



**APPROVED**

**PLANNING AND BUDGETING COUNCIL MEETING MINUTES**

Wednesday, April 6, 2022

Via Zoom

Regular Meeting: 2:10 – 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, Maria Huning, Candice Johnson, Hyla Lacefield, Ray Lapuz, Kim Lopez, Manuel Alejandro Pérez, Peggy Perruccio, Ludmila Prisecar, Megan Rodriguez Antone, Claudia Rosales, Lesly Ta.

**Members absent:** Tammy Robinson.

**Guests and others present:** Natalie Alizaga, Wissem Bennani, Alex Claxton, Mary Chries Concha Thia, Salumeh Eslamieh, Alison Field, Joshua Forman-Ortiz, Sarah Harmon, Mary Ho, Debbie Joy, Sarita Lopez, Doniella Maher, David Reed, Chantal Sosa, Jeanne Stalker, David Vera.

AGENDA ITEM	CONTENT																												
<p><b>1. Welcome, Introductions and Approval of Consent Agenda</b></p>	<p>Meeting called to order at 2:13 p.m.</p> <p>The consent agenda, minutes of March 16, board-approved staffing updates and the memo on the Brown Act Resolution were reviewed.</p> <p>ACTION: A motion to approve the consent agenda was made by Dean Hyla Lacefield and seconded by Rachel Corrales.</p> <p>Motion passed.</p>																												
<p><b>2. HyFlex Classroom Update</b></p>	<p>As of April 6, there are eight HyFlex classrooms available at Cañada for summer 2022 and most of the rooms have the same technology.</p> <table border="1" data-bbox="472 1255 1078 1593"> <thead> <tr> <th colspan="2">HyFlex Classrooms Available in Summer 2022</th> </tr> </thead> <tbody> <tr> <td>Building 1</td> <td>Classroom 214</td> </tr> <tr> <td>Building 5</td> <td>Classroom 223</td> </tr> <tr> <td>Building 6</td> <td>Classroom 103</td> </tr> <tr> <td>Building 22</td> <td>Classroom 137</td> </tr> <tr> <td>Building 23</td> <td>Classroom 103</td> </tr> <tr> <td>Building 23</td> <td>Classroom 105</td> </tr> <tr> <td>Building 23</td> <td>Classroom 203</td> </tr> <tr> <td>Building 23</td> <td>Classroom 205</td> </tr> </tbody> </table> <p>Additional conversions are being done at Cañada and will be ready in Fall 2022. Infrastructure work is completed, but the equipment installation will be done by ITS during the summer, so it is recommended that these rooms not be scheduled until fall.</p> <table border="1" data-bbox="472 1749 1115 1919"> <thead> <tr> <th colspan="2">HyFlex Classrooms Available in Fall 2022 (tentatively)</th> </tr> </thead> <tbody> <tr> <td>Building 2</td> <td>Classroom 10</td> </tr> <tr> <td>Building 3</td> <td>Classroom 104</td> </tr> <tr> <td>Building 3</td> <td>Classroom 254</td> </tr> <tr> <td>Building 9</td> <td>Classroom 206</td> </tr> </tbody> </table>	HyFlex Classrooms Available in Summer 2022		Building 1	Classroom 214	Building 5	Classroom 223	Building 6	Classroom 103	Building 22	Classroom 137	Building 23	Classroom 103	Building 23	Classroom 105	Building 23	Classroom 203	Building 23	Classroom 205	HyFlex Classrooms Available in Fall 2022 (tentatively)		Building 2	Classroom 10	Building 3	Classroom 104	Building 3	Classroom 254	Building 9	Classroom 206
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Building 9	Classroom 257A
Building 9	Classroom 312
Building 18	Lab Room 305

Large Spaces

The larger spaces on campus are also undergoing conversions and will have limited access during spring and summer 2022, although they will be available in the fall. It may be possible to use the spaces if technology or support is not required. People will need to contact Rachel Corrales in Facilities Rentals to check availability.

- Building 3 Main Theater: While the completion is expected by August 2022, ITS may be able to finish the installation earlier.
- Building 5 Grove: Infrastructure work is complete, but there is a delay in receiving the new monitors, which they hope to receive by the end of May. Installation will be done over the summer.
- B23 Rooftop Patio: The project is expected to be completed by August.

Neat Boards: The College ordered 19 Neat Boards and they are in different locations across the campus. VPAS Prisecar is working with the deans to identify locations and if they are available. There are no additional Neat Boards on order. It is hoped that the multimodality spaces and rooms with Neat Boards will meet the need. Dean Lacefield said that Building 13 is close to being finished and there are more Neat Boards there. Technology is changing so quickly and new things will be developed. The college currently has enough to manage its needs and she recommended to the Technology Committee that the college not spend all of its funds on technology that will be constantly changing.

Training: Dean David Reed said they have been meeting with the Chief Technology Officer and ITS leads this week and training will be done in a multitiered approach. There will be opportunities for people to learn about the technology in general and then they will identify faculty and staff who have a direct need to be trained. The District Academic Senate, the District Teaching and Learning Work Group and the HyFlex Working Group are meeting regularly with ITS to develop the training.

- Alicia Aguirre said it is important that the college consider providing IT support and training for both day and evening faculty.

**3. Student Equity & Achievement Planning (SEAP) Process and Budget Considerations**

Interim VPAS Prisecar reviewed the historical funding sources for Student Equity and Achievement Planning. Prior to 2018, there were three funding sources from the state: The Basic Skills Initiative, Student Success and Support Program (SSSP) and Student Equity. Through feedback from the campuses, the state combined all three funding sources and the Student Equity and Achievement Program was formed in 2018-19. There is now only one report to prepare and it is easier to allocate funds.

Funding for SEAP from 2016-17 to 2021-22 was reviewed. Each year, there are fewer carryover funds and by 2021-22, there was a deficit. Most of the funds cover salaries and benefits. Due to increases in COLA and as steps go up, the expenses increased but the allocation has not gone up at the same rate. The spending of funds by department and program was outlined and the funding at the account level was also presented.

The ACES tri chairs Alison Field, Mary Ho and Vice President Manuel Pérez, along with the VPAS and VPSS team leads developed a plan to address the growing deficit in SEAP funds. They created a value statement to help guide the work:

*All SEAP-funded resources intentionally support our BIPOC and minoritized communities with special attention to the college's obligation to close gaps across various metrics.*

	<p><u>Next Steps:</u></p> <ul style="list-style-type: none"> <li>• Develop a short-term plan (6-12 months) to transition non-personnel resources that do not align with the SEAP value statement.</li> <li>• Develop a longer-term plan (1-3) years to       <ol style="list-style-type: none"> <li>1. realign all SEAP-funded personnel with the SEAP value statement, or</li> <li>2. develop the appropriate timeline to transition to other funding source.</li> </ol> </li> </ul> <p><u>Draft Timeline:</u>  Feb. 23 Cabinet Meeting: Ludmila Prisecar and Manuel Pérez present plan  April 6: Propose plan to PBC  Feedback Loop: Planning Councils, ACES, Equity &amp; Antiracism Leadership Work Group, Senates  April 20 (tentative): Present final plan to PBC  May 4 (tentative): Present final plan to PBC</p> <p>The group did a roadmap of key college documents using the eight USC equity assets tool to help organize the work under activities rather than goals. The documents reviewed were the SEAP Plan, Guided Pathways Practices, CUE Review, Recovery with Equity and recommendations from Àse, the College Antiracism Task Force and Career Ladders Project. Alison Field said they are setting up the process to eventually increase student participation in the future. The ASCC rep on ACES will inform some of the writing.</p>
<p><b>4. PRIE Service Area Maps</b></p>	<p>Dean Karen Engel reported that the PRIE Office developed interactive maps, mapping current students to past students from five years ago, plus census data comparison. The 12% headcount drop is visible between 2016 and 2021. The demographics have shifted and the pandemic shift of students who moved away is visible on the maps. The data can be captured for all three colleges.</p> <p>Discussion on how the maps will be used is taking place, particularly for marketing, outreach and ESL. Dean Lacefield said she has used it when looking at course modalities. Dean Engel said the maps do not have data layers by course enrollment and the college was hoping to use Ad Astra for that. One map is finalized and will be posted on the PBC website. The other two maps are being worked on and she wants to make sure that only staff use them, so they are trying to password protect them.</p> <p><u>Comments:</u>  A question was asked if there is data on how many Cañada students attend the neighboring Foothill/De Anza district, but the map showed that we do not have students in that geographic area.</p>
<p><b>5. Educational Master Plan Draft (1)</b></p>	<p>PBC reviewed the mission, vision, nine college values and four college goals, which include strategic initiatives on how the goals will be accomplished. The task force is seeking feedback on the values and goals. People are encouraged to comment on the draft directly or provide feedback to the task force members.</p> <ul style="list-style-type: none"> <li>• Vice President Pérez mentioned adding liberation under the social justice/racial equity value. He will provide a specific version of how he wants it to read and it can be entered into the draft.</li> </ul> <p>The draft will be presented at division meetings and to SSPC and IPC. Feedback is due prior to April 20. There will be a presentation of the draft on the April 21 Flex Day. PBC will discuss and adopt the final draft at either the May 4 or May 18 PBC Meeting.</p> <p>The EMP feeds into the annual plan/prioritization and part of the process is how we measure progress. Dean Engel said that baseline data was indicated if we have it or if it is still being</p>

	<p>worked on. Creating smart, measurable, attainable goals that are equity-minded will help the College know if it is heading in the right direction and getting the outcome we want. Also, by crafting better statements, the better the data we can find and every year and it will measure how we are doing or what we need to do differently.</p> <p>Interim President Kim Lopez commended the task force for the hard work they have done on the EMP.</p>
<p><b>6. ACCJC Annual Report and Annual Fiscal Report</b></p>	<p>The Accrediting Commission for Community and Junior Colleges (ACCJC) is the accrediting oversight body and the community colleges have a regular cycle of review with ACCJC. At Cañada, the PBC is the accrediting oversight committee for the college. Each year, the College submits data and a fiscal report on how it is doing.</p> <p>Cañada adopted a scorecard two years ago and adopted new institutional set standards. The ACCJC looks at the set standards, or the minimum the College says it is going to do, and also the stretch goal that the College is setting for itself to achieve more and do better. For a lot of the metrics, they ask for three years of data around enrollment, degrees and certificates.</p> <p>The report shows the College's headcount for three years, degree applicable headcount (those actually enrolled in courses that will get them earn a degree), or if there are any programs that have seen a 50% decrease or 50% increase (Guided Pathways is helping with that increase because students selected a program of study).</p> <p>The ACCJC is monitoring growth in distance and online education. Cañada has had a 22% increase during the pandemic. The College has a graduation rate of 23%, but that is over eight years.</p> <p>Dean Engel reviewed the set standards and stretch goals, which are on the PRIE website. The College is aiming for 77% across the board in course completion rates. She said we lowered the floor, but increased our stretch goal with certificates. Transfer data is also shown for enrolled students only. After the census, the College uploads the list of actual enrolled students (not those who just applied). Students receiving a grade between A and C or Pass in a pass/no pass class are counted, but withdrawals are not counted. There are excused withdrawals and those are taken out of the denominator and numerator, but non-excused withdrawals are not and are factored into non-completion.</p> <p>PBC created a task force in 2018-19 and they did a lot of work with PRIE and created goals. Some goals are derived from the State Chancellor's Office Vision for Success in 2019, but PBC set the goals and approved the set standards.</p> <p>Interim VPAS Ludmila Prisecar said that financial information is provided by the district to ACCJC.</p>
<p><b>7. Memorandum of Understanding – Sequoia Union High School District and Cañada College/ SMCCCD</b></p>	<p>Interim President Lopez presented the draft of the Sequoia Union High School District MOU. Last August, SUHSD Superintendent Darnise Williams and Interim President Lopez began discussing the collaborations that are currently being done around dual enrollment, expansion of Middle College, and creating an educational pipeline to get 8<sup>th</sup> graders prepared for high school and college. SUHSD met with the SMCCCD Board of Trustees and work began on the MOU in December. The draft has received district input as well.</p> <p>The purposes of the collaboration were reviewed. The MOU establishes what the intention is between Cañada College, SUHSD and San Francisco State University (SFSU) and possibly Cal State East Bay, which may be added later. It is a five-year MOU and it sets broad goals and purposes, but does not specify how the work will be done. The student voice will be important in</p>

	<p>looking at how to make it successful. It will be important to get student input and draw clear pathways for future students coming in.</p> <p>PBC members are encouraged to review the draft, make comments and email them to Interim President Lopez. It will be presented to the SUHSD and SMCCCD boards as well as SFSU at the end of April. Trustees will provide input and request that changes be made.</p> <p>Interim President Lopez and Superintendent Williams reached out to Skyline's Equity Institute to partner with the executive teams at Cañada and SUHSD and develop a K-14 Equity Executive Leadership Academy. It will be held on May 6 and 13 from 9am-2pm. This will serve as a pilot program.</p> <p><u>Comments:</u>          Maria Huning said she is consistently asked by SUHSD about data sharing for community partners. She would like to make sure that is included in the MOU. The data share with the college includes data prior to 12<sup>th</sup> grade graduation since Upward Bound students begin after 8<sup>th</sup> grade graduation.</p>
<b>8. Return to Campus (Standing Item)</b>	Interim President Lopez said there is no update to report. The colleges are still waiting for an update on the masking requirement from the Board of Trustees, however the April 27 agenda has not yet been published.
<b>STANDING ITEMS</b>	
<b>9. Associated Students of Cañada College</b>	Lesly Ta said the ASCC is holding elections in a few weeks and they will be talking about training for participatory governance.
<b>10. Academic Senate of Cañada College</b>	<p>David Eck provided the following updates:</p> <ul style="list-style-type: none"> <li>• Upcoming agenda items at the April 14 Academic Senate meeting:             <ul style="list-style-type: none"> <li>○ Improving Transparency and Accountability of Title IX Process – Petition</li> <li>○ Improve (formerly TracDat) Upgrade</li> <li>○ Academic Senate will be running elections for the Secretary and Treasurer positions. The announcement will be going out soon</li> </ul> </li> <li>• The statewide Academic Senate Plenary is April 7. A list of resolutions is posted on the senate's website. Please notify David Eck or Natalie Alizaga if there if you have feedback.</li> </ul>
<b>11. Classified Senate of Cañada College</b>	Classified Senate will not be meeting on April 7, but will meet on April 14 to review the EMP and other topics. Roslind Young said she is getting questions from Classified Staff about summer schedules.
<b>12. Guided Pathways</b>	No update was provided.
<b>13. Planning Council Reports</b>	<p><u>IPC</u>: No update was provided.</p> <p><u>SSPC</u>: Dean Max Hartman reported that SSPC has not met since last the last PBC Meeting, but are scheduled to meet on April 13 from 2-4pm. He will present on the transformational antiracist leadership framework and other topics will be presented.</p>
<b>14. President's Update</b>	No update was provided.
<b>15. Matters of Public Interest and Upcoming Events</b>	None were reported.
<b>ADJOURNMENT</b>	The meeting was adjourned at 4:05 p.m.
<b>Next Meeting</b>	The next meeting will be held on April 6, 2022.