



**Approved**

**PLANNING AND BUDGETING COUNCIL MEETING MINUTES**

**Wednesday, February 15, 2023**

**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, Maria Lara-Blanco (for Jeanne Stalker), Kim Lopez, Alyssa Lucchini, Lisa Palmer, Manuel Alejandro Pérez, Peggy Perruccio, Ludmila Prisecar, Megan Rodriguez Antone, Claudia Rosales, Lesly Ta, Julian Taylor.

**Members absent:** Nick Carr, Joshua Forman-Ortiz, Paul Naas, Megan Rodriguez-Antone.

**Guests and others present:** Wissem Bennani, Alex Claxton, Nimsi Garcia, Max Hartman, Aaron McVean, Danielle Pelletier, David Reed, Ameer Thompson.

AGENDA ITEM	CONTENT
<p><b>1. Welcome, Introductions and Approval of Consent Agenda</b></p>	<p>Meeting called to order at 2:12 p.m.</p> <p>The minutes of February 1 were reviewed. There were no board-approved staffing updates from the February 4 Board Retreat. David Eck noted that Wayne Lee is the new trustee who has been appointed to fill the vacancy left by Maurice Goodman.</p> <p><b>ACTION:</b> A motion to approve the minutes was made by Dean Hyla Lacefield and seconded by Lisa Palmer. Motion passed.</p> <p><u>Regular Agenda Change:</u> In order to accommodate one of the meeting presenters, a request to move the first agenda item to later in the meeting was made. The third agenda item will now be discussed first.</p> <p><b>ACTION:</b> A motion to modify the agenda was made by Lisa Palmer and seconded by Peggy Perruccio. Motion passed.</p>
<p><b>2. Professional Development Needs Assessments (Ellen Young, Flex Day Coordinator, on behalf of Academic Senate, and Alex Claxton, PRIE Analyst, on behalf of Classified Senate)</b></p>	<p>Dean David Reed reported on behalf of Professional Development Coordinator Ellen Young, who was unable to attend. Dean Reed shared the updated Professional Development website. Dean Karen Engel did a lot of work on the site to meet Accreditation Standard III. The updates will help and support employees and faculty to upgrade their skills.</p> <p>The professional development three-year plan needs to be updated. The plan process, roles and responsibilities and planning timeline were reviewed. There is a planning committee and they have been doing Flex Day planning and oversight. Key stakeholders from the college will need to be involved. Members of the work group are Alex Claxton, representing Classified staff, and Faculty members Ellen Young, Jessica Kaven and Lezlee Ware. VP Hsieh, Dean Engel and Dean Reed provide administrative oversight and request feedback from Cabinet.</p>

The three-year Professional Development Plan is being integrated with the Educational Master Plan and Strategic Enrollment Management Plan. David reviewed the timeline for preparing the draft of the needs assessment, which is a big part of the plan. It is summarized on the website and they are hoping to get feedback. More information will be shared at the Flex Day event in April and they hope to have an outline of the plan by the end of the semester.

Alex Claxton said the leads have talked about the survey with their respective senates and councils to get more input on the plan so improvements can be made. Alex said the Classified survey will be completely anonymous. He encouraged people to respond to the survey and be honest in their responses. David said they will remind people at division meetings to take the survey. They had their Professional Development Planning Committee meeting yesterday, so they were able to get more feedback that is relevant to the different groups.

#### Comments

- Lisa Palmer asked if they could speak to the plan about what they are going to do with this information and how it will be used.
  - Dean Reed said there are more coordinators and faculty involved now with professional development. PRIE will look at the data and then focus on how we put it into action. They hope to engage people more directly.
  - Alex Claxton said there is no way to guarantee that everything can be solved with professional development, but the survey will help determine where we are, where we can improve and then communicate effectively what we plan to improve.
- VP Prisecar noted that some pages need updates from prior years and she will email David Reed and Ellen Young.
- Lesly Ta asked if there is a format where students are able to give feedback. She said there is a class climate survey that is administered to students, but she would like to see a survey where students could provide feedback that could suggest professional development for faculty.
  - Dean Reed said student feedback can inform professional development and he would like to invite Lesly to help them move forward with the process.
- Dean Karen Engel is preparing to submit a grant on February 16 that provides \$300,000 per campus that is awarded for culturally relevant pedagogy and practices. Dean Engel said they are looking at how to create a new Faculty Academy that has three strands: one is the existing faculty learning program that has been worked on, an antiracist rubric and the third strand is equitizing classroom practices. This will create a Community of Practice over the years which will involve many faculty members. Faculty benefit from peer-to-peer feedback and observing each other and have a safe space in which they work on can adapt to equitizing practices.
- David Eck said that Ellen Young shared a draft survey instrument at Academic Senate on February 9 and he asked if there is a way for people to asynchronously make suggestions on the current draft of the survey. He asked if they can share a link for updating the draft for each of the different groups.
  - Dean Engel said the constituent leads have been sharing a Word copy of the draft with their groups and not as a Google link. People can add their comments to the Word document and Dean Engel will update the Google document.
  - Alex said they are collecting feedback and will present a second draft on February 23. A final version of the survey will be sent to PRIE by March 6 and the survey will be administered to all groups on March 9. They are starting to post the drafts on the constituent groups' websites.

	<ul style="list-style-type: none"> <li>Dean Hyla Lacefield commented that she has heard from several faculty members that students seem more engaged this semester compared with last semester. Classes are fuller and students are more engaged.</li> </ul>
<p><b>3. Free College: Next Phase of Implementation (Aaron McVean, Vice Chancellor Educational Services and Planning, SMCCCD)</b></p>	<p>The Free College Initiative was passed in fall 2022 and the program took effect on January 1, 2023. The initiative allows the SMCCCD to use its general funds to pay for a student’s total cost of attendance. The program has at least a five-year timeline. Interim policies are in place for the spring and the district is working on the long-term policies.</p> <p><b>SB 893 for Spring 2023</b> Enrollment is up across the district with a 9.5% increase in headcount across the district and 13% in enrollment depending upon the college. More than 12,000 students who reside in San Mateo County are receiving support through SB 893 and it is costing about \$3.5 million for the spring semester.</p> <p>In addition, they are working with Student Trustee Lesly Ta to provide transportation support to students starting on March 1. The support is an additional \$50 per month in the form of a gas card issued by the Bookstore. Students must qualify based on financial need and have to be enrolled in a minimum of six units.</p> <p><u>Breadth of Support versus Depth of Support</u> The district is trying to determine what it can do beyond this spring to institutionalize the Free College program for the length of the legislation. Vice Chancellor McVean said the District is considering whether it would want to serve as many students as possible or would it like to narrow that focus and look at providing greater depth of support. A proposed draft policy was presented at the board retreat. The board gave their feedback and there was some discussion about focusing on breadth and limiting depth of support unless tied to some kind of demonstrated financial need. The proposed draft policy has also been discussed at the District Participatory Governance Council (DPGC). There are trade-offs that would need to be considered as the district looks toward the long-term policy.</p> <p>Vice Chancellor McVean shared spring 2023 scenarios and fees that are being paid. They started comparing figures, scenarios, with just enrollment fees, then looked at additional supports that will actually help students continue their education. They then looked at annual scenarios and additional layers of support and what those fees could be.</p> <p>They are trying to come up with a final set of recommended policies for adoption by the March 25 board meeting. McVean said the district will recommend continuing with interim policies through the summer session to give everyone enough time to be able to make changes depending on what is adopted for fall.</p> <p><u>Comments:</u></p> <ul style="list-style-type: none"> <li>Rachel Corrales noted that the Cashier’s Office is still dropping students for non-payment. Students thought they were getting free college and they ended up being dropped. She asked if there will be messaging sent out to students with an explanation of the program other than “free college.” She also asked when they will decide what is covered and what the program will provide beyond spring and summer. <ul style="list-style-type: none"> <li>Vice Chancellor McVean said they will communicate information as much as possible after a decision is made at the March 25 board meeting.</li> </ul> </li> <li>Rachel asked if there will continue to be drops for students who do qualify as residents of San Mateo County and who are not a part of CCPG or Promise.</li> </ul>

	<ul style="list-style-type: none"> <li>○ Vice Chancellor McVean said they can work on the programming fee for those students who are part of the program, but students will continue to be dropped for other things other than the enrollment fee for students who reside in the county.</li> <li>● Alicia Aguirre thanked the board and the district. She feels the program will make a difference in students' lives, not only for ESL students, but for undocumented students in the district. <ul style="list-style-type: none"> <li>○ Vice Chancellor McVean said by removing by removing the nonresident tuition, that barrier has been pushed aside.</li> </ul> </li> <li>● VP Chialin Hsieh enrolled in a class to check the non-payment status and received 10-15 emails reminding her to pay before she was dropped from the course. The communication was there to remind students to pay, but students may not read email. She commended the work being done by A&amp;R, Counseling and the district office.</li> <li>● David Eck asked Vice Chancellor McVean to clarify that the board is wanting to focus on enrollment fees and then at a later time consider the additional cost of attendees fees. <ul style="list-style-type: none"> <li>○ Vice Chancellor McVean said the board talked about taking care of enrollment fees and then see what the impact is on the number of students, the depth of support and those kinds of things. They are presenting a variety of scenarios.</li> <li>○ David Eck does not feel that it would be good to have a minimum unit requirement. It might work better for Promise students, but college-wide, there may not be enough staff to engage students to adjust their schedules so they can take more classes than they intended.</li> <li>○ David Eck also said that as the board considers the recommendations, there should also be discussion on how we are reallocating our general budget and there the funds would be coming from.</li> </ul> </li> <li>● Maria Lara-Blanco clarified that for spring 2023, Cañada has been tracking enrollment and has 138 students who benefited from going through six units or less and more than 120 who benefited through the SB 893 for six units of less. Since this is different than the count of 96 that Vice Chancellor McVean mentioned, he advised her to talk to Karrie Mitchell about the coding issue.</li> </ul>
<p><b>4. Make Registration Easier: Banner 9 and WebSchedule Updates (Max Hartman, Dean of Counseling, Wissem Bennani, Dean of ESSP and Danielle Pelletier, Professor of ESL, co-chairs of the EMP 1.1 Initiative: Make Registration Easier)</b></p>	<p>Professor Danielle Pelletier reported on work being done by the Make Registration Easier (MRE) team. The group is looking at CRM automated messages that students receive when they register, revision and translation of messages, WebSchedule updates and future projects for MRE.</p> <p><b>College Goal #1 on Student Access, Success and Completion.</b> This is part of the EMP Initiative 1.1, Making Registration Easier. They are working to assess and streamline outreach, matriculation and registration processes to ensure that applicants, particularly for low-income, first generation and BIPOC applicants, enroll in at least one course during the same year they apply. The goal is to also ensure that the programs that support students with these processes have enough resources to manage the workload. Goal 1.10 improves WebSchedule descriptions of course offerings.</p> <p>Dean Wissem Bennani reviewed the matriculation and enrollment messages, along with the current process we have through the Constituent Relationship Management (CRM) or Student Success Link (SSL), which is the automated messaging system. When students apply and are admitted, they receive a welcome letter and their residency status is reviewed. Students can learn about financial aid at Cañada, new student orientation, counseling, and registration for classes. They are looking at revising and streamlining the CRM messages and also translating them into Spanish. They are hoping to use a contractor to help with the process.</p>

	<p>Dean Max Hartman noted that Cañada is the first college to streamline its messages and translate them. He reviewed the WebSchedule Banner 9 updates. He said WebSchedule will end and there will be a new process. The district is configuring the Banner 9 registration module which will replace WebSchedule and there will be Banner 9 registration demos. He also reviewed the future projects for MRE. Dean Hartman has been working with Welcome Staff Sarah Cortez, Alyssa Lucchini and Jeanne Stalker, when she returns to her role, to update their orientation and the bring back in-person orientation. They will also hold Spanish orientation, update and refresh online orientation, translate the CRM messages to other languages, and offer registration events for new and continuing students. He said the work is not limited to the EMP, they will continue working on it beyond this initiative.</p> <p>Danielle Pelletier said they took out extra text in the matriculation and enrollment messages and made them more user friendly. There were two to three reviews by those working on the translation to not only make sure the text is correct but that it captures the spirit of the message they are trying to send.</p> <p><u>Comments:</u></p> <ul style="list-style-type: none"> <li>• Lesly Ta ask if they were able to get student impact/feedback on the process and, if so, what kind of experience did they already have negotiating our system? She asked if it will provide information such as how full a class is when students are registering and if it can be Beta Tested on new students. <ul style="list-style-type: none"> <li>○ Danielle said that Yuliana Leon Subías is the student on the team.</li> </ul> </li> <li>• Dean Hartman talked about improving WebSchedule in terms of what changes they want to see. Max encouraged people to attend the demo to see what is working and what is missing. They want to create a structure, so they have a team that is continually looking at this and making changes.</li> <li>• Lesly Ta asked if can provide information to students who are registering such as how many seats in the class are taken. She said it is important to know if a class is getting full (or not) because it will help students plan their schedules. She would like to make sure there is transparency and will provide feedback to Dean Hartman.</li> <li>• Nimsi Garcia asked if it could show both the number of seats filled and the number of seats available. <ul style="list-style-type: none"> <li>○ Dean Hartman will forward this suggestion.</li> </ul> </li> <li>• David Eck asked when the Banner 9 module is expected to replace WebSchedule. <ul style="list-style-type: none"> <li>○ Dean Hartman said it will not be ready for 2023 summer or fall registration.</li> </ul> </li> <li>• David asked if there is a YouTube link to provide people who cannot attend the demo. <ul style="list-style-type: none"> <li>○ Dean Hartman said there is not, but as soon as he hears about future demos, the information will be shared.</li> </ul> </li> </ul> <p>David Eck said it is a board policy so the College will need to wait for the board to change it. Lesly Ta noted that the DPGC approved it so it will go to the board.</p>
<b>STANDING ITEMS</b>	
<p><b>5. Associated Students of Cañada College</b></p>	<p>Lesly Ta reported that Diana Castro has stepped down as ASCC President this semester and Yuliana Leon Subías has been appointed to serve.</p>
<p><b>6. Academic Senate of Cañada College</b></p>	<p>David Eck reported the following:</p> <ul style="list-style-type: none"> <li>• At its next meeting, the Academic Senate will consider shifting its meeting time from 1:00-3:00 due to the Brown Act.</li> <li>• Faculty are encouraged to look at and apply for upcoming reassigned time position, such as Faculty Equity Coordinator, which is a part of the new EAPC.</li> <li>• The Senate is also finalizing the Needs Assessment Survey and will provide feedback.</li> </ul>

<p><b>7. Classified Senate of Cañada College</b></p>	<p>Roslind Young reported the following:</p> <ul style="list-style-type: none"> <li>Classified Senate discussed the difference between professional development and job training at its recent meeting.</li> <li>Maria Huning prepared a Smartsheet showing how many committees, work groups, councils and hiring committees that classified staff are on. They are having difficulty filling committee appointments and having trouble getting the approvals.</li> <li>They also feel that there will have to be some kind of compensation for classified staff in certain positions, which is also a recommendation in the Áse report.</li> </ul>
<p><b>8. Planning Council Reports</b></p>	<p><b>IPC:</b> Lisa Palmer reported the following discussion items from the February 3 meeting:</p> <ol style="list-style-type: none"> <li>1) The marketing of virtual degrees and certificates</li> <li>2) Updates to the new position application</li> <li>3) IPC feedback on the instructional program review process</li> <li>4) Program review workgroup update, from PBC (Susan Mahoney)</li> <li>5) Updates to the enrollment management operational plan (already discussed at PBC)</li> </ol> <p>She reminded people to please attend the program review positions, which will be on March 17 from 8:30am to 12:30pm.</p> <p><b>SSPC:</b> Maria Huning said the council reviewed the service area outcomes with PRIE and are doing work on regular assessments. They also had updates from the VPSS and Enrollment Services Committee. They thanked the PRIE Office for all of the support they have been providing.</p>
<p><b>9. President's Update</b></p>	<ul style="list-style-type: none"> <li>President Lopez said the board will hold its next meeting on February 22 and will be considering personnel requests that impact the College. Cañada is bringing forward three positions and is hoping for the board's approval. The positions were approved in our latest round of resource requests. The positions are Director of Equity; a .48 Umoja Program Services Coordinator, which is a permanent position; and a non-permanent College Recruiter that is a two-year position that is being funded off of enrollment and recruitment categorical funding.</li> <li>In March, the board will consider the allocation for COVID recovery funds that the district received last semester. The Colleges will share ideas about moving the funds out to the colleges. These would be one-time funds that could be used toward enrollment/retention strategies, contacting stopped-out students, and providing additional support for technology professional development. Since these funds were given for COVID recovery, the expenditures would have to be related to COVID recovery. President Lopez will bring the results of the board's decision and the impact to Cañada, back to PBC.</li> </ul>
<p><b>10. Matters of Public Interest and Upcoming Events</b></p>	<p>None were reported.</p>
<p><b>ADJOURNMENT</b></p>	<p>The meeting was adjourned at 3:57 p.m.</p>
<p><b>Next Meeting</b></p>	<p>The next meeting will be held on March 1, 2023.</p>