



Approved

PLANNING AND BUDGETING COUNCIL MEETING MINUTES

Wednesday, September 21, 2022

In-Person and Via Zoom

Regular Meeting: 2:10 – 4:00 p.m.

Members present: David Eck, Roslind Young, Alicia Aguirre, Nick Carr, Rachel Corrales, Karen Engel, Denise Erickson, Joshua Forman-Ortiz, Max Hartman, Michael Hoffman, Chialin Hsieh, Maria Huning, Hyla Lacefield, Kim Lopez, Lisa Palmer, Manuel Alejandro Pérez, Megan Rodriguez Antone, Jeanne Stalker, Lesly Ta, Julian Taylor.

Members absent: Mayra Arellano, Ludmila Prisecar, Claudia Rosales.

Guests and others present: Natalie Alizaga, Ron Andrade, Wissem Bennani, James Carranza, Ronda Chaney, Alex Claxton, Mary Chries Concha Thia, Alison Field, Peter Fitzsimmons, Nimsi Garcia, Mary Ho, Debbie Joy, Maria Lara, Matt Lee, Adolfo Leiva, Marie Mejia, Gerardo Pacheco, Mario Peña, Peggy Perruccio, David Reed, Michele Rudovsky, Bernata Slater, Chantal Sosa, Richard Storti, Diana Tedone-Goldstone, Ameer Thompson, David Vera.

AGENDA ITEM	CONTENT
<p>1. Welcome, Introductions and Approval of Consent Agenda</p>	<p>Meeting called to order at 2:10 p.m.</p> <p>The consent agenda, minutes of September 7, and board-approved staffing updates from September 8 were reviewed.</p> <p>ACTION: A motion to approve the consent agenda was made Dean Hyla Lacefield and seconded by Denise Erickson. Motion passed.</p>
<p>2. SMCCCD Adopted Budget (Richard Storti, Executive Vice Chancellor, Bernata Slater, Chief Financial Officer, Peter Fitzsimmons, District Budget Officer, SMCCCD)</p>	<p>Executive Vice Chancellor Richard Storti reviewed the adopted SMCCCD budget, which is \$496 million for 2022-23. The unrestricted general fund is \$258 million with 80% going toward salaries and expenses. SB 893 is awaiting the governor’s signature and would provide relief for students who reside in San Mateo County. Included is \$2 million for board-directed initiatives, which will be used to waive parking fees and health fees for students in 2022-23.</p> <ul style="list-style-type: none"> • Property taxes are projected on increase 8.34% over 2021-22. • The State COLA is 6.56%, which provides an increase for categorical programs. • They continue to monitor the recession to see if there is an impact on assessments. • The SMCCCD has 15% reserves in its unrestricted general fund. • They will continue to monitor the economy and continued impacts on our budget planning. <p><u>Questions:</u></p> <ul style="list-style-type: none"> • Lesly Ta asked what would happen if SB 893 does not get signed by the governor and how would it impact our colleges if we go into a recession. <ul style="list-style-type: none"> ○ Executive Vice Chancellor Storti thinks it is unlikely that the governor would not sign SB 893. If he does not sign, then the \$6 million in funds that we set aside to meet SB 893 would go back into our capital outlay budget and then the board would discuss redistribution of those funds with each of the colleges. There might have to be district budget discussions around categorical funds and possible back-filling of those programs if there were reductions.

	<ul style="list-style-type: none"> • Jeanne Stalker asked what determines whether or not the SMCCCD remains in basic aid status. <ul style="list-style-type: none"> ○ Executive Vice Chancellor Storti said it is based on property tax revenue. If property tax revenue is above and beyond what the district would receive in the apportionment model, the district keeps the excess funds and would remain in basic aid status. If assessed valuations (property tax revenues) drop, then the district goes back into a traditional apportionment funding model.
<p>3. Facilities Master Plan adopted by the Board of Trustees on July 27, 2022 (Richard Storti, Executive Vice Chancellor, Michele Rudovsky, Chief Facilities and Operations Officer, SMCCCD)</p>	<p>Executive Vice Chancellor Storti acknowledged the work of Michele Rudovsky, who is the new Chief Facilities and Operations Officer and Marie Mejia, Interim Director of Capital Projects.</p> <p>Michele Rudovsky presented the Facilities Master Plan, which was adopted by the board on July 27. It is a five-year plan and helps frame what it being done with facilities to support the strategic and educational plans. The planning principles were reviewed and the long-term vision.</p> <p>The Cañada EMP goals were reviewed:</p> <ul style="list-style-type: none"> Goal 1: Student Access, Success and Completion Goal 2: Community Connections Goal 3: Equity-Minded and Antiracist College Culture Goal 4: Accessible Infrastructure and Innovation <p>President Lopez pointed out that Cañada was the only college that developed its EMP while the facilities planning took place last year. She thanked Karen Engel for her work and for inviting the facilities team and consultants to attend our visiting sessions as we developed our four EMP goals to make sure things were integrated.</p> <p>Marie Mejia reviewed the college goals. The priorities that were presented to the board include student housing, sustainability, hybrid modes of instruction, how to reuse excess classroom space resulting from increased online learning, mobility/where students are coming from and how they arrive to campus, and implementing the accessibility plan. As part of the sustainability goal, they are working on a climate action plan, which aligns with the EMP and FMP.</p> <p>Cañada College’s facilities condition was presented and included a list of spaces and the main buildings that would require more than \$500,000 in work over the next 10 years. The planned projects include electrical infrastructure assessments and classroom reuse opportunities, which allow the colleges to repurpose classrooms for other uses and for flexibility. Hyflex/hybrid or multimodal space usage was reviewed, along with wayfinding. The long-term vision includes identifying opportunities for student housing and childcare.</p> <p><u>Questions:</u></p> <ul style="list-style-type: none"> • Nick Carr said there has been a maintenance formula for cleaning buildings, based on square footage, and he asked if the same cleaning matrix would be in place for buildings that are used by the public, such as Building 1. There is a plan for growth for the KAD program as well as the community fitness program, and they want to make sure that the cleaning is maintained. <ul style="list-style-type: none"> ○ Michele Rudovsky said there is a metric that is used, based on square footage, but they also look at finishes and how to care for them as well as the level of use for Building 1. Michele Rudovsky If something is not being done, facilities will make the correction. Facility Manager Karen Pinkham should receive input on any areas that need to have attention, so staff should submit a Facilities work order. • Lesly Ta asked when the college can begin seeing progress on student housing. <ul style="list-style-type: none"> ○ Richard Storti said there will be a discussion on student housing at the October board meeting. The district is submitting a grant to the state for student housing and it is due in January 2023. They will also look at other potential local funding sources, such as

<p>4. Librarian Faculty Replacement Position Request (Diana Tedone-Goldstone)</p>	<p>local grants or corporate funding partnerships.</p> <p>Valeria Estrada was one of the former full-time librarians at Cañada, but at the end of spring 2022, she was appointed equity librarian at CSM. A temporary librarian is filling her position at Cañada. Librarian Diana Tedone-Goldstone is requesting that PBC approves one full-time librarian position. The position description was reviewed. With the move to a new library management system, an increased need for multi-modal instruction and reliance on online services, they need a librarian with the knowledge and skills to manage electronic resources.</p> <p>Diana reviewed the regulations and laws relating to libraries and librarians on duty, including Title V and the Ed Code. The college needs two full-time librarians to cover the evening and Saturday hours. For Cañada’s size, there should be three FTE faculty librarians. Diana reviewed how the position supports the goals of the EMP and other strategic college plans. The college has adjunct librarians, but a full-time librarian is needed for instruction and helping students, working on projects and connecting with the college community. She reviewed data on library instruction since fall 2018, as well as electronic data guides and library database usage.</p> <p>ACTION: A motion to recommend replacement of the Library Faculty Position was made by Lisa Palmer motion and seconded by Vice President Chialin Hsieh. Motion passed.</p> <p>The recommendation was passed along to President Kim Lopez. President Lopez accepted the recommendation and the hiring process will begin this fall.</p>
<p>5. Addressing Internal Equity Report Recommendations (Áse) (Alison Field, ACES Co-Coordinator, Manuel A. Pérez, ACES Co-Coordinator, Mary Ho, ACES Co-Coordinator)</p>	<p>The Academic Committee for Equity and Success (ACES) looked at the Áse recommendations to begin prioritizing them and assigning a timeline. Of the 19 recommendations, ACES identified five that were high priority (Year 1), eight that are mid priority (Year 2) and six that are low priority (Year 3).</p> <p>They aligned the Áse recommendations to the EMP strategic initiatives. Vice President Manuel Pérez reviewed the outcomes, showing the Áse recommendations and how they connect to the strategic initiatives. The process raised some critical questions and identified gaps:</p> <p><u>Critical Questions</u></p> <ul style="list-style-type: none"> • How does each EMP strategy work group connect (or not) to a recommendation from the Áse recommendations? • How do we know when “enough is enough” in terms of addressing the recommendation? <p><u>Identifying Gaps:</u></p> <ul style="list-style-type: none"> • 20 EMP strategic initiatives with no alignment to Áse • Two Áse recommendations that are not connected to any EMP strategies • More potential gaps to be determined – need additional analysis and attention <p><u>Questions/Comments:</u></p> <ul style="list-style-type: none"> • Lesly Ta asked if they can look at the gaps that were identified and the recommendations. <ul style="list-style-type: none"> ○ Mary Ho said the information was pulled from Cañada Collaborates matrix. Vice President Pérez recommends posting the matrix and the PowerPoint slides to the PBC website. The two Áse recommendations that were identified that were in alignment with specific EMP initiatives were on restorative practices and hiring a Diversity, Equity and Inclusion (DEI) Director. • Roslind Young recommends that it be brought back for further review. • Dean Karen Engel asked if there is an action that they recommend that the college take. She also recommended that it be brought back to the next meeting. <ul style="list-style-type: none"> ○ Vice President Pérez said that PBC could determine the action as it relates to the recommendation.

	<ul style="list-style-type: none"> • Lesly Ta asked if the EAPC would be the group that would look at the gaps. <ul style="list-style-type: none"> ○ Alison said the EAPC could look at the gaps between the EMP and the Áse recommendations. • Lesly Ta also asked why the DEI position is not included in the EMP and can the college move forward with the hiring. <ul style="list-style-type: none"> ○ Regarding the DEI Director position, President Lopez said the resource request needs are brought forward through the annual resource request process. Personnel and resource request presentations are going to be done in the next few months at PBC. It is a chance for Academic Senate, Classified Senate and the PBC to hear about the needs. The Senates rank them in priority order and provide recommendations to the President for next steps. • President Lopez asked for clarification on next steps and if a recommendation will be brought to the next PBC meeting. She would like to see the recommendations linked to the EMP so there is one spreadsheet. <ul style="list-style-type: none"> ○ Mary Ho said the EMP work groups will look at the critical questions and how they connect to the Áse recommendations. Vice President Pérez said they will link the recommendations to the EMP so there will be one spreadsheet with one timeline.
<p>6. Changes to Administrative Program Review Questions (proposed) (Karen Engel, Dean of PRIE)</p>	<p>Due to time constraints, Dean Engel would like to postpone this topic to the next PBC meeting on October 5. She clarified that it is not a change to the questions, but work is needed on the Word template in order to match what is in Nuventive.</p>
<p>7. ACCJC Midterm Report Preparation Timeline (Karen Engel, Dean of PRIE and Accreditation Liaison Officer)</p>	<p>The College is at the midway point between the 2019 accreditation site visit and the next site visit in 2026. The College has to submit a midyear report next year. PBC also serves as the College Accreditation Oversight Committee for the College and would need to approve the timeline for creating this midterm report, which is due October 15, 2023. There are some things that need to be worked on collaboratively this fall and the proposed Steering Committee for the Midterm Report, comprised of Karen Engel, Jessica Kaven, Kim Lopez, David Eck and Roslind Young, would periodically report back to PBC per the timeline. The proposed date for finishing the final draft report would be April or May 2023.</p> <p><u>Question:</u></p> <ul style="list-style-type: none"> • Lesly Ta asked if a student voice can be included on this committee. <ul style="list-style-type: none"> ○ Dean Engel said if there is someone on the ASCC who has the time to participate, they are welcome. The small group and the writing team will do the writing. As part of the process, they will present to ASCC. <p>ACTION: A motion to adopt the proposed timeline for preparation of the ACCJC Midterm Report was approved with the stipulation that a student be included, if possible, was made by Lisa Palmer and seconded by Dean Hyla Lacefield. Motion passed.</p>
<p>8. Guided Pathways Update (Manuel Alejandro Pérez, VPSS and Chialin Hsieh, Interim VPI)</p>	<p>Vice President Pérez and Interim Vice President Hsieh are proposing that the current structure of the Guided Pathways steering committee is changed to form an advisory committee.</p> <p><u>Advisory Committee:</u> Vice President Pérez shared the structure, reviewed the goal, sample structure and membership and which participatory governance groups would form the advisory committee. The group would meet quarterly.</p> <p><u>Success Teams:</u> Vice President Pérez talked about the success teams and the makeup of the membership. They would meet monthly.</p>

	<p><u>Communities of Practice</u>: The meeting schedule, goals and structure of the Communities of Practice were reviewed. They would meet twice per month.</p> <p>Ron Andrade said the College needs to be current on Ed Code and legislative updates relating to Guided Pathways and continue to integrate the existing programs on campus with Guided Pathways efforts. Programs such as Student Equity Achievement Program, Associate’s Degree for Transfer, zero textbook cost program, adult education program and Strong Workforce Program will be folded into our GP frameworks. There are changes in funding and reporting. There is an initial round of funding, then additional funding based on FTE and Pell Grants eligibility for our students.</p>
<p>9. Enrollment Update (Chialin Hsieh, Interim VPI and Karen Engel, Dean of PRIE)</p>	<p>Interim Vice President Hsieh shared the enrollment update and Dean Engel reviewed enrollment trends comparing fall 2019 (pre-pandemic) and fall 2022. Student headcount is down 13% from fall 2019. Some groups are coming to college more than others. There has been an increase in non-low-income students and students under 20 years of age, special admit K-12 students, recent high school graduates and ESL students. The enrollment update slides are posted on the PBC website at: https://canadacollege.edu/planningbudgetingcouncil/2022-23/enrollment-update-new-09-21-2022.pdf</p> <p>The strategies will be shared at the next meeting.</p>
<p>10. ASCC Course Modality Proposal</p>	<p>Dean Karen Engel, Roslind Young and David Eck met to discuss the ASCC recommendation that was presented at the October 7 PBC meeting to see what PBC’s role could be and how the college could work toward the recommendation. They presented the ASCC recommendation:</p> <p>“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.”</p> <p>They looked at the various EMP initiatives that are related to the recommendation and thought it would be best to notify the groups that worked on the initiatives to see if they could help achieve the goal. A draft action was prepared.</p> <p><u>Draft Action</u>: The Planning and Budgeting Council requests groups working on strategic initiatives related to the Fall 2022 ASCC recommendation on class modality to consider how their efforts could specifically support the ASCC recommendation. The Planning and Budgeting Council invites everyone working on initiatives related to the ASCC recommendation to report progress updates to PBC in early Spring 2023 semester.</p> <p>David suggested that action be taken later when there is more time. If people have other suggestions or ideas on what the PBC could specifically contribute to this effort, we can get more ideas and bring it back to PBC.</p> <p>Lesly Ta agreed that there is not enough time and would like to bring it back so there is a variety of discussion and collaboration.</p>
<p>STANDING ITEMS</p>	
<p>11. Associated Students of Cañada College</p>	<p>Lesly Ta provided the following update:</p> <ul style="list-style-type: none"> • Staff, faculty and students are encouraged to join the SB 893 rally at 11am on September 22. • At its recent meeting, the ASCC had a presentation on how the school can help reduce garbage on campus. It is recommended that Cañada provide trash/recycle/compost receptacles that include pictures and directions (like those that are in The Grove), place them throughout campus and remove as many individual trash cans as possible.

12. Academic Senate of Cañada College	David Eck reported that the Academic Senate will be reviewing and approving its annual goals for the year. The Academic Senate webpage includes a list of recent goals and EMP initiatives.
13. Classified Senate of Cañada College	Roslind Young said that the Classified Senate will hold its next meeting on September 23.
14. Planning Council Reports	<p><u>IPC</u>: Lisa Palmer said the IPC met on September 16 and discussed the Associated Students' request for all courses and programs to be offered online. The VPI and deans provided insight on the multiple factors guiding scheduling, and the committee as a whole brainstormed about challenges that this recommendation entails. Participants recognized that they appreciate the students concerns, that the discussion is important, that the VPI and deans' input was helpful, and further discussion, including sharing scheduling considerations with students, will occur.</p> <p><u>SSPC</u>: Dean Max Hartman provided the following update: At its September 14 meeting, the SSPC discussed finding another Student Services rep, other than Dean Hartman, who could serve on PBC.</p> <ul style="list-style-type: none"> • The vending commission grants are open so Michiko Kealoha encouraged people to submit requests. • A presentation was made by a group that attended NCORE this year. • They talked about the mural draft and feedback that was received. • The council also worked on its Cañada Collaborates goals. • The next SSPC meeting is September 28.
15. President's Update	<ul style="list-style-type: none"> • President Lopez encouraged everyone to attend the September 22 rally to encourage the governor to sign SB 893. • The annual participatory governance training will be held on September 23 at 1:00 on Zoom.
16. Matters of Public Interest and Upcoming Events	<p>Adolfo Leiva provided an update on Cañada's SparkPoint Center:</p> <ul style="list-style-type: none"> • The Food Pantry has been serving a record number of clients. Currently, the Pantry is serving more than 180 families per week (unduplicated) and serving around 300 families per week (duplicated) monthly. The Pantry serves students, their families, staff and faculty by providing healthy and nutritious food at a time of rising food and living costs. This past year, the Consumer Price Index has increased by 9.1%, which is the highest increase since 1981. • In partnership with Second Harvest Food Bank, Cañada College will be launching a free grocery distribution on campus in Lot 6 on Tuesday, October 11. The event will be open to students and the community and will provide clients with the opportunity to select the food they want. This weekly distribution will serve 200-250 families initially. <p>Roslind Young announced that students have set up a petition that people can sign at the SB 893 event to encourage the governor to sign the bill.</p> <p>Nimsi Garcia shared the flyer that has been prepared in celebration of Latinx Heritage Month. There are many community events throughout the month including Jueves Gigantes, a game competition held on September 22 from 5-6pm.</p>
ADJOURNMENT	The meeting was adjourned at 4:06 p.m.
Next Meeting	The next meeting will be held on October 5, 2022.