



**Approved**

**PLANNING AND BUDGETING COUNCIL MEETING MINUTES**

**Wednesday, September 1, 2021**

**Via Zoom**

**Regular Meeting: 2:00 – 4:00 P.M.**

**Members present:** David Eck, Roslind Young, Alicia Aguirre, Margarita Baez, Nick Carr, Rachel Corrales, Karen Engel, Denise Erickson, Joshua Forman-Ortiz, Nimsi Garcia, Max Hartman, Allison Hughes, Hyla Lacefield, Ray Lapuz, Kim Lopez, Manuel Alejandro Pérez, Peggy Perruccio, Tammy Robinson, Megan Rodriguez Antone, Claudia Rosales.

**Members absent:**

**Guests and others present:** Natalie Alizaga, Mary Chries Concha Thia, Al Elzey, Mary Ho, Candice Johnson, David Meckler, David Reed, Chantal Sosa, Jeanne Stalker, Peter Tam, Diana Tedone-Goldstone,

AGENDA ITEM	CONTENT
<p><b>1. Welcome, Introductions and Approval of Consent Agenda</b></p>	<p>Meeting called to order at 2:04pm.</p> <p>ACTION: A motion to approve the consent agenda was made by Dean Hyla Lacefield and seconded by Peggy Perruccio. Motion passed.</p> <p>Interim President Kim Lopez, Classified Senate President Roslind Young and Academic Senate President David Eck (PBC Co-Chairs) welcomed meeting attendees to the first PBC meeting of the fall semester.</p>
<p><b>2. Leadership Retreat Report Out: DRAFT Annual Plan for 2021-22</b></p>	<p>The draft Annual Plan was prepared at the College’s Leadership Retreat on August 11-12. The Annual Plan looks at the College’s larger plans, the Educational Master Plan (EMP), Strategic Enrollment Management Plan and some of the other committee plans, synthesizes the plans and determines the activities that will be implemented in one year to help the College achieve its five-year goals.</p> <p>The College is in Year Five of the EMP. The Technology Plan and Equity Plan, as well as the work of the Antiracism Task Force and focus groups is also included. The data and list of participants is posted on the PBC website.</p> <p>The main focus of the Annual Plan will be on recovery with equity. Along with equity and antiracism as the overarching priority, the plan will build on and help fully implement the existing strategic initiatives. The other areas of focus are:</p> <ol style="list-style-type: none"> <li>1. Improve our internal processes/with a focus on inclusivity and how it fits in to the EMP.</li> <li>2. Fully implement all aspects of Guided Pathways and improve student completion.</li> <li>3. Focus on key aspects of strategic enrollment management to enhance equity in access and completion.</li> </ol> <p>Interim President Lopez reviewed the three priority actions within each of the focus areas, along with the administrative lead and council/committee that will provide oversight.</p>

<p><b>3. Position Update (prior to BOT)</b></p>	<p>Mary Chries Concha Thia reported on the following Cañada College positions that are vacant. Recruitment will begin in the next few weeks:</p> <ul style="list-style-type: none"> <li>• <u>Director of Student Success</u>: The job description is being developed and there will be more updates in the coming weeks.</li> <li>• <u>Registrar</u>: The position will be advertised next week. Interviews will be held in October and the hiring process will take place in November.</li> <li>• <u>Financial Aid Director</u>: This position will follow the same timeline as the Registrar position.</li> <li>• <u>Program Services Coordinator, Veterans Resource and Opportunity Center</u>. The position is vacant and recruitment will start in the next few weeks.</li> </ul>
<p><b>4. HEERF III Update (Federal COVID Relief Funds)</b></p>	<p>The HEERF III Allocation was received in May 2021. It is a one-year grant, expiring in May 2022. HEERF I and II funds were received previously. The difference between HEERF II and III are two additional requirements. The College must use a portion of its institutional funding to comply with:</p> <ol style="list-style-type: none"> <li>1. Implement evidence-based practices to monitor and suppress COVID in accordance with public health guidelines</li> <li>2. Conduct direct outreach to financial aid applicants to give an opportunity to have an adjustment in financial aid due to a loss of employment.</li> </ol> <p>The SMCCCD received \$23 million in HEERF III funding and Cañada's allocation was \$5.08 million. From this allocation, 51% will be used for direct student aid and the remaining 49% for institutional funding. On the institutional funding, it will be split between the districtwide allocation and college institutional allocation.</p> <p><u>Districtwide Allocation:</u> Mary Chries Concha Thia reviewed the districtwide allocation. Last semester, Cañada spent \$321,000 on enrollment waiving. The College projects it will spend \$495,000 this year to help with student debt, \$158,000 on student software and \$21,150 on districtwide software (Ocelot). Ocelot is a software chatbot that allows students to have immediate engagement and answers to some of the most commonly asked questions. It is being used in Financial Aid to make sure we are actively reaching our students via text. It is designed to help improve FAFSA application completion rates.</p> <p><u>College Institutional Allocation:</u> Mary Chries reviewed the college institutional allocation showing how Cañada will spend its funds:</p> <ul style="list-style-type: none"> <li>• \$477,664 on technology</li> <li>• \$107,664 on enrollment recovery</li> <li>• \$456,789 on disproportionately impacted students</li> <li>• \$157,664 on facilities</li> <li>• \$223,924 on personnel</li> <li>• \$72,664 on professional development</li> <li>• Total: \$1,496,371</li> </ul> <p>Dean David Reed noted that the Cabinet just approved an additional expenditure of HEERF III funds for student technology, in addition to hotspots, so that increases the technology total by \$162,000.</p>

<p><b>5. Cultural Center Focus Group Results (spring 2021)</b></p>	<p>For the past eight months, Cañada College has worked with the Career Ladders Project (CLP) a non-profit group, that is working with California Community Colleges on all Guided Pathways initiatives and success projects. Part of Cañada’s partnership was to understand how the College’s Guided Pathways and antiracism efforts align closely with the development of a Cultural Center on campus. Focus groups in the spring were open to all faculty, staff and students and they were centered on different affinity groups and communities. CLP presented its recommendations at Flex Day.</p> <p><b><u>Focus Group Recommendations:</u></b>  Vice President Manuel Pérez summarized the recommendations from the focus groups for the Cultural Center.</p> <ol style="list-style-type: none"> <li>1. Provide resources to support black African-American community with academic support and dedicated space and activities within the Cultural Center.</li> <li>2. Hold speaker events, programs and workshops on racial basis and racial discrimination.</li> <li>3. Hire and train student ambassadors to support the Cultural Center.</li> <li>4. Hire staff to support the Center, plan events and provide opportunities to share information about diverse cultures on campus.</li> <li>5. Provide additional training for faculty and staff on diversity and inclusion.</li> <li>6. Leverage the Cultural Center as a place for activism and developing student leadership.</li> <li>7. Consider the visual representation of the College’s antiracism efforts on campus and how the physical space looks.</li> <li>8. Form a team of students, faculty and staff to research other campus cultural centers to see what works well and what doesn’t.</li> <li>9. Represent and celebrate cultures throughout the year and not just during heritage months or specific events.</li> <li>10. Form a Cultural Center steering committee, composed of student leaders and also representative of the diverse racial and ethnic communities on campus.</li> </ol> <p><b><u>General Recommendations:</u></b>  There are also general recommendations, including: make the campus more visually welcoming through murals and activities that reflect the cultures of the student body; provide faculty professional development on supporting diverse students in the classroom; and, revise hiring practices to ensure a diverse pool of faculty and staff applicants.</p> <p><b><u>Opening the Cultural Center:</u></b> The Cultural Center will be opened once the campus has someone in place to welcome people. Interim President Lopez will speak to Cabinet about prioritizing the recommendations, funding and hiring processes for the Cultural Center and return to PBC with information. In terms of the physical space, Dr. Robinson noted that the Facilities Master Plan included the expansion of the international student space so they would have a multicultural area. That has been completed and part of that area was designed for the Cultural Center. There may be more space needed eventually.</p>
<p><b>6. EMP Task Force Membership</b></p>	<p>Cañada is in Year Five of the five-year Educational Master Plan, which governs what the college does to fulfill its mission. Last spring, PBC appointed a task force to undergo the planning process. Dean Engel reported that meetings are underway and the task force is short a number of faculty reps.</p> <p>Alicia Aguirre would like to have a faculty member from each division participate on the task force. David Eck said there is not currently faculty representation from Business, Design and Workforce, Counseling, Science &amp; Technology and Humanities, but he will continue to try to fill these faculty vacancies. A request to include part-time faculty was made if the college can find compensation. Dean Engel said there may be a budget available and Interim President Lopez would support compensation for part-time faculty to serve.</p>

	<p><u>Proposal 1:</u> Cabinet is proposing that it have two members on the task force and recommends Hyla Lacefield, Dean of Business, Design and Workforce and Dr. Wissem Bennani, Interim Dean of Enrollment Services, who would both be voting members.</p> <p><u>Proposal 2:</u> PBC had created an opportunity for a retention specialist to serve, but there is already a Program Services Coordinator, Nimsi Garcia, in that role. The EMP recommends that the membership be changed from Retention Specialist to Classified Rep-at-Large so that Nimsi Garcia can be retained.</p> <p>Motion: A motion to approve the two administrators to serve on the EMP Task Force and be voting members and rename the Retention Specialist position to Classified Rep-at-Large was made by Dean Hyla Lacefield and seconded by Jeanne Stalker. Motion passed.</p>
<p><b>7. Program Review Process 2021-22</b></p>	<p>Allison Hughes said the Program Review Work Group met and is making plans for this semester. Information will be sent out in a campus-wide email. Allison reviewed the program review deadlines:</p> <ol style="list-style-type: none"> <li>1. Submit completed Comprehensive Program Review and Annual Update before October 15, 2021.</li> <li>2. Deans and VPs will complete feedback of all program review materials and send out before October 29, 2021</li> <li>3. Review your supervisor's feedback and incorporate it into your program review before November 2, 2021.</li> </ol> <p>The other update is to move to a three-year program review cycle. If a program was not reviewed in the last cycle, people are asked to check the Program Review website to view a list of programs that are up for review this year.</p> <p>There is also a non-personnel resource request prioritization process which was approved last spring. That information is on the Program Review website as well as on the PBC website. Dean Engel reminded the group that, at this point, in order to request non-personnel resources, people must submit an annual update. The request is prioritized within the division and then the division list is submitted to PBC for collective certification that each division handled its prioritization according to the guidelines.</p>
<p><b>8. Participatory Governance Survey Feedback from Part-Time Faculty</b></p>	<p>Each year, the College holds a participatory governance survey to see how well the process is working. Last spring, Alex Claxton presented the findings and his presentation and the original survey instrument are posted on the PBC website with the September 1 meeting information. One finding showed that, when asked if Cañada employees have adequate opportunities to participate in the resource prioritization process, part-time faculty, in particular, did not feel like they had adequate opportunities.</p> <p>Dean Engel recommends that part-time faculty be invited to participate in the process at the division level in both the resource request process as well as the prioritization that happens as a division. If part-time faculty do not feel connected to their division, perhaps Academic Senate can assist in communicating the information. David Eck can add it to the Academic Senate agenda. He also recommended that any faculty who are doing their program reviews this year reach out to adjunct faculty in their area.</p> <p>This item is not going to be an action item.</p>

<p><b>9. PBC Orientation September 24, 2021 1:00-2:00pm</b></p>	<p>PBC will hold its annual orientation via Zoom on September 24 (1:00-2:00pm) and it is recommended that new members attend to learn about their roles and responsibilities and how participatory governance works. The orientation, which is required by PBC bylaws, is also recommended for anyone who is new to a participatory governance committee.</p>
<p><b>STANDING ITEMS</b></p>	
<p><b>10. Associated Students of Cañada College</b></p>	<p>The ASCC will appoint a representative to PBC shortly.</p>
<p><b>11. Academic Senate of Cañada College</b></p>	<p>David Eck reported that the Academic Senate will hold its next meeting on September 9 from 2-4pm. Interim President Lopez will hold a Q&amp;A session, so members are asked to please submit questions ahead of time.</p>
<p><b>12. Classified Senate of Cañada College</b></p>	<p>Roslind Young announced that the Classified Senate has scheduled Áse Power Consult to present information on the campus' antiracism work at its upcoming meeting on September 9 from 1-2pm.</p>
<p><b>13. Guided Pathways</b></p>	<p>Vice President Pérez reported that the Guided Pathways Steering Committee will hold its first meeting of the fall semester on September 7. This is the College's fifth year of implementation of Guided Pathways and each Cañada success team now has a dedicated faculty member, retention specialist, counselor, lead dean and data coach for each specific interest area. They are looking at statewide adoption assessments and annual plans recommendations.</p> <p>At the upcoming virtual CSSO Conference, (Chief Student Services Officers), Cañada will be presenting on the overlap of antiracism efforts and Guided Pathways.</p>
<p><b>14. Planning Council Reports</b></p>	<p><u>IPC</u>: The first meeting will be held on September 17 and Dr. Tammy Robinson said they will be talking about program viability. IPC membership is nearly complete and Jessica Kaven is co-chairing.</p> <p><u>SSPC</u>: The SSPC will hold its first meeting on September 8, 2-4pm, and Dean Max Hartman said they will talk about the transfer plan, which will be brought to a future PBC meeting for official adoption.</p> <p><u>APC</u>: The APC is temporarily suspended and will be removed from the agenda.</p>
<p><b>15. President's Update</b></p>	<ul style="list-style-type: none"> <li>• Upon her return to Cañada on August 2, Interim President Kim Lopez noted the many programs that were not here four years ago when she was last at the College, including Guided Pathways, the Antiracism Task Force work, Promise Scholars and the push for dual enrollment. Physically, the campus changed as Buildings 1 and 23 are now finished.</li> <li>• The Interim President has office hours on Tuesdays (in-person) and virtually on Thursdays from 3-4pm.</li> <li>• She is getting reacquainted with Cañada's community partners, including Sequoia Union High School District, Redwood High School, San Mateo County Chamber, JobTrain and a partnership with ALAS in Half Moon Bay.</li> <li>• The College is gearing up for a spring return to campus by faculty, staff and students. Schedules are due this Friday. They are working on retaining students, bringing people back and finalizing the vaccination mandate process.</li> <li>• The process to hire an Interim Vice President of Administrative Services is underway. Interim President Lopez and Classified Rep Rachel Corrales and Academic Senate Rep Diana Tedone-Goldstone are holding interviews this week and hope to finalize the process this week.</li> </ul>

<p><b>16. Matters of Public Interest</b></p>	<ul style="list-style-type: none"> <li>• Soccer games have resumed on campus. Interim KAD Dean Matt Lee reported that Men's soccer will be hosting Delta College and they played College of Marin. Their record is 1-1. Women's soccer is undefeated with a 1-0 record.</li> <li>• Diana Tedone-Goldstone said that the Library is open for in-person hours on Mondays-Thursdays from 10am-4pm and no appointment is necessary. There is no time limit on the visit and masks are required.</li> </ul>
<p><b>ADJOURNMENT</b></p>	<p>A motion to adjourn the meeting at 3:16pm was made by Rachel Corrales and seconded by Peggy Perruccio. Motion passed.</p>
<p><b>Next Meeting</b></p>	<p>The next meeting will be on September 15, 2021.</p>