



**Approved**

**PLANNING AND BUDGETING COUNCIL MEETING MINUTES**

**Wednesday, November 1, 2023**

**In-Person and Via Zoom**

**Regular Meeting: 2:10 – 4:00 p.m.**

**Members present:** David Eck, Maria Huning, Alicia Aguirre, Kassie Alexander, Mayra Arellano, Nick Carr, Rachel Corrales, Karen Engel, Denise Erickson, Katie Hasse, Gina Hooper, Chialin Hsieh, Jacky Ip, Hyla Lacefield, Ray Lapuz, Kim Lopez, John Omar, Ludmilla Prisecar, Megan Rodriguez Antone, Sarita Santos, Julian Taylor.

**Members absent:** Joan Murphy, Manuel Alejandro Pérez, Jeanne Stalker.

**Guests and others present:** Wissem Bennani, Sarah Cortez, Sarah Harmon, Debbie Joy, Anniqa Rana, Gampi Shankar, Chantal Sosa, Sergio Suarez, Kat Sullivan-Torrez.

AGENDA ITEM	CONTENT
<p><b>Welcome, Introductions and Approval of Consent Agenda</b></p>	<p>The PBC agenda and minutes from the October 18 PBC meeting were presented along with the October 25 board-approved staffing update.</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><b>Math Faculty: Two Replacement Positions (Dean Ameer Thompson and Ray Lapuz, Math Faculty)</b></p>	<p>Professor Ray Lapuz said the Mathematics Department currently has five full-time math faculty and they are hoping to hire two full-time, tenure-track faculty to replace vacancies following the retirements of Po Tong and Evan Innerst. Dean Ameer Thompson said there are enough FTE to be able to hire. The Mathematics Department has a load of 10 FTE for the fall 2024 semester. Faculty are involved in other initiatives and different committees. Departments are looking for math teachers to help with night coverage and they feel that having full-time faculty would be better. Professor Lapuz talked about faculty load for AB1705. Skyline and CSM have more than 10-15 faculty. While they are bigger colleges and have more courses than Cañada, they feel that going up to seven faculty would help with working on current initiatives. The full mathematics faculty vacancy request may be viewed on the PBC website at: <a href="https://canadacollege.edu/planningbudgetingcouncil/2023-24/mathematics-faculty-vacancy-requests_fall-2023.pdf">https://canadacollege.edu/planningbudgetingcouncil/2023-24/mathematics-faculty-vacancy-requests_fall-2023.pdf</a></p> <p>ACTION: Alicia Aguirre made a motion to recommend to the president that the College fills both math faculty positions and it was seconded by Karen Engel. Motion Passed.</p> <p>President Lopez accepted the recommendation and would like the College to move forward and fill these positions.</p>
<p><b>Establish Accreditation Steering Committee Structure (David Eck and Maria Huning, PBC Co-Chairs)</b></p>	<p>David Eck presented a proposal to establish the Accreditation Steering Committee structure to begin preparation for writing the College's ISER beginning in spring 2024. There would be a steering committee over each of the four standards. The Accreditation Steering Committee duties were reviewed and the proposed composition of the steering committee would be:</p> <ul style="list-style-type: none"> <li>• Tri-chairs for <b>each</b> of the four standards: Standards 1, 2, 3 and 4. Each standard's tri-chair group will consist of one representative of Faculty, Classified staff and Administration.</li> </ul>

	<ul style="list-style-type: none"> <li>• Accreditation Liaison Officer: Dean Karen Engel</li> <li>• Accreditation Faculty Lead</li> <li>• Administrators as needed</li> <li>• College President</li> </ul> <p>Once the PBC agrees on the steering committee structure, they can then think about who would be appointed.</p> <p>Comments:</p> <ul style="list-style-type: none"> <li>• Maria Huning said any classified appointment would go to both CSEA and Classified Senate and they will balance the appointments.</li> <li>• Ray Lapuz asked if students would be involved at some point. <ul style="list-style-type: none"> <li>○ Maria Huning said they are looking for student involvement on the standard sub-committees to make sure student voices are included. For the steering committee structure, they are not asking students to serve as tri-chairs.</li> </ul> </li> <li>• Dean Engel hopes the workload will be lighter than the last time. It is really about finding evidence. There will be some writing, which would be done by Dean Engel and the faculty accreditation leads, and shared with the committee. The tri-chairs are there to guide the ALO and faculty accreditation lead.</li> <li>• President Lopez said there are 30 sub-standards and each is provided with specific examples of the evidence we should be getting. It will help identify gaps that we have in our evidence.</li> <li>• Maria Huning asked who appoints the Accreditation Faculty Lead. <ul style="list-style-type: none"> <li>○ Dean Engel said IPC will be considering the job description for reassigned time this fall. This opportunity will be posted and interested faculty can apply. Academic Senate will then work with the VPI to appoint the Accreditation Faculty Lead in the spring. Professor Alicia Aguirre was the Accreditation Faculty Lead last time.</li> </ul> </li> </ul> <p>A motion to approve the proposed structure of an Accreditation Steering Committee for Spring 2024-Fall 2025 was made by Dean Hyla Lacefield and seconded by Alicia Aguirre. Motion passed.</p>
<p><b>College Plan for CCCC ZTC (Sarah Harmon, OER/ZTC)</b></p>	<p>The State Chancellor’s Office has authorized acceleration grant funds to create zero textbook cost pathways. These are program-level grants so if they are creating an associate degree for transfer pathway or a career technical certificate of achievement pathway, the pathways are all ZTC. Grants in the amount of \$200,000 are available and people can apply for more than one grant. Sarah has some plans and ideas and is taking them to participatory governance groups. Her final submission is due on November 15.</p> <p>Pathways that are created must include the entire pathway, so all core courses, selectives and GE’s. Programs need to offer as many sections as possible for each course and be ZTC. Every time a course is offered, at least one of the sections must be zero textbook cost.</p> <p><u>Pathways already in progress:</u> From the \$200,000 that was previously received, these four pathways are already in progress:</p> <ul style="list-style-type: none"> <li>• Communications 2.0 AA-T</li> <li>• Early Childhood Education AA-T: Child Development</li> <li>• Early Childhood Education Certificate of Achievement: Inclusive Support</li> <li>• Physics AS-T</li> </ul> <p><u>Current grant funding requested:</u> They are currently applying for grant funding for the following pathways and they hope to receive \$200,000 for each pathway:</p> <ul style="list-style-type: none"> <li>• Early Childhood Education: AS-T</li> </ul>

	<ul style="list-style-type: none"> <li>• Mathematics AS-T</li> </ul> <p>Sarah reviewed the work that is needed in each area. The pathways must stand out and they cannot duplicate the work that another college has done or is currently doing.</p> <p><u>What is being funded:</u></p> <ul style="list-style-type: none"> <li>• Release time for faculty to create and/or heavily remix materials <ul style="list-style-type: none"> <li>○ <u>ECE AS-T:</u> <ul style="list-style-type: none"> <li>.2 FTE for Kristina Brower (ECE 313)</li> <li>.2 FTE for Anna Mills (ENGL 100)—1 semester each</li> </ul> </li> <li>○ <u>MATH AS-T:</u> <ul style="list-style-type: none"> <li>.667 FTE for Michael Hoffman, 1 semester</li> </ul> </li> </ul> </li> <li>• Stipends for colleagues providing input and revisions (Math)</li> <li>• Accessibility and Design Support (.1 FTE adjunct faculty per project, 2-3 semesters)</li> <li>• Address equity and antiracism work. Students see themselves in the course and understand the language that is being used. These are in Early Childhood Education and Math.</li> </ul> <p>Sarah said there is also continual and in-kind support. Next steps were reviewed. The goal is to submit by November 10 ahead of the November 15 deadline.</p> <p><u>Comments:</u></p> <ul style="list-style-type: none"> <li>• President Lopez asked how long the grant is for. <ul style="list-style-type: none"> <li>○ Sarah Harmon said the College has to spend the funds by June 30, 2026. The goal is to spend them before that date since ideally the projects will be finished by the end of fall 2024 with some possible work being finalized in spring 2025.</li> </ul> </li> <li>• Ray Lapuz commented on the .6 release time for Math and he feels it is another reason why they need to have the full-time math faculty hired so they can be involved. Michael Hoffman mentioned that he does not have to take on all the .6 release time because there are going to be some courses that he has not taught yet, so a full-time math faculty can share that load. <ul style="list-style-type: none"> <li>○ Sarah Harmon thanked the Math faculty and commended them for their work on ZTC. Almost every major Math course has been converted to ZTC. This includes Math 200, 225, the entire Calculus series. The Math 270 and 240 series are now officially converted to ZTC. Because of the work they have done, she said Physics is officially ZTC and Chemistry is almost ZTC. They are looking at all of the STEM areas and are seeing that their work is impacting so many students.</li> </ul> </li> </ul>
<p><b>Guidance for Position Request Presentations (David Eck and Maria Huning, PBC Co-Chairs)</b></p>	<p>An email about Cañada's Position Request Proposal presentations was sent campus-wide on October 28 and included a template for people to use when preparing their presentation. Presentations will be held on November 15 and November 16 from 2:00-5:00pm in Building 13, Room 13-333. This is only for new position requests and is not needed for replacement position requests.</p> <p>The last date for people to submit their new position request is Friday, November 3. On November 6, David Eck and Maria Huning will get an official list of what new position requests have been submitted and they will send a confirmation email to people on November 6. People will need to have completed their program review or annual update properly to make this position request. If people do not receive an individual email from David and Maria, then it is likely that the request did not come through the program review process.</p> <p>Please let David Eck and Maria Huning who the presenter will be so the timeline can be prepared. Slides will need to be presented. Please send new position request presentation slides before November 14 to Dean Karen Engel and Linda Bertellotti. People can look at the</p>

	<p>PBC website for more information and to see position requests that have been submitted in prior years at <a href="https://canadacollege.edu/planningbudgetingcouncil/staffing.php">https://canadacollege.edu/planningbudgetingcouncil/staffing.php</a></p> <p>David Eck talked about ways that people can strengthen their request, which is the criteria that the President will consider in the evaluation of each proposal. He reviewed the criteria. The position request template, as well as the criteria, may be viewed on the PBC website at: <a href="https://canadacollege.edu/planningbudgetingcouncil/2023-24/position-request-presentation-template-2023-2024.pdf">https://canadacollege.edu/planningbudgetingcouncil/2023-24/position-request-presentation-template-2023-2024.pdf</a></p> <p><b>Reminders:</b></p> <ul style="list-style-type: none"> <li>○ People are allotted seven minutes for their presentation, including Q&amp;A. The exact length of the timeslots will be confirmed when the draft schedule of presentations is sent out to the individual presenters.</li> <li>○ People can include more information in their slide deck than they speak to, but people are asked to keep to their time limit and be respectful of other presenters.</li> <li>○ Following the presentation, there may be Q&amp;A and a discussion of the strengths and weaknesses of the proposal. All members of the college community are invited to participate in the discussion.</li> <li>○ PBC members are required to attend the presentations to provide feedback.</li> <li>○ The Academic and Classified Senates review, prioritize and forward new position requests to the President with their recommendations by mid-December.</li> </ul>
<b>STANDING ITEMS</b>	
<b>Associated Students of Cañada College</b>	<p>Katie Hasse reported that the following update:</p> <ul style="list-style-type: none"> <li>● The ASCC had a Halloween Bash on October 31.</li> <li>● Student representatives participate on various college councils and committees and the council may ask the student about a specific item that they want student advice on. ASCC members are now adding those topics to their meeting agenda where they can discuss it and then prepare the response from the ASCC rather than just from one student's voice.</li> <li>● One of the ASCC members looked at other schools and how they were presenting information. A lot of the information here is posted in a calendar that is provided in an email, but she would like to see more ways that the students can find out about events other than in an email because they get so many emails. She suggested a newsletter or website so students know what is going on.</li> <li>● Interim Student Life Manager Sergio Suarez presented information on the Brown Act, which the ASCC must follow as a student senate. There was discussion on the requirement that people on Zoom must publish their location if they wanted to be counted as present. Members thought that was an invasion of privacy. There was concern around students in Middle College who are minors having to report their location. They felt it could possibly be dangerous if those students were at home. They were not sure if they could appeal that requirement or somehow work around it. <ul style="list-style-type: none"> <li>○ David Eck said when you do publish your location, you do not want to mention your home. It needs to actually be a public location, such as a Starbucks or the public library. He said there was a proposal in the last round of legislation this year that would make a special exemption for student senates for that specific part of the Brown Act, but he is not sure if that happened yet.</li> <li>○ Katie said she will remind the ASCC members that if they are going to be on Zoom to try to do it from a public location. David said you do not have to have a video on and you are not limited by how many times you do it. The suggestion is to find a place closer to where people live. It is possible to get multiple people to go to a public library and that could be in addition to the meeting on campus.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ President Lopez said there has been a discussion between the Board of Trustees and County Council and it is a strict policy. She suggested that Katie check with the Student Trustee who could find out more information from the County Council.</li> </ul>
<b>Academic Senate of Cañada College</b>	<p>David Eck presented the following update:</p> <ul style="list-style-type: none"> <li>● Deans Ameer Thompson and Anniqua Rana presented information on the MESA program, which is returning to Cañada College, as well as a proposal for two different options for the Director of MESA position. Academic Senate did want to make the recommendation for which of those options to choose and Deans Thompson and Rana will come back to the next Academic Senate meeting on November 9.</li> <li>● The Senate also discussed AB 928, not the CalGETC portion of the legislation, but the high-level recommendation to have 70% of adults in California between the ages of 25-65 earn a degree or certificate. It requires the community college system to increase degree/certificate awarding annually. The Cañada Academic Senate felt that the goal is very aggressive.</li> <li>● At the November 9 meeting, there will be a discussion on upcoming curriculum changes because of the AB 928 transfer pattern and AB 1111 regarding common course numbering, which involves additional changes. David Eck recommends that faculty review the October 26 curriculum report so people can understand changes.</li> <li>● Ellen Young and other professional development people have been working on a district professional development reassignment proposal. They will be presenting and seeking feedback on that potential position to help coordinate professional development efforts across the district.</li> </ul>
<b>Classified Senate of Cañada College</b>	<p>Maria Huning reported the following update:</p> <ul style="list-style-type: none"> <li>● The Classified Senate met on October 26 to discuss the October 31 Halloween event. This is hosted each year by Classified Senate in honor of former staff and there are student employee scholarships in their honor. The Writing Center has both individual and group workshops to help students write their essays.</li> </ul>
<b>Planning Council Reports</b>	<p><b>IPC:</b> Sarah Cortez said the IPC discussed the following topics:</p> <ul style="list-style-type: none"> <li>● The last IPC meeting was cancelled and the next meeting will be held on Friday, November 3.</li> <li>● Applications for new, renewed, and revised reassigned time are due on November 10.</li> <li>● IPC will be assessing instructional program reviews on November 17 and all are welcome to help.</li> </ul> <p><b>SSPC:</b> Mayra Arellano reported the following:</p> <ul style="list-style-type: none"> <li>● <u>Marketing and Social Media Taskforce Update:</u> SSPC has a marketing/social media sub-committee and students are involved. They are trying to support marketing and share information to students on how to advertise the College. They want to add social media channels TikTok and Reddit and highlight: <ul style="list-style-type: none"> <li>○ Student clubs, Athletic Center and alumni who work at Canada, and highlight students returning to campus and working</li> <li>○ More blog videos, such as a day in the life of departments.</li> <li>○ Having students participate in testimonials and giving them incentives</li> <li>○ Make all videos accessible, example: having captions</li> <li>○ Capture recording from the speaker series</li> </ul> </li> <li>● <u>Make Registration Easier:</u> SSPC is forming a sub-committee to work on this and will confirm membership at the November 8 meeting. Representation would include: <ul style="list-style-type: none"> <li>○ 1 representative from counseling</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ 1 representative from A&amp;R</li> <li>○ 1 representative from instruction</li> <li>○ 1 administrator</li> <li>○ 1 student</li> <li>○ Other departments like Outreach</li> </ul> <ul style="list-style-type: none"> <li>● <u>Drop for Non-Payment</u>: A drop for non-payment proposal was made to SSPC. They will continue to capture data to make a recommendation.</li> <li>● <u>Membership Update</u>: At the next meeting, they will discuss a proposal to change the SSPC membership representation from the Health &amp; Wellness Center. The Health &amp; Wellness Center was renamed and there are now three separate centers, the Health Center, the Personal Counseling Center and the Disability Resources Center and they will consider if those areas want representation.</li> <li>● <u>Upcoming meetings</u>: <ul style="list-style-type: none"> <li>○ November 8: Student Services program review presentations and data bundles</li> <li>○ November 29: SSPC Peer Review Session</li> </ul> </li> </ul>
<b>President's Update</b>	<p>President Lopez reported that at the November 9 Board Study session, the focus will be on considerations regarding class size and class cancellations. This is a joint Study Session with the Board of Trustees, the Academic Senate leadership across the district. A constituency of faculty and students will have a position paper on the topic. A 12-page report will be sent out prior to the meeting for people to review.</p> <p>There will be an introduction into alternative approaches that could be considered and ideas on how to move forward with a working group, that would have cross representation, to come up with a shared perspective on how to address this for our district. It is hoped that by mid spring 2023, a shared agreement will be ready.</p>
<b>Matters of Public Interest and Upcoming Events</b>	<ul style="list-style-type: none"> <li>● Nick Carr announced that Men's Basketball is very excited and still fighting for first place. The Men's Soccer team lost to DeAnza, but is still among the top 10. The Women's Soccer team is in second place behind Evergreen College. Each team is hoping for at least one home game in the playoffs. He said the teams are playing very well right now. The upcoming games include: <ul style="list-style-type: none"> <li>○ Men's Basketball will kick off their season by playing Diablo Valley College on Thursday, November 2 at 5:00pm.</li> <li>○ Men's Soccer will be playing against Skyline College and the game will be hosted at Cañada on Friday, November 3 at 3:00pm.</li> <li>○ Women's Soccer will be playing at San Francisco City College on Friday, November 3 at 1:30pm.</li> </ul> </li> <li>● Mayra Arellano announced that there will be a High School Counselors/Community Partners Breakfast from 9:00am-1:00pm on Wednesday, November 8 in Rooms 6-101/102. There will be an emphasis on Dual Enrollment, transfer and the work that Colts U is doing. They created a handbook that attendees will receive.</li> <li>● Dean Hyla invited people to attend the Art Gallery opening from 3:00-6:00pm on November 1. The Art Gallery is located in Building 9, Room 9-142. Snacks will be served and the artist will be present.</li> <li>● Classified Senate is holding its annual holiday basket drawing and all departments and divisions are invited to donate. The baskets will be displayed in the Bookstore and they will make sure people are 21 and older when the purchase and pick up the baskets. All proceeds go toward student scholarships.</li> </ul>
<b>ADJOURNMENT</b>	The meeting was adjourned at 3:36 p.m.
<b>Next Meeting</b>	The next meeting will be held on November 15 and 16, 2023.