



**Approved**

**PLANNING AND BUDGETING COUNCIL MEETING MINUTES**

**Wednesday, December 7, 2022**

**In-Person and Via Zoom**

**Regular Meeting: 2:10 – 4:00 p.m.**

**Members present:** David Eck, Roslind Young, Alicia Aguirre, Nick Carr, Ronda Chaney, Rachel Corrales, Karen Engel, Denise Erickson, Joshua Forman-Ortiz, Chialin Hsieh, Maria Huning, Hyla Lacefield, Ray Lapuz, Kim Lopez, Alyssa Lucchini, Lisa Palmer, Manuel Alejandro Pérez, Peggy Perruccio, Ludmila Prisecar, Megan Rodriguez Antone, Lesly Ta, Julian Taylor.

**Members absent:** Mayra Arellano (for Jeanne Stalker, Claudia Rosales.

**Guests and others present:** Natalie Alizaga, Wissem Bennani, Alex Claxton, Mary Chries Concha Thia, Alison Field, Nimsi Garcia, Sarah Harmon, Mary Ho, Debbie Joy, Michiko Kealoha, Chantal Sosa, Rebekah Taveau, Diana Tedone-Goldstone, Ameer Thompson.

AGENDA ITEM	CONTENT
<p><b>1. Welcome, Introductions and Approval of Consent Agenda</b></p>	<p>Meeting called to order at 2:07 p.m.</p> <p>The consent agenda and minutes of November 16 were reviewed along with the board-approved staffing update from November 30.</p> <p>ACTION: A motion to approve the consent agenda was made by Lisa Palmer and seconded by Maria Huning. Motion passed.</p>
<p><b>2. Proposal for Bylaws and Membership of the Equity and Antiracism Planning Council to be Piloted in Spring 2023 (Alison Field, ACES Faculty Co-Chair, Mary Ho, Director PSS, ACES Co-Chair, Manuel Alejandro Pérez, VPSS, ACES Co-Chair)</b></p>	<p>The timeline of the formation of the proposed council was reviewed. The proposed council is an evolution of ACES and the Anti-Racism Task Force. Once the proposed pilot begins its work, ACES will cease to exist.</p> <p>The work that ACES is doing around addressing policies and practices on anti-racism and equity on campus will be done by EAPC. It will be the purview of the EAPC to provide trainings, programming and development as it relates to equity and anti-racism.</p> <p>There will be collaboration and communication with participatory governance groups and councils. They would like to look at ways to make improvements and changes and feel that EAPC will be one of the bodies that can do that.</p> <p><u>Membership</u> In looking at the formation of the EAPC membership, the group started with membership in ACES and considered input that was received from PBC and the summer work group. Council members will be appointed through Classified Senate with CSEA's approval, Academic Senate and the ASCC. There will be a balance between staff and faculty. They want at least one faculty representative from either English or Math and one faculty representative from ESL since they have been most impacted with AB 705.</p> <ul style="list-style-type: none"> <li>The expectations of service were reviewed. While there is no set requirement to join the group, they are looking for people who have a willingness to learn, a commitment to engage and an interest in the topics. There is also language around evaluation. They have built in</li> </ul>

reporting to the college president annually on the progress of the college's equity and anti-racism three-year plan that is inclusive of the SEAP plan.

### Bylaws

The draft bylaws are posted to the PBC website at:

<https://canadacollege.edu/planningbudgetingcouncil/2022-23/draft-eapc-bylaws-november-29-2022.pdf>

The goals, listed on Page 4 of the bylaws, were reviewed.

In an effort to achieve the Council mission/purpose, the EAPC will:

- Goal #1: Review and revise college policies and practices.
- Goal # 2: Facilitate training for students, faculty, staff, and administration.
- Goal #3: Develop and implement college-wide programming related to equity and antiracism.

Alison Field encouraged people to notify her if there are any small edits that are needed, along with other comments and suggestions.

### Comments

Regarding Goal #1, Lisa Palmer does not feel that it would be the EAPC's purview to review and revise policies since those policies belong to another group.

- VP Pérez said they can be open to being more explicit in the bylaws around Goal #1. They will collaborate and work with the group that has the policy, help the group review their practice and then make a recommendation to the President.
- Alison Field said that some of the language comes from the work of the Equity and Antiracism Leadership group and it was presented that way to PBC and was approved by PBC. She said that she is fine with any proposed revisions to the language in this case.

There was additional discussion around working in collaboration across the college as well as decision-making.

- Alison Field said there is a section on decision-making and it does say that college actions and decisions that impact college policy within the purview of EAPC, shall be formal recommendations made to the President similarly to the way that PBC makes recommendations to the President.
- President Lopez would support the suggestion around Goal #1 to collaborate with other bodies to review and recommend policy revisions. She noted, however, that the only authority to change policy in our district is through the Board of Trustees. Any recommendation that is presented to her, must go to the District Participatory Governance Council (DPGC). The colleges can change their practices and educate and advocate for changing a policy, but revisions to district-wide policies require official board approval.

### Other Comments on Bylaws and Membership

- David Eck suggested that PBC approve membership and any other changes to the bylaws be brought back in the spring or entrust ACES to further revise and develop the bylaws. The council cannot begin until the three senates approve membership as the bylaws state. The PBC could approve the membership at this meeting and the senates could post the positions and start recruitment.
- Roslind Young would like to move forward with the membership with the suggested changes made to the bylaws. She would like PBC to look at the revised bylaws at the first PBC meeting in the spring.
- In addition to revising Goal #1, David asked for clarification around the five faculty and six staff listed in the membership structure.

	<ul style="list-style-type: none"> <li>○ Vice President Pérez said the faculty member and co-chair comes also from the reassigned position, so that would be the sixth faculty. Classified can appoint all of their six members and EAPC would then appoint the chair from that group.</li> <li>○ Roslind noted that Classified staff do not get reassigned time, so Classified will want to appoint their chair. She wants to make sure that someone accepts the position willingly.</li> <li>● Lesly Ta asked Vice President Pérez what the repercussions would be if the membership were approved and the bylaws were revised in the spring. <ul style="list-style-type: none"> <li>○ VP Pérez wants to know who would take the lead on specific tasks and he does not recommend that the group be activated without first seeing any proposed edits to the bylaws.</li> </ul> </li> <li>● After discussion, some members feel that more time is needed and processes need to be followed. Some changes can be substantial as people check in with their groups.</li> <li>● Nimsi Garcia said EAPC was approved as a one-semester pilot in the spring. If things are delayed, she asked if the pilot would then be expanded beyond the spring semester.</li> <li>● After further discussion, Dean Engel reminded people that the EAPC is a pilot, so if PBC were to vote on the draft bylaws, then the council can evaluate the pilot in the spring semester.</li> </ul> <p>ACTION: A motion to adopt the bylaws and membership for the new EAPC with a correction to Goal #1 to read, "Collaborate with other bodies to review and recommend policy revisions," was made by Lesly Ta and seconded by Roslind Young. Motion passed.</p>
<p><b>3. Institution-Set Standards and College Scorecard: Review of College Goals and Metrics (Karen Engel, Dean of PRIE and Alex Claxton, Planning &amp; Research Analyst)</b></p>	<p>The College is reviewing its institution-set standards in order to begin drafting an accreditation midterm report. The College is also looking at the goals that it is aspiring to achieve for each metric. In fall 2020, PBC established five College scorecard elements: enrollment management, student momentum, student completion, Guided Pathways and students' employment outcomes.</p> <p><b>Enrollment Management:</b></p> <ul style="list-style-type: none"> <li>● Head counts are down through last year, but there may have been an increase in the number of units taken per student.</li> <li>● <u>Home Campus Students</u>: There has been an increase in the number of home campus students as of fall 2022. While home campus students may take a course at Skyline or CSM, they are trying to get a degree or certificate from Cañada and they are in our interest areas, our success teams and our special programs.</li> <li>● Other metrics that are monitored include weekly student contact hours, college-wide load and the raw number of course sections.</li> <li>● The College also monitors students who graduate from Sequoia Union High School and come to Cañada within one year of graduation. The EMP calls for strategies to help boost that number, including the MOU we have with SUHSD and dual enrollment strategies, as well as the growth of Middle College.</li> </ul> <p><b>Student Momentum:</b></p> <ul style="list-style-type: none"> <li>● <u>Course Success Rates</u>: Online course success has improved and is now at around 72%. Last year, students in face-to-face sections did much better.</li> <li>● <u>Disproportionate Impacts</u>: Some students are still facing an ongoing, disproportionate impact by modality. Last year, Hispanic students were 9% lower in success rates in face-to-face courses. Black non-Hispanic, Hispanic and low-income students saw disproportionately lower success rates in online courses. Most of these groups, as well as Pacific Islander and male students had lower success rates in hybrid courses.</li> </ul>

	<ul style="list-style-type: none"> <li>• <u>Transfer-level English and Math</u>: The state also looks at how our students are getting through transfer-level English and math. The number is higher but not high enough.</li> </ul> <p><b>Student Completion:</b> Student completion was reviewed and it has been stable throughout the pandemic.</p> <ul style="list-style-type: none"> <li>• <u>Time to Completion</u>: It is taking students 73 units on average to complete a two-year associate's degree. It was hoped that this would be lower, although the number of students who did complete in two years went up.</li> <li>• <u>Number of Online Programs</u>: The College wanted to know how many degrees are being offered 100% online. VP Chialin Hsieh, the instructional deans and the VPI office took an inventory based on the past two years' data and the College now has 42 degree programs that were 100% completable online last year. VP Hsieh expects to review this number each year, based on course needs and the Ed Code.</li> <li>• <u>Transfer Metrics</u>: Dean Engel shared the Student Completion slide on transfer metrics.</li> </ul> <p><b>Guided Pathways Metrics:</b> Information about how the GP efforts will be monitored will be presented.</p> <p><b>Employment Outcomes:</b> Career Tech Ed completers were surveyed and in the last year, all people are reporting employment.</p> <p><b>First-Time Cohort Dashboard:</b> Dean Engel reviewed the First-Time Student Cohort metrics and there is now a dashboard with this information.</p> <p>Dean Engel will follow up with any questions at the February 1 PBC Meeting.</p>
<p><b>4. EMP Progress Update: Transportation (Ludmila Prisecar, VPAS)</b></p>	<p><u>Shuttle</u>: VP Prisecar talked about the shuttle route and since ridership is low, we will continue with the existing route. The shuttle picks up at Oxford Day Academy in East Palo and Belle Haven Library in Menlo Park and then comes to Cañada. The shuttle makes the round trip from Cañada to those locations throughout the day.</p> <p>The shuttle website will be updated shortly. Updated information will be sent to students who live in the shuttle coverage area. Shuttle advertising is also being done on the digital screens on campus.</p> <ul style="list-style-type: none"> <li>• There was a request to advertise the shuttle at Cañada events or in flyers.</li> </ul> <p><u>LYFT Program</u>: Since changes to the shuttle route are not being made, the College is leaving the Lyft program as is with the same parameters: up to 15 rides per month, up to \$15 per ride, Monday through Saturday, 7 a.m. to 11 p.m., rides must start or end in the coverage area and students must be enrolled in at least six units.</p> <p>VP Prisecar is hoping to work with other partners and apply for grants in the future.</p> <p><u>Comments:</u></p> <ul style="list-style-type: none"> <li>• David Eck asked if the Lyft program is operating in the spring. VP Prisecar confirmed that it is and the College will use the remaining HEERF funds to cover the cost as well as funds raised by the President's Breakfast, which are allocated to transportation.</li> <li>• David Eck also asked if the website can be updated immediately.</li> <li>• Lesly Ta said the College wants to use SB 893 funds for travel and they are planning to bring a request for a spring gas card program to the Board of Trustees in January. It is similar to how the College already implements gas cards for students through the Bookstore. They are thinking of \$50 per person or \$75, depending on what the board approves. The district is also going to be working on a bus pass program. They need more time to implement because they have to work with Clipper on that and hope to have it in summer or fall.</li> </ul>

	<ul style="list-style-type: none"> <li>• Maria Huning commended VP Prisecar and others on the work that is being done on transportation.</li> </ul>
<p><b>5. OER/ZTC Implementation Plan (Sarah Harmon, OER/ZTC Coordinator)</b></p>	<p>Cañada is starting to receive money for the Zero Textbook Cost pathways from the State Chancellor's Office. Phase 1 funds of \$20,000 were received in November and those are meant to help plan for Phase 3. Phase 3 funding in the amount of \$180,000 should be delivered in the second quarter of 2023. The goal is to create zero-cost ADTs and Certificates of Achievement (which must be CTE based).</p> <p>Regarding Phase 2, there were plans for a competitive grant for another \$200,000, however that has been postponed. Sarah hopes to have more information on Phase 2 in the spring.</p> <p><u>Important Information:</u></p> <ul style="list-style-type: none"> <li>• Colleges are to develop new or existing ADT/Certificate of Achievement zero-cost programs.</li> <li>• Course materials are defined in California Community College Ed Code 78052(b)(5)</li> <li>• Funds can be used for professional development and technical assistance</li> <li>• Pathways and hiring are determined locally</li> <li>• Everything must be able to be institutionalized after funding runs out</li> <li>• Academic Senate is to be consulted regarding implementation of the pathways. Sarah has been regularly reporting to the senate's Textbook Affordability subcommittee.</li> </ul> <p>The pathways must include core courses, selectives and GEs. They need to identify a GE pathway that includes courses that are offered entirely as ZTC and then line up the pathways for the degrees and certificates.</p> <p><u>Phase 1:</u></p> <ul style="list-style-type: none"> <li>• With the first allotment of money, the College will have a cohort for the spring and that program will run from February-April/May and then the summer cohort will start in May and run through July.</li> <li>• Extra money will be spent on library resources.</li> <li>• The College is training the embedded tutors and peer mentors to assist students.</li> <li>• Data from a fall 2022 ZTC student survey showed that students are in these courses. Most of the courses have a print option so students can take the materials and get a printed copy from the bookstore, however very few students are doing that. They like the digital platform. Sarah will present the rest of the survey data at a future meeting.</li> </ul> <p><u>Phase 3:</u></p> <ul style="list-style-type: none"> <li>• There are plans to expand to as many ZTC pathways as possible. Anthropology, communications, early childhood education, physics and math were identified as the five programs that are closer to being zero cost at this time. They plan to offer as many sections as possible to cover as many modalities and times of day.</li> <li>• There will be further funding for more library resources and further training for faculty and students, including improving Canvas-based training.</li> <li>• They would like to train faculty as ZTC division coaches to help their colleagues with the conversions.</li> </ul> <p><u>EMP Goals:</u> Goals 1.19 and 2.5 are tied to the OER/ZTC Implementation Plan, the ASCC has goals on textbook affordability and all of it ties to the Free College Initiative. Sarah will report out on additional data at the December 8 Academic Senate. Questions should be forwarded to Sarah Harmon and David Eck.</p>
<p><b>6. Educational Master Plan</b></p>	<p>At the beginning of the year, they presented the implementation matrix that organized the different strategic initiatives, identified the people involved and they fit into the College's</p>

<p><b>Implementation (Updates on the Cañada Collaborates Matrix) (David Eck and Roslind Young, PBC Co-Chairs)</b></p>	<p>participatory governance. The draft was presented at the end of the year and they have been getting feedback.</p> <p>PBC members are encouraged to share the implementation matrix with their constituents to make sure they have the information and see if there is something that should be changed.</p> <p>David Eck and Roslind Young would like to move from a draft document and treat it as a final document that could be revised as people have changes.</p>
<p><b>STANDING ITEMS</b></p>	
<p><b>7. Associated Students of Cañada College</b></p>	<p>No report was presented.</p>
<p><b>8. Academic Senate of Cañada College</b></p>	<p>David Eck reported that the Academic Senate will appoint faculty to the VPI selection committee as well as prioritize faculty requests at its next meeting on December 8.</p>
<p><b>9. Classified Senate of Cañada College</b></p>	<p>Roslind Young reported that the final Classified Senate meeting of the semester is on December 8. She also provided the following updates:</p> <ul style="list-style-type: none"> <li>• An email with the list of all classified personnel requests was sent and classified staff are encouraged to review the list and rank the positions.</li> <li>• Starting in the spring semester, the Senate is hoping to hold their meetings over the lunch hour and they are also looking to recruit new members.</li> </ul>
<p><b>10. Planning Council Reports</b></p>	<p><u>IPC</u>: The IPC held the program review presentations and Lisa Palmer would like to encourage more people to attend next year. Reassigned time applications were also reviewed.</p> <p><u>SSPC</u>: Maria Huning said the last few SSPC meetings have focused on program review presentations and they have looked at all of the Student Services programs that are under review. They are continuing to work on their EMP goals at each meeting. The Student Services Huddle is on Friday, December 9. It will be an opportunity for them to look at the initiatives and goals that they set.</p>
<p><b>11. President's Update</b></p>	<ul style="list-style-type: none"> <li>• President Lopez will be attending the Student Services Huddle on December 9.</li> <li>• There is a Counselor and Community Forum on December 7. Sixty people are expected including partners and counselors from all over the county, plus faculty and staff.</li> <li>• The Holiday Gathering is next Friday, December 16 in the Building 8 Lobby from 12-1:30pm. It will be followed by hard hat tours of Building 13.</li> <li>• <u>Final Board Meeting of 2022</u>: The board will hold its final meeting of the year on December 14. The agenda is not yet posted, but the trustees will be considering the extension of the telecommute pilot policy for two more years. The pilot policy would offer three days working in-person/two remote days or four days working in-person and one remote day for staff, managers and non-instructional faculty.</li> <li>• <u>Personnel Requests</u>: President Lopez will review the personnel prioritizations that will be done this week with the Classified Senate and Academic Senate. She will work closely with VP Prisecar to get the final information and costs to see what can be funded. The final list of approved personnel requests will be emailed in the first week of January.</li> </ul>
<p><b>12. Matters of Public Interest and Upcoming Events</b></p>	<ul style="list-style-type: none"> <li>• Michiko Kealoha announced that the ASCC is having a de-stress event on December 8 in The Grove from 11am-1pm with a hot cocoa bar and cookies. They are also teaching people how to make wire jewelry and decorate mugs.</li> <li>• Diana Tedone-Goldstone announced that the Library will be providing free coffee, tea and treats during the week of December 12 for finals.</li> <li>• Julian Taylor said the Learning Center is still looking for recommendations for tutoring and asked PBC members to please send them when they can.</li> </ul>

<b>ADJOURNMENT</b>	The meeting was adjourned at 4:02 p.m.
<b>Next Meeting</b>	The next meeting will be held on February 1, 2023.