



Approved

PLANNING AND BUDGETING COUNCIL MEETING MINUTES

Wednesday, March 20, 2024

In-Person and Via Zoom

Regular Meeting: 2:10 – 4:00 p.m.

Members present: David Eck, Maria Huning, Kassie Alexander, Mayra Arellano, Mia Berta, Nick Carr, Karen Engel, Denise Erickson, Gina Hooper, Chialin Hsieh, Jamie Hui, Jacky Ip, Hyla Lacefield, Ray Lapuz, Kim Lopez, Joan Murphy, Manuel Alejandro Pérez, Ludmila Prisecar, Megan Rodriguez Antone, Sarita Santos, Julian Taylor, Diana Tedone-Goldstone, Christopher Wardell.

Members absent: Alicia Aguirre, John Omar.

Guests and others present: Wissem Bennani, James Carranza, Max Hartman, Maria Lara-Blanco, Candice Nance, Anniqua Rana, Gampi Shankar, Chantal Sosa, Ameer Thompson, Kathleen Sullivan-Torrez, Juan Vera.

AGENDA ITEM	CONTENT
<p>Welcome, Introductions and Approval of Consent Agenda</p>	<p>The PBC agenda, minutes from the March 6 meeting and board-approved staffing update from March 6 were presented.</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>Non-Personnel Resource Requests (Division Deans and Vice Presidents)</p>	<p>Division Deans and Vice Presidents shared the results of the process they each followed to prioritize non-personnel resource requests submitted during the 2023-24 program review cycle. PBC certified that the prioritization process has been followed and collected a brief summary of the process used by the divisions that responded, which were:</p> <ul style="list-style-type: none"> • Academic Support and Learning Technologies • Counseling • Enrollment Services and Support Programs • Humanities and Social Sciences • Kinesiology, Athletics and Dance • Office of the Vice President of Instruction • Office of the Vice President of Administrative Services (there were no requests) • Planning, Research and Institutional Effectiveness (there were no requests) • Science and Technology <p>Hyla Lacefield, Dean of Business/Design/Workforce, contacted all faculty and staff in her division, but they declined to rank the requests. They did provide feedback about the process and she will email the PBC Co-Chairs with their responses.</p> <p>In May, Vice President Prisecar will present information about funded requests to PBC and will share it with all Divisions and Offices of the Vice Presidents.</p> <p>The summaries of the non-personnel resource request prioritization processes for participating divisions are posted on the PBC website at: https://canadacollege.edu/planningbudgetingcouncil/meetings.php</p> <p><u>Comments:</u></p> <ul style="list-style-type: none"> • David Eck suggested that the past requests be automatically shared with the divisions because it might help to see the history.

	<ul style="list-style-type: none"> • James Carranza asked if there were any requests that were made before but were not met. <ul style="list-style-type: none"> ○ Interim Dean Anniqua Rana said there may have been items that were previously requested, but it is possible that the request has changed in some way. • Christopher Wardell asked about the money threshold for non-personnel resource requests. • VP Prisecar said the non-personnel requests should not be for anything under \$500. There is a technology refresh process and she advised that people do not wait for program review, but should place an IT request right away as there are funds set aside for technology. • David Eck said some people felt hesitant to prioritize their requests at a division level, but said people should still prioritize their requests or realize that other people, such as the VP of Administrative Services and College President, will prioritize their requests on their behalf. <p>ACTION: A motion to certify that the prioritization process has been followed was made by Dean Karen Engel and seconded by Denise Erickson. Motion passed.</p>
<p>Decision-Making Process for Vacancy/Replacement Positions (Participatory Governance Manual Current Process) (Current Human Resources Procedure) (David Eck and Maria Huning, PBC Co-Chairs)</p>	<p>David Eck reported that feedback was received from Human Resources confirming that the College's decision-making process for vacancy/replacement positions was fine, although the process is unique in the district. HR is concerned that by slowing down the process, the process would increase the number of interim appointments. President Lopez did not think we have put an interim in place because the process takes so long, although she did say the replacement request does extend the process.</p> <p>Jamie Hui said CSEA at Skyline and CSM do not do this type of process. They talked to the CSEA executive board and each college has the purview to handle it as they choose. For CSEA classified positions, it is suggested that they bring it back as an information item and not as a voting process. The process could be added as a fourth bullet point to Vacancy Replacement Positions on the website.</p> <p>Dean James Carranza talked about Step 3 in the Participatory Governance Manual regarding vacancy/replacement positions. He asked if PBC notifies CSEA of a vacancy/replacement. The process is that the deans submit a PAF if someone leaves and then submit a PRF to HR. HR works with CSEA to see who will serve on the committee.</p> <p>Maria Lara Blanco said the requests go to HR and came to PBC as informational. She thinks that for existing positions, it should be informational.</p> <p>There was a discussion on the process. Currently, the request must go to PBC as an informational item before action is taken by the College President.</p> <ul style="list-style-type: none"> • Maria Lara Blanco said that having to wait for PBC slows down the process. She said even if it is informational, it could still go to HR. • David Eck explained why he thinks it should still go to PBC and to the President. • Jamie Hui said some things are contractual and should not come to PBC unless they are informational. • David Eck said if it is just an informational process for PBC to consider, then the position would still be delayed since it would still need to come to a PBC meeting. • Maria Huning said they will work on a draft.
<p>Review and Approve Annual Evaluation of Participatory Governance Manual (Karen Engel, Dean of PRIE)</p>	<p>Dean Karen Engel said she received feedback regarding the length of the evaluation survey and she presented a draft survey that incorporated feedback from Manuel and Maria Huning. The survey should now take about 7.5 minutes. There are a couple of questions regarding people's awareness of EAPC and, if they know about EAPC, whether or not to keep its current reporting structure. There was also a concern around too many questions for students.</p>

	<p>ACTION: A motion to approve the recommended survey instrument for dissemination this spring was made by Christopher Wardell and seconded by Vice President Chialin Hsieh. Motion passed.</p>
<p>Program Review Schedule (Members of the PBC Program Review Sub-Committee: David Eck, Academic Senate President; Wissem Bennani, Dean of Enrollment Services, SSPC representative on the PBC Program Review Sub-Committee; Diana Tedone-Goldstone, SSPC representative on the PBC Program Review Sub-Committee; Karen Engel, Dean of PRIE; Alex Claxton, PRIE Analyst; Ludmila Prisecar, Vice President of Administrative Services)</p>	<p>The PBC Program Review sub-committee met and drafted a proposal for the program review schedule for 2024-25. Diana Tedone-Goldstone said they built flexibility into the schedule for IPC. SSPC decided to do peer review feedback by December 6. Based on that feedback and any changes, they will hold presentations at the beginning of the spring semester.</p> <p><u>Comment:</u></p> <ul style="list-style-type: none"> • Maria Huning asked about minutes and the schedule for the administrative program review. • Regarding administrative peer review, Dean Engel said everyone in Building 8 (Administration) attends. Each lead posts the results on the website and the groups have to present to the entire group. There are no minutes, but they do have feedback forms. The schedule is under the program review website under administrative program review. Dean Engel will make sure the schedule is posted. <p>ACTION: A motion to adopt and recommend to the President the schedule for the 2024-25 Program Review Cycle proposed by the PBC Program Review Subcommittee was made by Vice President Chialin Hsieh and seconded by Denise Erickson. Motion passed.</p> <p><u>Comment:</u></p> <p>As part of that work group's discussion, David Eck said they did want to suggest two considerations for future program review timelines after the 2024-25 academic year:</p> <ol style="list-style-type: none"> 1. When determining the schedule for the presentation, ask requests if this is a new position request (yes or no). If no, follow up to ask if it is substantively different than the prior request (yes or no). If no, do not allocate time for a presentation and instead link to the prior presentation on this position request. 2. Should we have a deadline (such as two weeks later) for a program that is not requesting a new position? <p>If people have feedback or other ideas for changing the process, please email David Eck.</p>
STANDING ITEMS	
Associated Students of Cañada College	<p>Mia Berta said the ASCC is working with some vendors to hold a small flea market at Cañada. They are working on logistics and are hoping to bring food trucks on campus for the event.</p>
Classified Senate of Cañada College	<p>Maria Huning reported that the Classified Senate held a March 14 meeting and focused on reviewing the plans for distance education, technology and professional development. They also discussed the decision-making process for vacancy/replacement positions.</p>
Academic Senate of Cañada College	<p>David Eck David Eck presented the resolutions from the State Academic Senate plenary. The area meeting is on March 22 and he encouraged people to review the resolutions and provide feedback. The resolutions are posted on the State Academic Senate's website: https://asccc.org/events/2024-spring-plenary-session</p>
Planning Council Reports	<p>IPC: Diana Tedone-Goldstone reported that IPC held instructional program review presentations, including a demonstration from medical faculty on how to give injections. The presentations are posted on the IPC meeting webpage. The next IPC meeting is Friday, April 5. Vice President Hsieh expressed her thanks to the deans and Curriculum Committee members.</p>

	<p>SSPC: Mayra Arellano said SSPC reviewed the program review timeline and shared their proposal. Their reviews will be done in the spring semester. They discussed feedback of the 2025-26 timeline and have some recommendations, which will be shared at a later meeting. Also, the EAPC will be added to their webpage.</p>
President's Update	<p>President Lopez viewed the IPC presentations and commended those who participated, saying it is a great way to learn more about the College's academic programs.</p> <p>President Lopez, along with Professor Alicia Aguirre and Student Chloe Knott just finished serving on the first level of the Chancellors search committee. Finalist forums were released last Friday and feedback forms are due on Friday, March 22. Finalists have their final interviews with the Board of Trustees next week. Once the Chancellor is named, the CSM Presidency will be finalized.</p>
Matters of Public Interest and Upcoming Events	<ul style="list-style-type: none"> • President Lopez will welcome nearly 500 OYE students at this weekend's OYE Conference. Volunteers are needed. • Dean Kathleen Sullivan-Torrez said COLTS Baseball will take place on Saturday, March 23 at 1pm and Women's Tennis will be held at 2:00pm on Saturday, March 23. • Christopher Wardell said the deadline for FAFSA submissions is April 2 and the California Student Aid Commission has extended the Cal Grant deadline to May 2. Please check the financial aid events webpage for more information: https://canadacollege.edu/financialaid/events.php • Maria Lara Blanco said the deadline for a student to petition for graduation in spring 2024 and have their name appear in the program is April 5. The Registrar will accept a petition after that dates, but the name will not appear in the program.
ADJOURNMENT	The meeting was adjourned at 3:43 p.m.
Next Meeting	The next meeting will be held on April 3, 2024.