



**Approved**

**PLANNING AND BUDGETING COUNCIL MEETING MINUTES**

**Wednesday, May 19, 2021**

**Via Zoom**

**Regular Meeting: 2:00 – 4:00 P.M.**

**Members present:** Jeanne Stalker, Diana Tedone-Goldstone, Margarita Baez, Nick Carr, James Carranza, Rachel Corrales, Karen Engel, Denise Erickson, Nimsi Garcia, Max Hartman, Hyla Lacefield, Ray Lapuz, Doniella Maher, Mari Managadze, Cynthia McCarthy, Graciano Mendoza, Jamillah Moore, Manuel Alejandro Pérez, Peggy Perruccio, Tammy Robinson, Chantal Sosa, Roslind Young.

**Members absent:** Joshua Forman-Ortiz, Megan Rodriguez Antone

**Guests and others present:** Natalie Alizaga, Wissem Bennani, Julian Branch, Alex Claxton, David Eck, Valeria Estrada, Mary Ho, Michael Hoffman, Debbie Joy, Maria Lara, Sarita Lopez, David Meckler, Annie Nichols, John Pérez, David Reed, Rebekah Taveau, Elizabeth Terzakis, Brian Tupper, Ellen Young. Consultants Nancy Moricette, Hannah Lawler, Alyssa Nguyen.

| AGENDA ITEM  | CONTENT  |
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| <p><b>1. Welcome, Introductions and Approval of Consent Agenda</b></p>   | <p>Meeting called to order at 2:03 PM.</p> <p>Due to a schedule change, Dean Max Hartman requested that two agenda items, SSPC Bylaw Update and PBC Program Review Work Group Recommendation re: Rubric be moved up to the top of the agenda.</p> <p>ACTION: A motion to approve the updated consent agenda was made by Dean Hyla Lacefield and seconded by Rachel Corrales.<br/>Motion passed.</p>  |
| <p><b>2. SSPC Bylaw Update</b></p>                                       | <p>SSPC has been reviewing and updating its bylaws throughout the year and has made some minor changes and a more significant change regarding committee membership. The proposed membership structure would include at least two student representative voting members and two at-large classified members. The council also identified advisory members who are invited to be a part of the council, but would not vote. The Dean of PRIE would be included as an advisory member. Dean Max Hartman said the update to the bylaws was done in accordance with the process required for councils, specifically in terms of memberships.</p> <p>ACTION: A motion to approve the proposed update to the SSPC bylaws was made by Roslind Young and seconded by Denise Erickson.<br/>Motion passed.</p> |
| <p><b>3. PBC Program Review Work Group Recommendation re: Rubric</b></p> | <p>At the May 5 PBC Meeting, the Program Review Work Group presented its recommendation for the non-personnel resource request prioritization process. Using the feedback received at that meeting, the group amended the second critical question to ask if the program goals contribute to Black and African American student success, in addition to Latinx and ANNAPISI student success, in order to ensure that the requests align with the College’s mission, vision and values. Based on the May 5 feedback, the Program Review Work Group also developed the optional Resource Prioritization Rubric, which could be used by the divisions as they evaluate their</p>  |

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|  | <p>resource requests. If the divisions choose to use another rubric or evaluation tool, they must submit it with their prioritized list to PBC each year.</p> <p>ACTION: A motion to approve the proposed revised resource prioritization process and rubric for non-personnel resource requests for FY 2021-22 was made by Denise Erickson and seconded by Nimsi Garcia.<br/>Motion passed with one abstention.</p>  |
| <p><b>4. Budget and Resource Request Funding Update for FY 2021-22</b></p> | <p><b>Review of May Governor’s May Revise</b><br/>Vice President Mendoza reviewed details of the Governor’s May Revise and instead of a \$15 billion surplus, there is a \$75 billion surplus. The projections for the outer years are not yet available. The May Revise is emphasizing the restoration of institutional resources. The major positive proposals were highlighted and those include the elimination of deferrals, college affordability, pathways, workforce and pandemic recovery. Some increases to categorical programs are proposed but there is no discussion of any reduction to categoricals or scheduled maintenance.<br/>A summary of Higher Education Emergency Relief Funds (HEERF) allocations was provided. For Cañada, there were \$9.7 million in total allocations and, of that, \$4.4 million were for direct student funds. At least half of the HEERF funds must be spent for direct student aid.</p> <p><b>Local District Revenue Site Allocation</b><br/>The budget assumptions that Chief Business Officer Bernata Slater shared at the May 12 Board Meeting were presented and are based on a 4.54% property tax increase. The district revenue and site allocation projections were presented. Overall, after compensation and an increase for adjunct parity, the net increase to institutional funds were \$297,114 and, of that, \$71,604 is for Cañada.</p> <p><b>Risk Factors:</b><br/>External and local risk factors were reviewed.<br/><u>External</u></p> <ul style="list-style-type: none"> <li>• Trends in Assessed Property Taxes</li> <li>• California State Economy -uncertain economic outlook</li> <li>• State Initiatives (Guided Pathways, Student Equity, AB705, etc.)</li> <li>• Continued COVID-19 Related Expenditures</li> </ul> <p><u>Local</u></p> <ul style="list-style-type: none"> <li>• Terminating Grants –personnel associated with expiring grants and related programmatic changes</li> <li>• Enrollment Trends (including Non-resident/International Student Enrollment Trends)</li> <li>• College Initiatives</li> <li>• Potential Fiscal Impact from Board/District Initiatives</li> </ul> <p><b>Resource Request Process and funded items being proposed:</b><br/>A summary of the 2019-20 and 2020-21 requests for both personnel and non-personnel items were presented. More than \$700,000 in on-going expenses were approved for FY 2021-22. The College approved this \$700,000 increase using prior year’s increased site allocation which had been allocated on a one-time basis due to the State economic uncertainty caused by the pandemic. The College is utilizing these dollars to fund the new expenses on an ongoing basis but will need to be cautious in future years when allocating ongoing dollars.</p> <p><b>Approved Positions for FY 2021-22</b><br/>Of the proposals received, five were approved and two were not approved at this time.</p> <ul style="list-style-type: none"> <li>• Dream Center Program Services Coordinator (partial FTE)</li> <li>• Faculty Ethnic Studies</li> </ul> |

- Faculty Kinesiology Instructor/Head Coach
  - Faculty Biology
  - Faculty EOPS Counselor
  - Faculty International Counselor
- The Board of Trustees/District directed the colleges to fund other on-going items, including the following at Cañada:
- Backfill for Health Services Fee Waiver for low-income students (approximately \$100,000)
  - Increased Academic Senate Re-assigned Time (approx. \$138,000)
  - Conversion of PT Faculty to Full Time (approx. \$171,000 net of \$70,000 received per position)

Vice President Mendoza presented the vacant faculty positions in FY 2020-2021:

| <b>Recommended by PBC</b> | <b>Approved by President</b> |
|---------------------------|------------------------------|
| Biology Faculty           | Biology Faculty              |
| English Faculty           |                              |
| EHD Faculty               |                              |
| Personal Counseling       | Personal Counseling          |
| Math Faculty              | Math Faculty                 |

Replacement faculty hires are reflected in the ongoing budget, but in light of the economic risks identified earlier, we need to consider current enrollment trends as well as the need to maintain flexibility to address potential future fiscal needs.

The carryover, one-time funded items were reviewed and \$2.4 million was approved to fund the following (contingent upon available funding):

- Interim Dean of Enrollment Services, approximately \$200,000
- Terminating grant positions, \$1.3 million
- Possible COVID-19-related costs, to be determined
- Emergency preparedness (one-time funding), \$125,000
- Fund allowable one-time expenses from Resource Request Process, \$376,910
- Annual technology refresh, \$450,000

**5. Distance Education Advisory Committee College Plan**

Dean David Reed reviewed the three-year Distance Education Plan for 2021-23 along with the four objectives outlined in the plan.

- Plan Objective #1: Address ongoing equity gaps in online instruction to better support student completion.
- Plan Objective #2: Define vision for a sustainable Distance Education infrastructure to support peer review process and professional development.
- Plan Objective #3: Develop 'hyflex' and updated 'hybrid' course modality recommendations to support the college's adjustment to operations after COVID-19.
- Plan Objective #4: Create and expand professional development programs specific to developing online skill-building for faculty.

The DEAC team is increasing access for students attending online courses and that work is ongoing. The data tracking and assessment piece is in progress and they are working with PRIE. Dean Reed said there are four big areas of work that they have identified. In the fall, they will look at defining what Distance Education means for the college, what are the outcomes being focused on and what are the needs and priorities. Even though it is a three-year plan, bench marks would be identified and annual updates would be presented.

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|   | <p>ACTION: A motion to approve and adopt the new college plan for Distance Education for 2021-23 was made by Denise Erickson and seconded by Jeanne Stalker.<br/>Motion passed.</p>   |
| <p><b>6. Antiracism Recommendations</b></p>   | <p>Vice President Manuel Pérez summarized the updates that the Antiracism Task Force is supporting, as well as feedback that has been received.</p> <p>All College senates and planning councils reviewed the recommendations. Ellen Young reported that the Academic Senate would like to meet the consultants once they are hired and Alex Claxton presented the Task Force's work to the Classified Senate. Vice President Robinson said the IPC met to discuss the recommendations and will continue to support the work of the Antiracism Task Force.</p> <p>Dean Karen Engel shared a draft design sample of the College's Antiracism website, where people can find resources, work that the College is doing, events, links to podcasts and more.</p> <p>ACTION: A motion to adopt recommendations of the College's Antiracism Task Force and forward to President Moore for adoption was made by Dean Hyla Lacefield and approved by Denise Erickson.<br/>Motion passed.</p>   |
| <p><b>7. ACES Bylaws Update</b></p>   | <p>Rebekah Taveau reported that ACES refined the membership so that important campus communities were represented. They updated the bylaws language to meet the PBC template. They are requesting approval of the current bylaws and mission and when the Antiracism Task Force and ACES merge, they will develop a new set of bylaws and mission.</p> <p>ACTION: A motion to approve the updated bylaws for ACES was made by Dean Hyla Lacefield and seconded by Roslind Young.<br/>Motion passed.</p>   |
| <p><b>8. Results and Recommendations Regarding Guided Pathways Success Teams Spring Pilot</b></p> | <p>Vice President Pérez said conversations are continuing on the Guided Pathways Success Teams pilot. The group will need to meet one more time in order to review the data that has been compiled and determine what the next steps will be. The topic will be presented to PBC at its first fall meeting where the group will share trends and recommendations.</p> <p>No action was taken.</p>   |
| <p><b>9. Annual Plan Progress Report</b></p>  | <p>In 2020, the College developed a list of its annual priorities, strategies and operational plan at the spring Strategic Enrollment Management meeting and the summer Leadership Retreat. The College prioritized goals in the areas of student completion and success, community connections and organizational development and then developed a list of strategic priorities, which were reviewed by Dean Engel.</p> <ol style="list-style-type: none"> <li>1. Improve student completion via enrollment management, student retention and course scheduling.</li> <li>2. Collaborate with Pre-K to Adult School partners to promote relationships, seamless transitions, and alignment of pathways.</li> <li>3. Expand and Enhance Marketing.</li> <li>4. Implement the <b>Professional Learning</b> Plan and establish a robust college-wide professional learning program that engages campus constituents while creating opportunities for innovative practices that support student success and promote equity.</li> <li>5. Promote a campus culture that fosters a climate of inclusivity.</li> <li>6. Institutionalize effective structures and best practices of HSI (Hispanic-Serving Institutions) and AANAPISI (Asian American and Native American Pacific Islander-Serving Institutions) in order to reduce obligation gaps.</li> </ol> |

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|  | <p>7. Hiring and retention of diverse employees</p> <p>A progress report on the work done around the College's strategic priorities in 2020-2021 is posted on the PBC website.</p>   |
| <p><b>10. Presentation by Nancy Moricette, Potential Consultant for Educational Master Planning and Antiracism Services</b></p>                                      | <p>Ms. Moricette is an equity, diversity and inclusion facilitator, strategist and founder of Áse Power Consult. She works with nonprofit groups and colleges on institutional change, equity, access, inclusivity and antiracism initiatives and policies as well as cultural competency integration for boards.</p> <p>The outward facing information on the Cañada College website helps cultivate safer places for Cañada students and opportunities for faculty to talk to students. The College's intentions around equity, access and inclusion are good. She recommends that the College makes sure the goals are measurable, relatable to what is relevant now and that there is a timeline. She would find a good strategy for the institution, articulate strategies for resources for BIPOC students and how the College defines and measures that success. Equity, Diversity, Access, and Inclusion (EDAI) is the process.</p> <p>Ms. Moricette would meet with the college first and identify the direction in order to develop a proposal for the district. Everything is designed around providing resources and training, ("train the trainer") and modeling the EDAI.</p>  |
| <p><b>1. Presentation by Dr. Hannah Lawler and Alyssa Nguyen, Potential Consultants for Educational Master Planning and Antiracism Services</b></p> <p><b>2.</b></p> | <p>Dr. Hannah Lawler is Dean of Institutional Research at Santa Barbara City College and Alyssa Nguyen is Director of Research at RP Group. Dr. Al Solano, founder and higher education coach with Continuous Learning Institute, was unable to present.</p> <p>Dr. Solano and Dr. Lawler have extensive experience working with different community colleges on data coaching and integrative planning. The most important institutional change they have supported are efforts and evidence around AB 705. Dr. Lawler is most proud of establishing and cultivating a culture of data and inquiry. She has helped to build the Santa Barbara Community College's capacity for using data through an equity-minded approach. They have found their biggest challenge to be the implementation of guided pathways. They have been successful in implementing the tools, but have found it challenging to transform the institution and will have to build a culture for change.</p> <p>In engaging college teams, Dr. Lawler founded the data coaching program at Santa Barbara Community College and equity vendors program. The focus is on how to talk about racial equity data and how to have comfortable discussions, so she provides more of a coaching role. Regarding the best way to engage, she thinks that colleges are focusing more on programs directed at helping students and should instead prioritize professional learning and critical self-reflection.</p> <p><u>Feedback:</u><br/> Since Cañada is part of a multi-college district with each college having its unique processes, the consultants were asked to give an example of work they did with a college district. Ms. Nguyen said they work first with the individual colleges to determine their process on transfer-level math and English. They then work with the campus leadership and ask faculty convene to talk about the curriculum and placement. So, they work with the campus liaisons to bring people together to see if the curriculum or placement strategy should be institutionalized. They would work first with Cañada on the planning process and antiracism work and then connect to sister colleges to see where there is potential alignment or overlap and to see if there could be some sharing of practices.</p> |

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|   | <p>Regarding data collection, Ms. Nguyen said they set up a common set of metrics to understand the data, the College's performance and what questions there are in order to determine why equity gaps exist. They look at student outcomes and student experience as well.</p> <p>Further presentation feedback:</p> <p>Following the presentations, a suggestion was made for PBC to talk about the EMP process and look at how the consultants might help since they each had different ways of approaching the process.</p>  |
| <b>STANDING ITEMS</b>                           |  |
| <b>3. Associated Students of Cañada College</b> | No update was reported.  |
| <b>4. Academic Senate of Cañada College</b>     | Diana Tedone Goldstone announced that David Eck is Academic Senate President-Elect and Natalie Alizaga is Vice President-elect.  |
| <b>5. Classified Senate of Cañada College</b>   | <p>Roslind Young provided the following update:</p> <ul style="list-style-type: none"> <li>Classified School employee week is this week.</li> <li>Roslind Young is the new Classified Senate President and Candice Johnson is Vice President. Other senate members will be announced.</li> </ul>   |
| <b>6. Guided Pathways</b>                       | No update was reported.  |
| <b>7. Planning Council Reports</b>              | <p><u>IPC</u>: Vice President Tammy Robinson announced that IPC will hold its final meeting of the semester on Friday May 21. The Council will be discussing the new application for reassigned time and what the process and timeline will look like. They will also discuss the IPC bylaws.</p> <p><u>SSPC</u>: No update was reported.</p>  |
| <b>8. President's Update</b>                    | <p>President Moore reported the following update:</p> <ul style="list-style-type: none"> <li>The End-of-Year Campus Town Hall will be held on May 20 at 2pm and will include the wrap-up for the year and the recovery plan. President Moore thanked the faculty and classified staff for their work.</li> <li>A meeting for all classified staff and faculty with Chancellor Michael Claire will be held on May 21 from 12-1pm to talk about the search process for the interim president (administrators were not invited to this meeting).</li> <li>President Moore thanked the PBC members for their work and social justice efforts and for their directness and support during her 5 ½ years as Cañada College President. She encouraged people to continue to reach out to each other and work together.</li> <li>Virtual Commencement is on May 28.</li> </ul> |
| <b>9. Matters of Public Interest</b>            | No matters of public interest were reported.   |
| <b>Final Meeting</b>                            | This is the final meeting of the 2020-21 Academic Year.  |
| <b>ADJOURNMENT</b>                              | The PBC meeting was adjourned at 4:30 p.m.   |