



**Approved**

**PLANNING AND BUDGETING COUNCIL MEETING MINUTES**

**Wednesday, September 7, 2022**

**In-Person and Via Zoom**

**Regular Meeting: 2:10 – 4:00 p.m.**

**Members present:** David Eck, Roslind Young, Mayra Arellano, Nick Carr, Rachel Corrales, Karen Engel, Denise Erickson, Joshua Forman-Ortiz, Max Hartman, Maria Huning, Hyla Lacefield, Ray Lapuz, Kim Lopez, Manuel Alejandro Pérez, Peggy Perruccio, Ludmila Prisecar, Megan Rodriguez Antone, Claudia Rosales, Lesly Ta, Julian Taylor.

**Members absent:** Alicia Aguirre, Chialin Hsieh, Allison Hughes.

**Guests and others present:** Natalie Alizaga, Wissem Bennani, Julian Branch, James Carranza, Alex Claxton, Mary Chries Concha Thia, Jaime Dubeibe, Mary Ho, Michael Hoffman, Debbie Joy, Michiko Kealoha, Matt Lee, Adolfo Leiva, Monica Malamud, Aaron McVean, Joan Murphy, Gerardo Pacheco, Chantal Sosa, Ameer Thompson.

AGENDA ITEM	CONTENT
<p><b>1. Welcome, Introductions and Approval of Consent Agenda</b></p>	<p>Meeting called to order at 2:10 p.m.</p> <p>The consent agenda, minutes of May 4 and May 18, and board-approved staffing updates from May 25, June 22 and 25, July 27 and August 10 and 24 were reviewed.</p> <p>ACTION: A motion to approve the consent agenda was made Hyla Lacefield and seconded by Denise Erickson. Motion passed.</p>
<p><b>2. Free College: SB 893</b></p>	<p>Aaron McVean, Vice Chancellor of Education Services for the SMCCCD, reviewed the background of SB 893, which, if signed, would make community college free for students in San Mateo County. The bill is authored by State Senator Josh Becker and co-authored by Assemblymembers Marc Berman and Kevin Mullin. The bill would allow the SMCCCD to use general Fund 1 dollars to support students' total cost of attendance that could include tuition, fees, text books, living expenses, transportation expenses, technology, study abroad, and child and dependent care for the campuses that have childcare centers. It will be a five-year pilot.</p> <p>The Board of Trustees will adopt a policy around defining financial need. Students who are non-residents but who meet the district's definition of undocumented students would be eligible, however other non-resident students or international students would not.</p> <p>Vice Chancellor McVean presented the recommendations and reviewed the fiscal impact projections. There are just over 13,000 students in the SMCCCD. After looking at criteria from last year as well as students who qualified for the Community College Promise Grant and do not pay for enrollment, there are about 5,000 students from last year that they looked at. Overall, a conservative estimate might cost the district \$4.7million in the spring semester.</p> <p><u>Next steps</u></p> <ul style="list-style-type: none"> <li>Interim policies are being brought for action by the board on September 8 to allow time to complete programming set up for spring 2023. The interim policy is in the September 8 board package posted on the board website.</li> </ul>

	<ul style="list-style-type: none"> <li>• The district will work with participatory governance groups to finalize permanent policies during the fall 2022 semester.</li> <li>• Policies and three-year fiscal impact projections will be brought to the board for approval for the 2023-24 academic year in time to inform budget development</li> </ul> <p>Vice Chancellor McVean provided the criteria for students who would qualify. As the district moves forward, it will be able to project beyond just the spring semester and use the data to inform what the longer-term policy will be.</p> <p><u>Questions:</u></p> <ul style="list-style-type: none"> <li>• Lesly Ta: Since Cañada College does not currently have a childcare center, would Cañada students be denied the portion of the funds designated for childcare or could that portion be used toward getting a childcare center on campus? <ul style="list-style-type: none"> <li>○ Vice Chancellor McVean said the funds cannot establish a Child Development Center at Cañada but the district can decide the different things that can be supported and what it could do for those students.</li> </ul> </li> <li>• David Eck is concerned about the January rollout and whether the district has the resources to do it correctly so that incoming students don't feel like they are getting "cheap" college. <ul style="list-style-type: none"> <li>○ Vice Chancellor McVean said the Enrollment Services Committee is holding operational discussions and they will be working out the details of the rollout. They are not going beyond the fees just yet. As they move beyond class enrollment in the spring, they will need more time to develop processes for the more complicated systems, such as childcare and transportation.</li> </ul> </li> <li>• Lisa Palmer asked if there is a perception that something free has lesser value. She asked if students would have the sense of investment or would they stop going to class after a while because it is free? <ul style="list-style-type: none"> <li>○ Vice Chancellor McVean has heard it mentioned and there will be some discussions. He feels that students will value the education they receive at SMCCCD, especially once students experience the district's faculty, counselors, staff, administrators and student life that is created on campus because it is a rich experience.</li> </ul> </li> </ul>
<p><b>3. Report Out on Summer Leadership Retreat</b></p>	<p>David Eck and Roslind Young recapped the summer leadership retreat and discussions that took place. People in participatory governance roles and college-wide coordination roles were invited to the participate and share different perspectives on enrollment. There were six breakout sessions held two at a time. The breakout session notes and summaries are posted on the website at: <a href="https://canadacollege.edu/plans/leadership-retreat.php">https://canadacollege.edu/plans/leadership-retreat.php</a></p> <p>The Canada Collaborates website <a href="https://canadacollege.edu/prie/canada-collaborates.php">https://canadacollege.edu/prie/canada-collaborates.php</a>, which lists all of the committees and what each committee is working on in terms of the EMP strategic initiatives, was reviewed.</p> <p><u>Comment:</u> President Lopez would like to invite the leads and others who are working on the six big college initiatives to provide updates at PBC meetings throughout the fall semester.</p>
<p><b>4. PBC Role in EMP Strategic Initiative Implementation</b></p>	<p>David Eck and Roslind Young reported that not all of the strategic initiatives in the Educational Master Plan will be finished this year. The EMP Strategic Implementation Matrix was reviewed, which lists the initiatives and their topics, along with the lead person and lead committee/council/senate/operational group that is involved. Roz said this system makes sure that we are moving forward with processes and implementing ideas that make the college experience better for students and easier for faculty and staff. President Lopez thanked Dean Karen Engel for setting up these processes for tracking progress.</p>

<p>5. <b>PBC Orientation: September 23, 2022</b></p>	<p>PBC will be holding participatory governance orientation on September 23 from 1-2pm via Zoom. Once the committee membership list is finalized, the invitation will be sent. David Eck said the college is in the process of transforming its participatory governance structure. The orientation will be recorded and the slide deck will be available.</p>
<p>6. <b>Addressing Internal Equity Report Recommendations (Áse)</b></p>	<p>Vice President Manuel Pérez, Alison Field and Mary Ho will bring this topic back to a future meeting.</p>
<p>7. <b>Student Perspective on Online Learning</b></p>	<p>Representing the ASCC, Lesly Ta talked about online students' perspectives on online learning. When she was nominated as Student Trustee, 57 students signed her petition and 38 made comments. Of those who commented, 18 students said they wanted the college to continue and/or expand online learning classes and capabilities. She said that 47% of the comments on her petition were regarding more online learning.</p> <p>Lesly presented Heat Maps from fall 2021 showing where students are located. She said that most degrees and certificates can be completed online. There may be an equity issue between departments, degrees and certificates. She said that some teachers may need training and assistance with online teaching.</p> <p>While Cañada College is trying different options for students, the student voice is not included in the decision. She said that students who are left out include those who are unvaccinated, those who do not have transportation, those that live too far away, those with physical disabilities and those that still do not feel safe on campus. She talked about why the college should support these students. Lesly talked about inclusivity and feels that we should be offering equal access for students by offering in-person and online classes.</p> <p>To clarify, Lesly said she is not asking to stop striving for more in-person classes and is not asking for all classes to be online only. She is concerned that students that she is advocating for are going to be left out and will not have access to finish their degree. She would also like to know if they can ensure that there is student-centered scheduling without a mandate that needs to be followed.</p> <p>Lesly Ta presented the ASCC's request:</p> <div data-bbox="474 1287 1507 1724" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;"><b><u>The Ask</u></b></p> <p style="text-align: center;">Support us in finding a solution to this equity issue!</p> <p><b>“The ASCC’s recommendation to Cañada College and the President aim for 100% of our Certificate and Degree classes in an online format by spring 2024 with the exception of lab classes that would pose a health threat to the students or students households.”</b></p> <p><b>“The IPC supports the ASCC recommendation that Cañada strive to create opportunities for student to take courses and complete degrees, certificates and programs in whatever modality works for them (f2f, online, partially online, etc.). We commit to forming a workgroup in fall 2022 to facilitate this effort including researching how to work with Sky and CSM to make this happen.”</b></p> </div> <p>Lesly said she will be taking this recommendation to the Board of Trustees and asked that the PBC provides a supporting statement.</p> <p><u>Comments:</u></p> <ul style="list-style-type: none"> <li>• Roz Young appreciated that the new version takes the science labs into consideration.</li> </ul>

- Jaime Dubeibe, VP of the ASCC, talked about his experience becoming a student at Cañada. The online programs are allowing him to get his education and he wants the door to be open to many more students. He feels that the policy of removing online learning is contradictory to the district's push to close the gap and help people get educated at an affordable price.
  - Max Hartman said one of the College's EMP goals is to create a students' first schedule and asked if there might be an opportunity for people working on that initiative to ask students to partner and work on the project.
    - Karen Engel said that Initiative 4.11 or 4.12 talks about having key core classes and GE courses offered in multiple modalities. Vice President Chialin Hsieh is leading the work on that and iDeans will be taking up the topic.
  - Karen Engel spoke on behalf of the IPC, which met on September 2 to discuss this topic. Rather than form a work group, IPC said it plans to add this topic as a regular agenda item so the full committee can work on it.
  - Regarding the ASCC's recommendation, David Eck thinks it would be helpful to talk about the resources needed to provide better and more offerings for students in different modalities rather than a target number of 100% of classes. He would like to look at resources needed to make sure that as many faculty as possible feel comfortable offering a course with some online piece to it, whether fully online or multimodal. There have been coding issues with multimodal courses in the student schedule. Some faculty are finding it difficult to do multimodal teaching and feel they are not teaching as well, so providing resources might be helpful.
    - Lesly Ta is concerned about students being left out if they don't ask for 100% of classes. She wants to know how to message it so students are not left out and how to serve the online students with student-focused scheduling. In the case where a teacher is unable to teach online, Lesly asked if the College could look into making an asynchronous version of that class.
  - Max Hartman said he would like to see all of our students take the courses in their preferred modality and faculty would have the resources and training they need be able to teach in that modality. He suggests bringing in the constituency groups to discuss and sort out the issues.
  - David Eck would like the recommendation to be as descriptive and specific as possible and have a process for collecting the students' responses and providing feedback to teachers.
  - President Lopez thanked Lesly for having the courage to bring this topic forward. She thanked IPC and iDeans, along with VP Chialin Hsieh, for their work on the students' first schedule. They hear the urgency and are adding it as a regular topic to their meeting agendas. We can work to break down a big "ask" into smaller components and that is the kind of work that would need to be done in order for this to take place on campus. She said the ASCC is on the right path and it is important to continue talking to IPC. The College knows how important this is and has identified that this is one of six important topics in the College's five-year plan.
- David Eck asked if Lesly Ta wants PBC to take action at a future meeting on this topic and she said she would like a supporting statement from PBC by the next meeting.

**STANDING ITEMS**

<b>8. Associated Students of Cañada College</b>	Lesly Ta reported that The ASCC is working on trying to get childcare support for students on campus, improve the Lyft program and other initiatives. There is an additional spot available on PBC if Jaime or another student wants to join.
<b>9. Academic Senate of Cañada College</b>	David Eck provided the following update: <ul style="list-style-type: none"> <li>• The Senate approved the start of a Peer Online Course Review work group. One of the main purposes of the work group is to enable Cañada to badge particular courses as Quality Reviewed. This helps with course visibility on the California Virtual Campus (CVC) course exchange.</li> <li>• The Senate briefly discussed class minimums and the importance of revising the current board policy, given that it was created in a very different college enrollment environment. The Senate plans to discuss class minimums more this semester, especially if the Board of Trustees begins reviewing the item.</li> <li>• The Senate is accepting nominations for adjunct senate representative.</li> <li>• Hiring committees are being approved</li> <li>• A work group is being formed for CTE mid-cycle program review.</li> <li>• The Senate is working on the CalGETC draft.</li> <li>• They had a discussion of program review support requests.</li> </ul>
<b>10. Classified Senate of Cañada College</b>	Roslind Young reported the following: <ul style="list-style-type: none"> <li>• The Classified Senate is asking people to join college committees. Pending CSEA approval, Peggy Perruccio will be a classified rep on PBC. They are considering holding two meetings per month and plan to bring in guest speakers, as well as the manager of the Building 1 Fitness Center, to present to the Senate.</li> </ul>
<b>11. Planning Council Reports</b>	<p><u>IPC</u>: At its September 2 meeting, Dean Karen Engel said the IPC discussed Umoja: Change to Reassigned time, program review and data dashboards, a request for a faculty learning program coordinator, PBC program review workgroup seeking IPC membership, online teaching and learning, as well as the formation of a workgroup to support the ASCC recommendation.</p> <p><u>SSPC</u>: At its August 24 meeting, Dean Max Hartman reported that the council broke out into groups to work on the initiatives assigned to SSPC. The next meeting is September 14.</p>
<b>12. President's Update</b>	President Lopez provided the following updates: <ul style="list-style-type: none"> <li>• She has been appointed to the Chancellor's Search-Screening Committee. The committee is setting up meeting dates and times and are moving quickly on the process. She encouraged people to participate in the forums.</li> <li>• Cabinet is also working on Cañada Collaborates and groups report out each week. They are making sure to include people who are working with the initiatives in the discussions.</li> <li>• President Lopez is looking forward to the Governor signing SB 893 and it is hoped that a celebration will be held in September.</li> <li>• In mid-October, the College will hold an Open House in the new KAD Building 1 for community partners who work with children, youth and seniors. There will be tours and information presented on facilities rentals.</li> <li>• The Annual President's Luncheon will be held on October 25 in-person and virtually in Rooms 6-101/102 to raise money to fund on-demand transportation for students.</li> </ul>
<b>13. Matters of Public Interest and Upcoming Events</b>	There were no matters of public interest or additional upcoming events reported.
<b>ADJOURNMENT</b>	The meeting was adjourned at 4:00 p.m.
<b>Next Meeting</b>	The next meeting will be held on September 21, 2022.

