

PLANNING AND BUDGETING COUNCIL MEETING MINUTES -DRAFT-

Wednesday, May 15, 2019

Building 2 - Room 10

Regular Meeting: 2:10 to 4 p.m.

Present: Nick Carr, Paul Naas, David Meckler, Martin Partlan, Hyla Lacefield, Doniella Maher, Jeanne Stalker, Yesenia Mercado, Graciano Mendoza, Jamillah Moore, Megan Rodriguez Antone, Karen Engel, Leonor Cabrera, James Carranza, Tammy Robinson, Rachel Corrales

Guests: Alicia Aguirre, Rebekah Taveau, Mary Chries Concha Thia, Sarah Harmon, Doug Hirzel, Allison Hughes, Adolfo Leiva

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| **AGENDA ITEM** | **PRESENTER** | **PROCESS** | **NOTES** |
| 1. Welcome and Introductions Approval of [Minutes](https://canadacollege.edu/planningbudgetingcouncil/meetings.php) | Hyla Lacefield, PBC co-chair  Jeanne Stalker PBC co-chair | Information  Action | Meeting called to order at 2:15pm.  Action: Motion to approve Minutes from May 1 meeting passed unanimously. |
| 1. Acknowledgement of Accreditation Team | Dr. Jamillah Moore  Alicia Aguirre, Faculty Co-Chair  Sarah Harmon, Faculty Editor | Information | President Moore recognized Professors Harmon and Aguirre for their work in completing the College’s ISER report. Joining with Dean Karen Engel, the team spearheaded these collaborative efforts. Recognition to the Cañada community, past and current, who served on the standards committees and assisted on the report. Preparation for the Site Visit in September will begin over the summer and information will be brought to PBC. |
| 1. Biology Program FTE Replacement Proposal | Doug Hirzel, Professor, Science & Technology Division | Action | Professor Hirzel presented on the proposal for Biology faculty member. This is a replacement position for Professor Dani Behonick who will be leaving the college at the end of the current semester. Co-chair Lacefield advised that the proposal was supported and approved by the Academic Senate. A second Biology Faculty position is anticipated in the fall. This second position would also be a replacement position. PBC members discussed approving both at this time, but this did not move forward.  Action: Motion to approve Biology Faculty Replacement Proposal passed unanimously. |
| 1. Strategic Enrollment Management Committee Report | Dr. Tammy Robinson, VPI and Dr. Karen Engel, Dean, PRIE | Information | VPI Robinson and Dean Engel presented the Strategic Enrollment Management Committee year-end report. Thank you to the SEM members for participating on this committee. The data and supporting documentation on the committee’s activities may be found on the PRIE website. The committee was formed to update the Strategic Enrollment Plan. Presentation highlights:   * Headcount is down about 4.6% over 5-year period * FTES down 16% over 5-year period * Demographic shift: since 2013, San Mateo County population in 18-35 year age bracket has decreased slightly each year. Cañada maintains a 7% share of this population * Enrollment management objective is an enrollment target range within a minimum and a maximum. * The plan categorizes enrollment efforts in three areas:  1. Recruitment 2. Persistence 3. Completion  * Number of students completing degrees, transfer, and certificate programs has increased since 2013-14. * The College’s overall Persistence rate at 57%   Examples of specific programs that exceeded this rate are CWA, STEM Center, Promise Scholars  Dr. Robinson discussed the committee’s research on the programs with high persistence rates. These programs had smaller cohorts, effective direct student communication, wrap-around services. The committee also looked at dual enrollment, online learning, career education, international program, KAD (Kinesiology, Athletics, Dance); what support services do we need/do we continue or increase that will assist students to completing their goals.  SEM Committee recommendations:   * Continue working on the plan and key performance indicators over the summer resulting in a draft SEM Plan submitted to PBC in early fall 2019 * Get clearer on the distinction between the Strategic Enrollment Management and strategic initiative planning and implementation generally * A new task force for aligning outreach has been formed to coordinate Outreach activities, develop key messages about the College to specific audience(s) and related topics |
| 1. Student Equity and Achievement Plan (SEAP) and Related Metrics | Rebekah Taveau, Professor, Humanities and Social Sciences and Dean Karen Engel | Information | Professor Taveau informed on the status and process in developing the Student Equity and Achievement Plan (SEAP). Information was gathered from ACES, Classified Senate, and other constituency groups to get comments from faculty and staff. VPSS Char Perlas, Dean Karen Engel, and Dean David Reed looked at the findings and outlined the info combining Vision for Success, Strategic Plan, and the College’s goals on equity and aligning campus efforts.  The present draft was reviewed by the ACES group, who provided feedback in a number of areas. Dean Engel informed that the committee determined to form this plan by tying it the College re-design work that we are already doing with Guided Pathways. Research shows that these efforts will address our equity issues. This draft plan reflects the College’s correct data and goals. Some of the activities may be edited and clarified as well as budget information added. The due date to submit the report to NOVA is June 30. |
| 1. Education Master Plan Update; draft Strategic Plan for 2019-20 | Dean Karen Engel,  Allison Hughes, Instructional Technologist and Dean James Carranza, Humanities and Social Sciences | Information | Allison Hughes and Dean Carranza presented on the process to update the Educational Master Plan and draft Strategic Plan for 2019-20. The group’s efforts are focused to align the college strategies (i.e., EMP, Guided Pathways, AB705, and others) into one document. This will be used as a guide to activities and priorities to support the College’s goals.  Dean Engel presented on how the data and content will be structured in a useful, retrievable presentation that stays true to the EMP, but is flexible to allow other considerations are introduced.  Efforts will continue over the summer to incorporate items such as the College’s organizational foundation, program review process, campus initiatives and strategies, and others. |
| 1. Guided Pathways Summer Effect | Co-chair Hyla Lacefield and Dean Karen Engel | Information | Co-chair Hyla Lacefield and Dean Engel informed on the Program Pathways Mapper model, and its capacity for providing students information on educational programs in a comprehensible, relevant, and visual manner. Cañada has the opportunity to form and utilize this model. The first due date is June 14, when the College’s catalog data and interest areas are submitted. Hyla stressed that it is important that faculty and counseling are represented in this effort. Students have also been involved in reviewing and sorting degrees and certificates into areas. Other efforts and discussions will need to take place over the summer to adhere to the timeline currently in place. Cañada community is welcome to contact Hyla to learn more about this model and project. |
| 1. Climate Survey Results | Dean Karen Engel | Information | Dean Engel reviewed the Campus Climate Survey results  Responses received were representative across divisions, job classifications, and lengths of service. Opportunity to make open comments were also received and these were bundled by content. PBC members are encouraged to review these results with their constituency groups and revisit the relevant topics throughout the year. |
| 1. Vision for Success Goals - final | Dean Karen Engel | Information | Dean Engel advised that since PBC previously determined the Vision for Success Goals, items surfaced that affect this information: (1) The State Chancellor’s office opened up NOVA using a different year as the baseline, (2) Transfer goal did not align with the State Chancellor’s office or our sister colleges, and (3) Further data became available re disproportionately impacted groups.  Dean Engel informed that the data will be revised to reflect the change in baseline year and that additional data and goals re disproportionately impacted groups will be provided early in fall 2019.  Action: Motion to correct the transfer goal to: Increase by **35%** the number of Cañada students transferring to UC or CSU by 2021-22, passed unanimously. |
| 1. Resource Allocation Summary per Program Review timeline | Graciano Mendoza, Vice President Administrative Services | Information | VPAS Mendoza informed that departments submitted Resource Requests, through the Program Review process, for for 2018-19 and 2019-20 fiscal years. VPs and Division Deans will receive the approval information on the one-time funds requests for 2018-19 by May 24th. For 2019-20, the requests for funding received were for personnel and operating requests. Earlier this year, five new positions were approved contingent upon funding. Of these five positions, CWA Counselor was approved and funded. The Director of Kinesiology and Wellness will be funded and filled on an interim two-year temporary basis, allowing time to complete the wellness facility, evaluate the related programs, and assess needs. One-time funding will be provided for a temporary, one-year KAD Program Services Coordinator position. Two positions remain on hold due to budget constraints: SparkPoint Office Assistant and OAII.  On operating funding requests: $130,000 was approved for ongoing funding and $38,000 approved for one-time funding. Allocation for these operating funds will be determined after the District revenue projections and budget process become finalized and Learning Center grants terminating in the months ahead. |
| 1. Planning Council Reports | IPC, SSPC, APC representatives |  | No reports at this meeting. |
| 1. Staffing Update | Graciano Mendoza, VPAS |  | No items to report. |
| 1. President’s Update | Dr. Jamillah Moore, President |  | President Moore advised that AB 302 will be discussed at the BOT meeting. This legislation, introduced by Assembly Member Marc Berman (D-Palo Alto) allows homeless community college students to sleep in their vehicles overnight in campus parking facilities.  Impacts on the District including criteria, funding, and services will be among the topics as the discussion begins. |
| 1. Matter of Public Interest |  |  | Paul Naas: All are invited to see the outstanding student works in the Digital Arts and Animation Student Show on Friday, May 17  DA&A students Veronica Plante and Katie Burke are presently at representing the program and Cañada at the Cannes Film Festival.  Hyla Lacefield: Thank you to PBC members. This is Hyla’s last meeting as PBC co-chair/ |
| **ADJOURN** |  |  |  |