



Approved

PLANNING AND BUDGETING COUNCIL MEETING MINUTES

Wednesday, October 2, 2019

Building 3, Room 142

Regular Meeting: 2:10 – 4:00 p.m.

Members present: Diana Tedone, Jeanne Stalker, Paul Naas, Nick Martin, Salumeh Eslamieh, Nick Carr, Michael Hoffman, J.T. Eden, Aleen Ghanem, Ada Ocampo, Jeri Eznekier, Rachel Corrales, Roslind Young, Karen Engel, Megan Rodriguez Antone, James Carranza, Jamillah Moore, Max Hartman, Graciano Mendoza, Tammy Robinson, Manuel Alejandro Pérez, Marisol Quevedo, Leonor Cabrera

Members absent:

Guests and others present: Melissa Maldonado, Mary Chries Concha Thia, Margie Carrington, Lezlee Ware, Adolfo Leiva, Matais Pouncil, Julian Branch

AGENDA ITEM	CONTENT
<p>1. Welcome and Approval of Minutes</p>	<p>Meeting called to order at 2:12 p.m. Action: Motion to approve of Consent Agenda items</p> <ul style="list-style-type: none"> • Approval of September 18, 2019 Minutes <p>Motion passed with one abstention.</p>
<p>2. Update SSPC Bylaws</p>	<p>VPSS Manuel Pérez reported that SSPC bylaw revisions have been posted to the SSPC website. Some highlights that shift the direction of the SSPC include:</p> <ol style="list-style-type: none"> 1. Philosophy 2. The committee moved from 23 voting members to 28 voting members. They reviewed the committee representation and decided that they would rather include memberships from additional groups and expanded their student representation to two members. They will ask the Student Senate body to appoint two members and the bylaws recommend that at least one of those members be a peer mentor or a student ambassador. 3. There are other changes and updates. <p>ACTION: The motion to accept updates to the SSPC bylaws was approved unanimously.</p>
<p>3. Guided Pathways and replicating the City University of New York’s Accelerated Study in Associate Programs (CUNY ASAP) at Cañada. Promise Scholars Program as early adopters.</p>	<p>VPSS Manuel Pérez provided an overview of the CUNY ASAP partnership and how it can be combined with the Promise Scholars Program. They will look at how the College can fund opportunities statewide to work with specific communities that are underrepresented. They will determine how to imbed and integrate equity and fund opportunities so students have clear pathways and can get into the College’s programs sooner. Only 11 districts in the state were awarded this funding and 65 districts applied. The SMCCCD was funded \$3 million out of \$20 million \$20M funds allocated statewide. Cañada and CSM working with Skyline, as well as Cuesta, Pasadena City College and Lake Tahoe. The colleges are working with Skyline’s initial efforts to expand this opportunity to work with our Promise programs and integrate this model.</p> <p>Marisol Quevedo, Promise Program Supervisor, reviewed the services offered by the Promise Scholars Program and gave a history of the program at Cañada. In Fall 2017, it began as a scholarship program and 47 students were offered fee waivers, counseling and textbook support. They did their Promise Scholars rebrand in 2018-19 with an early adoption of key elements of CUNY ASAP. It was the start of the district-wide alignment with CSM and Skyline. As of fall 2019, Cañada is in its second year with 497 incoming and continuing students. CUNY focuses on completion. The ultimate goal is to graduate 50% of students at the nine colleges within 3 years. The key elements of CUNY ASAP are:</p>

- Cost free
- Comprehensive and personalized advisement
- Full-time study and available majors
- Individualized course schedule
- Connected community
- Academic support services
- Career development

An overview of the CUNY ASAP replication was provided. The partner colleges receive assistance with:

- College integration
- Program staffing
- Marketing and Communications
- Development of academic pathways
- Use of data program management
- Program evaluation
- Outreach and recruitment
- Administration of financial supports
- Advisement

The Fall 2018-19 persistence rate is 78.1% in comparison to a persistence rate of 69.5% rate with a similar group from Fall 2015-16 before the Promise program was instituted. Changes in the eligibility requirements were made:

- The recent graduate requirement was removed.
- Students must complete the FAFSA to obtain as much financial aid as possible
- Students must have an intention to earn an associate's degree or certificate and/or a degree with transfer, but they must earn an associate's degree.
- Student support services, including tutoring, textbook assistance, materials fees and career/employment services were reviewed.

VPSS Pérez talked about the distribution of the \$3 million in CUNY ASAP funds that was given to the SMCCCD. Skyline was the first community college in the state to apply to add the CUNY ASAP model, but they were told that they must apply as a district. Skyline is two years ahead of Cañada and CSM, so Skyline got a larger share of the state funding and the remainder was split between Cañada and CSM. The state is looking for data and metrics that show an improvement in retention rates and graduation. VPA Mendoza will provide a breakdown of how the \$3 million in funding was distributed. A question was asked about Skyline's success rate with CUNY and they are close to full fidelity with 83.5% persistence from fall to fall. They adopted the program in 2016 and had a 20% higher retention rate in their first year. They started blocking their classes for the program last spring.

The program requires a ratio of 150 to 1 in advisors (not counselors) and there is a discussion being held around the advisory/counselor difference between states and how that would be figured out for our district. There is a district initiative that would centralize and coordinate work on the advising ratio, match it with our California system and how we work with counselors on this campus. Vice Chancellor Aaron McVean is holding a meeting during the week of October 7 to talk specifically about Promise counseling and how the colleges can retain counselors once they are trained.

Guided Pathways is part of Cañada's college redesign and the College is looking at how to integrate and work smarter and more efficiently for students. A question was asked about how Guided Pathways benefits online students. VPI Robinson said that Cañada is ahead in the district and the College's online students are doing better. Online education is where the growth is. Online

	<p>education requires a level of support for students and faculty and it requires that students new to the program understand the resources. Things like online materials, textbooks and access to homework must be made more efficient for students and those issues are being addressed.</p> <p>Guided Pathways meetings are held every Tuesday from 2-4:30 PM and all are welcome to attend. The meeting locations are listed on the Guided Pathways website.</p>
<p>4. Resource Prioritization Rubric Review</p> <ul style="list-style-type: none"> • Debrief last year's process • Identify issues • Propose and approve a process for addressing those issues 	<p>Diana Tedone-Goldstone and Jeanne Stalker provided a debriefing of last year's process. As part of program review, the PBC reviews resource requests and the resource prioritization rubric was used for the first time in 2018. A task force is being formed to assess the 2018 rubric and determine if modifications are needed.</p> <p>Suggestions for addressing issues:</p> <ul style="list-style-type: none"> • Look at the mechanics and logistics of how we are evaluating so there is either a mix of different individual evaluators or different sub-groups looking at the requests. • If there are fewer requests, they could be evaluated as a whole group and not divided out into sub-groups. The meeting may have to be longer, but it would address that concern. Or, evaluators could assess an individual score and then the group could come together and the collective score could be an average of the individual scores. • Add a comment field next to the score to show how it relates to program review. • Add parameters so that when the requests are filled out they are appropriate for the resource type. • Provide more clarification around the differences between equipment, replacement equipment and information technology as well as facilities requests. Graciano clarified that there is a process for updating old, obsolete equipment, with its own funding stream, which is different from requesting new equipment that has never been assigned to a department that now has new program needs. For facilities requests, the requestor should describe the item that is needed, provide a link to the item and send the request to Mary Concha Thia and Graciano Mendoza. • Division faculty and staff should contact their Deans because some things are in the budget and can be handled internally or potential grant funds be used so that whatever requests do come forward are real resource needs that need to be addressed by the PBC. • The resource request process should be refined. When it comes to program review, then the request should be weighted. • Deans should work with their faculty and staff to develop the resource requests. <p>ACTION: Develop a Task Force to look at the issues and refine the rubric, review the process for making requests and provide recommendations for improvement. One faculty, David Meckler, will serve on the Task Force along with ASCC President JT Eden and Classified Staff Roslind Young. One administrator will be appointed. Dean James Carranza made a motion to approve, Roslind Young seconded and the motion was approved unanimously.</p>
<p>5. Facilities Update</p>	<p>Chris Strugar-Fritsch informed the committee on progress to date with campus building projects:</p> <ul style="list-style-type: none"> • Building 1: The last pieces of steel will be installed around mid-November and a topping out ceremony is planned for November 20. The slab will then be poured and external panels installed. The building will be finished in March 2021 and available for use in summer 2021. • Building 9: Work is taking place on the east side of the building to replace windows and waterproofing systems. The sunshade will go back up on the Quad side in a few weeks. Work on Building 9 should be completed in February 2020. • Building 13: Preliminary plans will be sent to the State Chancellor's Office in the next few weeks so they can move into the next phase. The architect was hired in June and the state gave the authorization to start planning in July. A meeting with the end users was held in August and a follow-up meeting will be held soon. The building will have the same square footage. It will look and feel differently, but will function in the same way. The same offices and classrooms will still be in the building, but Digital Media and other art classes will

	<p>swing out in October 2020 to Building 22 and that will be their permanent location. Construction will start in March 2021 and areas will be ready to move into by summer 2020. By the end of winter break 2020-21, moves should be done so they are ready to go into the building by March when the contract is awarded.</p> <ul style="list-style-type: none"> Faculty/Staff Housing: All repair work should be completed by March 2020. <p>Chris, Linda Rizzoli and Jack Herbert are presenting updates at the division meetings since faculty cannot always attend the forums. The PBC would like construction updates every other month.</p>
6. ACES Committee Report	<p>Ronald Andrade reported that the ACES Committee is continuing to have conversations about the role of ACES focusing on guided pathways and included equity in those discussions. This semester, they would like support for Undocumented Student Week. They are working on a video project with Paul Naas, a stand-up reading of a truncated version of the equity statement. They are trying to get as many faculty, staff, administrators and students to present the equity statement as possible. Planning for the project has been underway for a year and a half. They will start production at the end of October. Manuel suggested there be clarity provided around the outcome of the video. Paul will share the plan and script with Manuel. In spring, they will be engaging students in activism around local issues or election year issues.</p>
7. Strategic Enrollment Management Committee Report	<p>Karen Engel and the SEM Committee met on September 24 and discussed enrollment trends and management. A rep from ACCEL was there to talk about transition to help students get to campus. In preparation for creating the draft plan, Julian Branch, Director of Workforce, talked about the Menlo Park location, which is grand-funded, and how we might grow our program.</p>
8. Planning Council Reports	<p>APC: VPAS Graciano Mendoza reported that the APC held its first meeting of the fiscal year on September 20. Further work on the bylaws, purpose and committee membership will be done. SSPC: Dean Max Hartman said SSPC is preparing for the Accreditation site visit. The council updated its bylaws, but the purpose and function are still being discussed. A special SSPC meeting was held on October 1 with a member of the visiting team. They talked about student services and how they work collaboratively with instruction. IPC: James Carranza reported that the IPC is reviewing the assigned time process and discussions around that process will continue.</p>
9. Staffing Update	<p>VPAS Mendoza informed the following staffing items approved at the September 25 BOT meeting:</p> <p><u>Administrative Appointments</u> Ronald Andrade, Interim Dean of Academic Support & Learning Technologies Matthew Lee, Interim Athletic Director</p> <p><u>Public Employment</u> Mahitha Rao, Retention Specialist, Promise Scholars Program</p> <p><u>Resignation</u> Barbara Bucton, Executive Assistant to the President</p>
10. President's Update	<p>President Moore thanked everyone for the campus-wide preparation for the Accreditation site visit. The team finalizes their writing on October 3 and arrive to campus by 1:00 PM for the exit interview in Room 6-101. Dean Karen Engel and President Moore will glean as much as they can so that they can report to Interim Chancellor Claire. Dr. Flamer will finish the report within 30 days and a draft will be sent to President Moore for her review of the facts. The report will then be sent to the ACCJC.</p>
11. Matters of Public Interest	<ul style="list-style-type: none"> Student Aleen Ghanem asked if ASCC initiatives can be added to the next agenda. The ASCC is making plans for the year and want to match their initiatives to the purpose. An update from ASCC will be added as a standing agenda item. Paul Naas announced that students in the Digital Media course are participating in a 24-hour animation challenge that is organized by CSU Long Beach on October 5. This is Cañada's first year competing in this world-wide event that has been held for 16 years. Nick Carr announced that Cañada's Women's Soccer team played at Foothill College and won and the Men's team beat Skyline. They play at Las Positas on October 4 at 6:30 PM. The Astronomy Club is having new telescopes installed at their center and will be holding a Star Party on Friday, October 25.
ADJOURNMENT	4:04 PM

