, student support services and engagement, technology and workplace for employees and how that has changed, as well as identifying areas that we need to focus on. This group would provide recommendations that would be shared at all three colleges and in the district office in fall 2022. The group would then submit recommendation for Board approval in December 2022. There will be opportunities for people to get involved in that effort.</li> <li>• Cañada College is working with Sequoia Union High School District (SUHSD), along with former President Jamillah Moore and the president of SFSU to develop a MOU to increase the number of SUHSD graduates who matriculate into post-secondary higher education, specifically at Cañada College and SFSU. It is in draft format now and would include an expansion of dual enrollment, expansion of Middle College, development of a joint equity leadership academy for K-14 leaders, establish procedures for the regular annual completion for all high school seniors to complete the FAFSA or the DREAM Act application, as well as the CCC Apply application. They hope to have the recommendation ready for the Board of Trustees to approve at its March 23 meeting.</li> <li>• All three college cabinets are participating in an intensive, equity leadership/professional development program called IDEAL, which is being piloted in February. It will eventually be expanded and offered to faculty and staff in the district.</li> </ul>
<b>14. 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 4:04 p.m.

<b>Next Meeting</b>	The next meeting will be held on March 2, 2022.