



**APPROVED**

**PLANNING AND BUDGETING COUNCIL MEETING MINUTES**

**Wednesday, May 3, 2023**

**In-Person and Via Zoom**

**Regular Meeting: 2:10 – 4:00 p.m.**

**Members present:** David Eck, Roslind Young, Alicia Aguirre, Ronda Chaney, Rachel Corrales, Karen Engel, Denise Erickson, Chialin Hsieh, Maria Huning, Hyla Lacefield, Ray Lapuz, Kim Lopez, Lisa Palmer, Manuel Alejandro Pérez, Peggy Perruccio, Ludmila Prisecar, Megan Rodriguez Antone, Claudia Rosales, Jeanne Stalker, Lesly Ta, Julian Taylor.

**Members absent:** Nick Carr, Joshua Forman-Ortiz, Paul Naas, Stephen Soler.

**Guests and others present:** Wissem Bennani, Leonor Cabrera, Alex Claxton, Mary Chries Concha Thia, Alison Field, Nimsi Garcia, Mary Ho, Michiko Kealoha, Candice Nance, Nada Nekrep, David Reed, Kat Sullivan-Torrez.

AGENDA ITEM	CONTENT
<p><b>1. Welcome, Introductions and Approval of Consent Agenda</b></p>	<p>Meeting called to order at 2:11 p.m.</p> <p>The minutes of April 19 and a board-approved staffing update from April 26 were reviewed.</p> <p>ACTION: A motion to approve the consent agenda, minutes and staffing update was made by Maria Huning and seconded by Hyla Lacefield.</p> <p>Motion passed.</p>
<p><b>2. Request to Replace the Vacant Instructional Technologist Position in the Office of Instruction (David Reed, Dean of ASLT)</b></p>	<p><u>Note:</u> When the agenda was sent, this item was listed as an action item, but under the Process column, did not include the word, “Action.” The agenda was modified during the meeting to make that correction. Voting members were asked if they would consider taking action on the agenda correction at this meeting or by email in the next few days.</p> <p>Dean David Reed is requesting that PBC consider replacing the vacant Instructional Technologist position, which became vacant on February 22. Allison Hughes is the incumbent, but is now the incoming College Faculty Instructional Designer. While Cañada has been getting minimal support from CSM, it is a vital position. As part of the process, Dean Reed asked Cabinet members to share their feedback and Cabinet unanimously supported replacing the position. The request is also important due to the growth in hybrid and online course modality and development of that work. It was noted that the sister colleges have two instructional technologists.</p> <p>ACTION: A motion to approved the modified agenda to include the action item was made by Lesly Ta and seconded by Lisa Palmer.</p> <p>Motion passed.</p> <p>ACTION: A motion to replace the vacant Instructional Technologist position was made by Lisa Palmer and seconded by Vice President Chialin Hsieh.</p> <p>Motion passed.</p> <p>The PBC recommended that the President fill the vacancy. President Kim Lopez accepted the recommendation and the College will move forward to fill the vacancy.</p>

**3. Equity and Antiracism Planning Council: Update and Potential Next Steps (EAPC Tri-Chairs: Alison Field, Faculty Equity Coordinator; Krystal Martinez, Division Assistant; Wissem Bennani, Dean, ESSP)**

EAPC Timeline: In spring 2022, the College's equity and antiracism leadership group proposed the formation of a new council. In May 2022, the PBC voted to support the creation of the new council and the formation of a summer work group made up of members of the antiracism leadership group and PBC to work through the details on forming the EAPC. The summer work group continued its work into fall 2022. Their recommendations went to ACES and bylaws were drafted. PBC adopted the EAPC membership in December 2022 and launched the EAPC in a pilot phase for spring 2023.

History and Purpose: Alison Field reviewed the history and purpose of the EAPC, which evolved out of the College's Academic Committee for Equity & Success (ACES) and the College Antiracism Task Force. EAPC aims to strengthen and centralize work around equity and antiracism as well as improve collaboration with participatory governance bodies and the entire campus community. The EAPC also maintains the Student Equity and Achievement Program plan (SEAP), which is a state initiative and is tied to equity funds. The mission and three overall goals were reviewed.

Membership: Before the council could meet, the membership needed to be identified and approved. Working with the Classified Senate, ASCC, Academic Senate, the PRIE office and administrators, they identified, appointed and approved members. Alison Field will term out at the end of spring 2023. Kiran Malavade will join in fall 2023 as Faculty Equity Coordinator.

Spring 2023: The EAPC developed its website in spring 2023 and bylaws and information are posted. The EAPC held an open house at the April 20<sup>th</sup> Flex Day.

Meetings: The council meets every fourth Tuesday from 2:10-4:00pm. The February 28 and April 11 meetings focused on training, team-building and technical operations. At the April 25<sup>th</sup> meeting, they formed two subcommittees: The Dreamers Taskforce and the Land Acknowledgement and Beyond Work Group. They are looking at membership and goals that have been set for the council as well as priorities.

Next Steps:

- The next meeting is on May 16 from 2:00-2:45. It is starting and ending earlier to accommodate people who wish to attend Mike Claire's retirement celebration. The meeting is open to all.
- EAPC is holding a half-day retreat on June 22.
- Fall 2023: In addition to the new Faculty Equity Coordinator, the College will also be hiring a new Director of Equity, who will serve as tri-chair for EAPC.

The EAPC will continue in this mode for fall 2023 and will share out progress with PBC before and at the end of the fall semester.

Comments:

- Lesly Ta noted that there are five faculty and five classified members on EAPC, but only two students. She would like there to be an equal opportunity for students so that they have an equal voice. Alison Field said they will take that back to the council for discussion.
- David Eck reviewed the overview section on the EAPC website and suggested that they rework the first paragraph to fit the timeline they provided. Alison Field will make that correction.
- Roslind Young asked Alison Field if the EAPC plans to send out meeting announcements campus-wide. Alison said they have been focusing internally on training and business items, but will contact the Marketing Office and send future meeting announcements and agendas.

	<ul style="list-style-type: none"> <li>Lesly Ta asked if the EAPC is interested in having presentations yet. She is working on getting students paid for student participation in shared governance work and feels it would be important for the EAPC to review. She is also working to make sure that undocumented students are continually being able to be included in this process. Alison asked her to forward the information.</li> </ul>
<p><b>4. College Compendium of Committees Update (Karen Engel, Dean of PRIE)</b></p>	<p>Dean Karen Engel reviewed the draft Compendium of Committees, which was last updated in fall 2021. It was decided that the College should start tracking changes to items being proposed or adopted, such as the creation of the EAPC and the suspension of the College Sustainability Committee. The compendium also clarifies definitions. These changes should be reflected in the new work chart. Many groups have updated their bylaws and memberships, so this is a way to keep track of everything in one location. It will help with accreditation, but also help to communicate how groups work together, set priorities and ensure that there is participatory governance.</p> <p>Dean Engel suggested that PBC adopt these changes at the next meeting so that the compendium can be officially updated. She asked people to review the changes with their constituencies so that any concerns or questions can be addressed. It would be good to periodically update the document.</p> <p>David Eck asked people to please review and requested that people follow up with him, Roslind Young or Dean Engel if there are any corrections before the changes are approved.</p> <p>A link to the draft document is here: <a href="https://canadacollege.edu/planningbudgetingcouncil/2022-23/compendium_of_committees-proposed_rev_05_03_23_w-redlines.docx">https://canadacollege.edu/planningbudgetingcouncil/2022-23/compendium_of_committees-proposed_rev_05_03_23_w-redlines.docx</a></p>
<p><b>5. Transition the Program Review Work Group to a PBC (operational committee) Sub-Committee (PBC Co-Chairs Eck and Young)</b></p>	<p>PBC Co-Chairs David Eck and Roslind Young gave the history of the Program Review Work Group, which was formed after a recommendation by the accreditation officer. Their proposal is to change the work group to an operational committee and change the name of the group to Program Review Operational Committee. The committee membership is not listed in the compendium, but is listed on the website at <a href="https://canadacollege.edu/programreview/programreviewworkgroup.php">https://canadacollege.edu/programreview/programreviewworkgroup.php</a>.</p> <p><u>Comments:</u></p> <ul style="list-style-type: none"> <li>Leonor Cabrera clarified that the members representing faculty or classified staff would serve for two years and those members listed as “by position” will remain longer.</li> <li>Lesly Ta requested that a student be added to the committee and Dean Engel said it would be up to the ASCC to decide. Michiko Kealoha said it could be added to the next business meeting of the incoming ASCC board.</li> <li>Jeanne Stalker would like to see one Classified staff from both the Student Services and Instructional divisions, especially for program review, because the programs are so different between instruction and student services. Dean Engel said the intention of the group is to create balance and language could be added to the text to indicate that the committee is seeking to have a balance in membership.</li> </ul> <p><b>ACTION:</b> With clarification on time limits, revision to the website text to indicate that there would be parity and balance in the makeup of the committee, and a request that the ASCC consider student membership, a proposal to rename the Program Review Work Group to Program Review Operational Committee was made by Lisa Palmer and seconded by Peggy Perruccio. Motion passed.</p>

<p><b>6. College Budget Preparation for Closing FY 2022-23 (Ludmila Prisecar, VPAS)</b></p>	<p>VPAS Ludmila Prisecar reviewed the fiscal year-end closing schedule, provided by the district, which must be followed. The most important deadlines were highlighted:</p> <p><u>Personnel Action Forms (PAFs)</u>: The deadline for submitting all PAFs is May 4. PAFs are required anytime there is a change to an employee’s funding source or assignment. This includes reassigned time and labor distribution changes for 2023-24. If people have grants that expire on June 30, they will need to submit a PAF with the funding source by May 4.</p> <p><u>Purchasing IT Equipment</u>: All IT equipment must be ordered as soon as possible and no later than May 12. It takes time to order equipment and when there is an open purchase order, money has been set aside in the current fiscal year and it is important that everything is processed by June 30 and the items are received.</p> <p><u>End of Year Event Contracts</u>: Many celebration events are held in May and speakers require a contract, which takes up to 30 days to process.</p> <p><u>Procurement Cards</u>: Keep track of all pro card receipts since the auditors requests them. Pro card charges must be journaled to the correct accounts.</p> <p><u>Conferences</u>: People are reminded to keep receipts and submit all conference expenses for reimbursements.</p> <p><u>Approvals</u>: Deans are asked to appoint a backup person who can approve in their absence.</p> <p>Mary Chries Concha Thia will send out the closing schedule to all the deans and division assistants.</p>
<p><b>7. Distance Education Advisory Committee (DEAC) and Technology Committee Bylaws Updates (David Reed, Dean of ASLT, Co-Chair of DEAC and Technology Committee; Nada Nekrep, Faculty Online Instruction Coordinator)</b></p>	<p><u>DEAC Bylaws</u>: Dean David Reed presented a draft of the initial DEAC bylaws update. The committee purpose was reviewed along with the committee’s role, responsibilities and membership. They connected the work of the committee with college initiatives, such as the Educational Master Plan and Strategic Enrollment Management Plan. Efforts to promote diversity, equity, inclusion, accessibility and antiracist practices in the support of online teaching and learning were highlighted.</p> <p><u>Responsibilities</u>: It is the responsibility of DEAC to maintain the three-year Distance Education Strategic Plan, seeking input from college councils. The draft plan is submitted to PBC along with an annual report. They also advise the Online Teaching and Learning Team on matters specific to Distance Education.</p> <p><u>Memberships</u>: The membership area needs to be updated, but Dean Reed pointed out how the committee has been structured and how members are appointed or selected. There are no proposed changes to the co-chair selection. The ASLT Dean serves as co-chair by assignment and the Faculty Coordinator of Online Instruction serves as co-chair by appointment from IPC. They are looking for feedback. The DEAC membership is listed on the website.</p> <p><u>Meetings</u>: The frequency of meetings and decision-making process have not changed.</p> <p><u>Comments</u>:</p> <ul style="list-style-type: none"> <li>• Maria Huning noted that the SSPC representative is not appointed by Classified Senate. Dean Reed said it will be updated on the website.</li> <li>• Nimsi Garcia asked if the SSPC representative could be a Classified staff, administrator or faculty. Dean Reed said the committee assumed it would be a Classified staff. When the request for an appointment is made to SSPC, Nimsi asked if it would specifically ask for a</li> </ul>

	<p>Classified representative since there is representation from other constituency groups in SSPC. Dean Reed said he will follow up on that appointment with CSEA and Classified Senate.</p> <ul style="list-style-type: none"> <li>• Leonor Cabrera asked if a survey could be sent out to campus so that people can address the needs that they hope DEAC would meet. She would like the survey conducted in fall 2023. Dean Reed supports the idea and will bring it to the committee.</li> <li>• David Eck pointed out that if the Distance Education and OER Coordinators should be on DEAC, then they should be appointed by position. He noted that the Vice President of Instruction appoints those people and not the IPC or Academic Senate.</li> <li>• Maria Huning suggested that the Tutor Coordinator (Learning Center representative) should also be appointed by position.</li> <li>• Karen Engel commented that if the state is moving away from Distance Education and moving toward “Online Instruction” as terminology, should the name of the DEAC Committee be updated accordingly.</li> <li>• Lesly Ta asked that there be more student representation on DEAC.</li> <li>• Maria Huning asked if the bylaws could be shared and reviewed for the next PBC meeting.</li> <li>• VP Manuel Pérez suggested that PBC finds parity between what DEAC wants in terms of council specified representation or area specified representation. Also, at this point in the semester, the timeframe for providing feedback may differ since some committees may not meet before the end of the semester.</li> <li>• Nada Nekrep ask if it is okay to have their draft published in the final version before the DEAC website is updated. She also said the DEAC membership is not completely current and they were going to wait until the bylaws are complete and then update. She asked if that is the acceptable practice.</li> <li>• David Eck said that anything that lists membership that is not finalized should be removed from the website until the bylaws are accepted.</li> </ul> <p><u>Technology Committee Bylaws:</u>  Due to time constraints, the update on the Technology Committee bylaws will be rescheduled to the May 17 PBC Meeting. The document may be viewed at:  <a href="https://docs.google.com/document/d/1ISgaZVexVpX1SgcqGwfzkzmvO8iwj2Us/edit?usp=sharing&amp;ouid=102446674388765724106&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/1ISgaZVexVpX1SgcqGwfzkzmvO8iwj2Us/edit?usp=sharing&amp;ouid=102446674388765724106&amp;rtpof=true&amp;sd=true</a></p>
<p><b>8. SEM Operational Plan: Proposed Two-Year Strategic Action Plan for Implementation (Chialin Hsieh, VPI and Manuel Alejandro Pérez</b></p>	<p>VP Pérez said they are in the process of updating the latest draft of the SEM Operational Plan. They are looking at feedback from PBC and the feedback submitted in the feedback form as well as from their council and committee reps. The subcommittee, which meets on May 8, will compile the feedback into the draft and bring back the latest version to PBC at its May 17 meeting.</p> <p>They did receive specific requests, including a mention of drop for non-payment, our relationship with instruction and course offerings, and college to district relationship. That feedback is to be included in the May 17 iteration.</p> <p>VP Hsieh talked about the implementation part and the responsible party, which was requested by PBC. That has already been set up by Karen Engel. The link to the enrollment management website has all of the information at: <a href="https://canadacollege.edu/prie/enrollmentmanagement.php">https://canadacollege.edu/prie/enrollmentmanagement.php</a></p> <p>VP Pérez clarified that the subcommittee’s perspective is that projects are launching in Year 1 but that does not mean they are completed in Year 1. Some items could not wait until Year 2 to start, but those can be up for discussion at the May 17 PBC meeting.</p>

	<p><u>Comments:</u></p> <ul style="list-style-type: none"> <li>• David Eck said there are a lot of initiatives in the draft proposal and asked if there are any initiatives that did not make it on the list. VP Pérez said all of the initiatives are in the table and all are confirmed for Year 1.</li> <li>• President Lopez suggested that between now and when the draft proposal is brought back for final approval, the Curriculum Committee lead and all the people named should review the draft one more time. She wants to make sure they are confident that the projects can be done in Year 1 or if they should be pushed to Year 2.</li> </ul>
<p><b>9. Drop for Non-Payment Processes (SSPC Co-Chairs Manuel Alejandro Pérez, VPSS; Michiko Kealoha, Director of Student Life and Leadership)</b></p>	<p>Michiko Kealoha provided an overview of what SSPC has covered on the drop for non-payment process. At its April 12 meeting, SSPC had a planning council presentation around the information and on April 26, they had an in-depth question session with Dean Wissem Bennani and district rep, Karrie Mitchell, VP of PRIE. On May 10, she and VP Manuel Alejandro Pérez will host a third discussion at SSPC and plan next steps. VP Pérez said they asked members of the planning council to request feedback from their areas.</p> <p><u>Comments:</u></p> <ul style="list-style-type: none"> <li>• Lesly Ta said feedback from students shows that there is not a lot of communication about what SB 893 is covering. She has provided that information to Vice Chancellor Aaron McVean. <ul style="list-style-type: none"> <li>○ VP Pérez has heard that students do not like the type of messaging that is going out. It is good that students are getting the messaging, but they are providing feedback on the style and tone of the messaging and they want it to be updated and more relevant. This feedback will be presented to the district's Enrollment Services Committee and he feels they will be responsive because they want messaging to be stronger and clearer.</li> </ul> </li> <li>• Lesly Ta asked what kind of information students receive when they have a balance of money owed. She asked if they are notified that SB 893 benefits have changed and if they are encouraged to speak to a financial aid representative. <ul style="list-style-type: none"> <li>○ VP Pérez clarified that SB 893 and drop for non-payment are not the same and they are helping people to understand the difference. He said the drop for non-payment process has focused on the seven days before the start of the term where students can be dropped if they have outstanding fees or have not paid those fees. The threshold for being dropped is \$1. They are looking at what SB 893 has and has not covered, and the messaging around that.</li> </ul> </li> <li>• Maria Huning said the messaging is challenging for students because it is not clear. <ul style="list-style-type: none"> <li>○ VP Pérez said it is important that the information students are receiving now is not around drop for non-payment, but it is about SB 893. If students have not paid for their classes, whether it's SB 893, whether they are paying them on their own or through financial aid, they will be dropped if they have not paid them by the deadline.</li> </ul> </li> <li>• Dean Lacefield clarified that students would not only be dropped if they have not paid for their classes, but also fees, such as student body fees.</li> <li>• David Eck asked that there be information posted on a website that shows known reported issues around drop for non-payment that can help faculty communicate with students who are dropped. Faculty can share the link to the website. <ul style="list-style-type: none"> <li>○ VP Pérez confirmed that none of the changes that would be proposed would impact fall enrollment. Any new changes or implementations would be for spring 2024 at the earliest.</li> </ul> </li> <li>• Lesly Ta said there are so many barriers for students to enroll and register for classes. If students are dropped for non-payment, they may not re-register.</li> </ul>

	<ul style="list-style-type: none"> <li>• Alicia Aguirre asked for clarification around fall 2023 enrollment. Since changes will not be made until spring 2024 at the earliest, she asked if students will continue to be dropped for non-payment.</li> <li>• VP Pérez confirmed that they would. He encouraged people to attend the SSPC Meeting on May 10.</li> </ul>
<p><b>10. Student Modality Preferences (Karen Engel, Dean of PRIE; Alex Claxton, PRIE Analyst)</b></p>	<p>The Office of Instruction asked the PRIE Office to assess student preferences regarding instructional modalities. In spring 2023, 3,291 students were contacted, 495 started the survey and 354 (10%) completed the survey. Hispanic students were less likely to respond, white and Asian students were more likely to respond, female students were more likely to respond, and more full-time than part-time students responded. Alex Claxton said those response rates were expected.</p> <p>Respondents' modality preferences were shared. Respondents who chose online and face-to-face modalities were about the same, but 42% of students prefer a combination of remote/virtual and in-person learning. Students in the 42% group were then asked to specify if they prefer hybrid, online asynchronous, online synchronous or have no preference, and 21% want a mix of options and prefer hybrid.</p> <ul style="list-style-type: none"> <li>• <u>Subject Modalities</u>: When asked about subject modalities, most preferred either face-to-face or asynchronous online.</li> <li>• <u>Time of Day Preference</u>: The survey is a reflection of the people who are on campus taking courses and their preferences are morning, evening and late afternoon. Saturday is not preferred.</li> <li>• <u>Satisfaction by Modality</u>: A large percentage are not taking any online synchronous courses and are not taking hybrid courses, despite having a preference for hybrid.</li> <li>• <u>Perceived Effectiveness of Learning Modalities</u>: Students were asked to rank their perceived effectiveness in all modalities supporting learning. The highest ranked were 1) Asynchronous (pre-recorded, view any time) sessions; 2) In-person instructional sessions (everyone in person); and 3) Synchronous online (everyone virtual, in real-time).</li> <li>• <u>Top Reasons to Come to Campus</u>: Most students said they come to campus to attend classes and for in-person interaction with faculty and their peers. They also access the Library and Learning Center, as well as utilize other campus facilities.</li> <li>• <u>Sense of Belonging</u>: A majority of students rated their sense of belonging as good to excellent, followed by those reporting an average rating. Very few felt a low sense of belonging. It was relatively high among most racial or ethnic categories, with the exception of multiracial students and white non-Hispanic students. Responses from American Indian/Alaskan Native and Pacific Islander students were low, however they were included since they did respond to the survey. The sense of belonging was consistent across gender identities and unit loads. Students in the unreported category had the lowest proportion of excellent or good responses, however the average and excellent/good responses overall add up to more than 90%. The survey shows that part-time students feel a sense of belonging on par with full-time students.</li> </ul> <p><u>Summary</u>: The survey showed that students want a mix of modality options, so it is best for the College to offer as many options when possible.</p> <p><u>Comments</u>:</p> <ul style="list-style-type: none"> <li>• Leonor Cabrera asked if there are statistics on how many students in asynchronous classes are passing. The success rates were reviewed for online asynchronous, face-to-face and online synchronous.</li> </ul>

	<ul style="list-style-type: none"> <li>○ Alex Claxton reviewed success rates and does not feel that modality is a huge influence on success rates. He suggested that Leonor request that the PRIE Office provide results specifically for Accounting.</li> <li>● Lesly Ta asked for clarification on the survey and whether or not it is an accurate representation of the whole student body. She is also concerned about smaller groups having a non-positive view of themselves within the Cañada community. She would like to use the information from the survey to see if there are additional things that can be done to help those students feel more included. <ul style="list-style-type: none"> <li>○ Dean Engel clarified that the survey was sent to home campus students only who were enrolled in spring 2023 courses. Home campus students refer to those students working toward a degree, certificate or transfer from Cañada as opposed to Skyline and CSM.</li> <li>○ Alex Claxton said the respondents were representative of the whole population who were contacted for the survey.</li> </ul> </li> <li>● Mary Ho commented on the result showing that the data point for Pacific Islander and Native American students tends to be “unreliable” because of the small number and low response rate. She would like to ensure that their voices are reflected in surveys and presentations. She does not want these populations of students to get lost in student experience discussions.</li> </ul>
<p><b>11. EMP 2.1: Develop a Cultural Center – Update (SSPC Work Group on the Cultural Center, Nimsi Garcia and Mary Ho, Co-Leads)</b></p>	<p>Mary Ho reviewed the list of participants in the Cultural Center workgroup. The group reviewed Recommendation #2 from the Áse Power Consult Internal Equity Report regarding the development of a cultural center. Michiko Kealoha also cited the recommendations from Career Ladders Project to development affinity spaces as well as the need for a cultural center. The cultural center needs to be in a central location, hire a dedicated professional staff, as well as student ambassadors and a steering committee. There would also be community-building workshops, training, events and speakers.</p> <p>Nimsi Garcia shared the timeline and work that has been accomplished since fall 2022. There has been research around best practices as they develop their mission and goals and identify a permanent physical location. They are hoping to have the Director of Equity and a program services coordinator begin in summer 2023 in a temporary location as a permanent space is built out. The draft mission and goals were reviewed.</p> <p>Feedback on the Cultural Center survey is due by May 26. The link to the survey is: <a href="https://docs.google.com/forms/d/e/1FAIpQLSddElgQBpmb3MeuE-qnMaGVpFUPTWqZSzAiNeAyQdYD4UDsFQ/viewform">https://docs.google.com/forms/d/e/1FAIpQLSddElgQBpmb3MeuE-qnMaGVpFUPTWqZSzAiNeAyQdYD4UDsFQ/viewform</a></p>
<p><b>12. Participatory Governance Evaluation Survey</b></p>	<p>PBC Co-Chairs David Eck and Roslind Young reminded people to please complete the survey.</p>
<p><b>STANDING ITEMS</b></p>	
<p><b>13. Associated Students of Cañada College</b></p>	<p>Lesly Ta said the ASCC approved some funding requests at its last meeting and they also held their awards ceremony.</p> <p>At the District Student Council, members approved appointing a district diversity officer to take the place of the district publicity officer, which she feels is an important shift in the district.</p>
<p><b>14. Academic Senate of Cañada College</b></p>	<p>David Eck said there will be many action items at the final Academic Senate meeting of the semester, which will be held on May 11. One of the actions will be to announce the Senate’s annual awards for Outstanding Staff and Faculty, including both full-time and part-time faculty. People are encouraged to nominate their colleagues.</p>



15. Classified Senate of Cañada College	Roslind Young reported that The Senate reviewed the appointment process for hiring committees. A discussion on the nominations of Classified Senate officers was held and Roslind Young emailed classified staff with details on the positions.
16. Planning Council Reports	<p><b>IPC:</b> Lisa Palmer reported the following update:</p> <ul style="list-style-type: none"> <li>• The marketing team shared the impressive work they are doing. Alessandro Riva is working on the website; Jose Garcia is working on webpages; and Niall Adler is focused on social media. Requests should be sent to <a href="mailto:canmarketing@smccd.edu">canmarketing@smccd.edu</a> or <a href="https://canadacollege.edu/marketing/requestform.php">https://canadacollege.edu/marketing/requestform.php</a></li> <li>• Dual enrollment has increased staff, adding a program services coordinator, retention specialist, and faculty coordinator in order to support enlarging the program.</li> <li>• Jessica Kaven shared data on the number of faculty and faculty program coordinators who participated in program review this academic year; the numbers have increased significantly since 2021-22. They encouraged more administrators to participate.</li> </ul> <p><b>SSPC:</b> Maria Huning reported the following update:</p> <ul style="list-style-type: none"> <li>• The SSPC had a discussion about the drop for non-payment presentation and were able to speak with Karrie Mitchell, VP of PRIE, about it. There will be further discussions about impacts to students at the next SSPC meeting.</li> <li>• The EAPC made a presentation at the meeting and SSPC has offered its support.</li> <li>• The council also reviewed the SEM operational plan and made comments.</li> </ul>
17. President's Update	<ul style="list-style-type: none"> <li>• President Lopez has been participating in many of Cañada's end-of-year ceremonies, which are being held throughout the month. She also acknowledged this year's ASCC leadership.</li> <li>• President Lopez recently attended the Ravenswood Elementary School District fundraiser and met Superintendent Gina Sudaria. Ravenswood is a part of the College's MOU. The College is now in the second year of the MOU and has been working closely with Sequoia High School. They are reaching out to other partners in the MOU, including to Ravenswood.</li> <li>• There are two agenda items that the Board will be considering at the May 10 Study Session: the Cañada College Child Development Center proposal and the board policy/procedure for the telework program for managers, classified staff and administrators. <ul style="list-style-type: none"> <li>○ Lesly Ta encouraged people who support telework to attend the board meeting.</li> <li>○ David Eck asked if the telework program applies to faculty and President Lopez thinks that faculty will not be involved in the policy/procedures for telework. They will be going back to AFT contract language for all faculty.</li> </ul> </li> </ul>
18. Matters of Public Interest and Upcoming Events	<ul style="list-style-type: none"> <li>• Julian Taylor reported that the Learning Center is recruiting tutors for the fall semester.</li> </ul>
<b>ADJOURNMENT</b>	The meeting was adjourned at 4:12 p.m.
<b>Next Meeting</b>	The next meeting will be held on May 17, 2023.