



Approved

PLANNING AND BUDGETING COUNCIL MEETING MINUTES

Wednesday, December 16, 2020

Via Zoom

Regular Meeting: 2:00 – 4:00 P.M.

Members present: Jeanne Stalker, Diana Tedone, Margarita Baez, Nick Carr, Rachel Corrales, Loretta Davis Rascon, Karen Engel, Denise Erickson, Salumeh Eslamieh, Nimsi Garcia, Hyla Lacefield, Ray Lapuz, Mari Managadze, Cynthia McCarthy, Graciano Mendoza, Jamillah Moore, Manuel Alejandro Pérez, Peggy Perruccio, Tammy Robinson, Megan Rodriguez Antone, Roslind Young.

Members absent: Chantal Sosa, James Carranza.

Guests and others present: Sarah Aranyakul, Mary Chries Concha Thia, Joshua Forman-Ortiz, Mary Ho, Maria Huning, Debbie Joy, Matt Lee, David Meckler, David Reed, Elizabeth Terzakis, Lezlee Ware.

AGENDA ITEM	CONTENT
<p>1. Welcome, Introductions and Approval of Consent Agenda</p>	<p>Meeting called to order at 2:00 PM.</p> <p>ACTION: A motion to approve the consent agenda was made by Roslind Young and seconded by Dean Hyla Lacefield. Motion passed.</p>
<p>2. Position Request Prioritization for 2021-22</p>	<p>Diana Tedone-Goldstone reported that the Academic Senate voted on and ranked the new faculty position requests at its December 10 meeting. The results are:</p> <ol style="list-style-type: none"> 1. Ethnic Studies Faculty – 38 points 2. Instructional Designed – 37 points 3. International Student Counselor – 32 points 4. EOPS Counselor – 31 points <p>Funding Comments:</p> <ul style="list-style-type: none"> • EOPS Counselor: Dean Max Hartman clarified that the EOPS Counselor is partially funded at 25% from the Fund 1 budget. • International Student Counselor: Vice President Mendoza clarified that the international student fee revenue is not designated specifically to cover the cost of the counselor position. The international student fee revenue comes in to Fund 1 and is then part of the Fund 1 allocation that is used in its totality for the College. <p>ACTION: A motion to accept the prioritized requests ranking from Academic Senate was made by Jeanne Stalker and approved by Dean Max Hartman. Motion passed.</p>
<p>3. Student Equity and Achievement Plan Report (Due January 2, 2021)</p>	<p>Dean Max Hartman and Dean David Reed presented the Student Equity and Achievement Plan (SEAP) Annual Report for 2019-20. The goal is to align the Student Equity and Achievement Plan with the other large college plans, the Education Master Plan and Strategic Enrollment Management Plan.</p>

	<p>The SEAP activities and administrative leads were listed. The College is looking at five metrics, access (see bullets below) and how well students and employees are mirroring the racial and ethnic background in our service area.</p> <p>A few years ago, the State combined matriculation funds, Student Equity dollars and Basic Skills dollars into a single categorical grant (SSSP) totaling \$1.6 million for Cañada. The College has received this allocation for the last few years. Some of the funds go toward salaries and benefits. With increased salaries and benefits (as a result of COLA), the amount available for non-personnel expenses is reduced each year. The state feels it is important to help colleges fully integrate equity work across everything we do as an institution.</p> <p>The five metrics that SEAP is monitoring are:</p> <ul style="list-style-type: none"> • Access: Access looks at how well the College is helping students who apply to Cañada and enroll within one year of application. The demographics and sub-populations were reviewed and disproportionate impacts were discovered in the subgroups, which are gender, race, age, ethnicity, homeless youth and LGBTQ. Comparing two years of information, Cañada is down about 6% overall. Dean Engel reviewed the equity gaps. If students are not showing up within the same levels as when they applied, then there is an equity gap. • Persistence: The State defines persistence as students who enrolled in the fall semester and then came back to (re-registered at) the same college in the spring semester (not including high school students). • Transfer: Data will be obtained and analyzed in January 2021. • Completion of Transfer-Level Math and English: Per AB705, the College seeks to get all students with an educational goal of transfer successfully through the first transfer-level math and English courses within one year of their beginning the math/English sequence. • Earned Credit Certificate over 18 Units, Associate Degree, CCC Bachelor's Degree <p><u>Spending by Category</u> The 2019-21 allocation amount of \$1,642,722 was reviewed and 80-90% of this allocation goes to personnel. It supports percentages of actual positions, rather than supplies or other parts of the programming. Expenses have to be outlined twice a year.</p> <p>ACTION: A motion to approve the SEAP Annual Report for submittal to the State Chancellor's Office was made by Dean Hyla Lacefield and seconded by Mari Managadze. Motion passed.</p>
<p>4. Flex Day – January 14 and 15</p>	<p>Dean David Reed and David Meckler provided an overview of the Flex Day Schedule.</p> <p>Traditionally, March is when there are two Flex Day programs, however it is always scheduled close to spring break. This year, the two-day session is in January and district-wide sessions will be held on both days. Updates on big initiatives will also be discussed. The program is balanced between faculty and presenters from all three campus.</p> <p>Highlights:</p> <p><u>January 14:</u></p> <ul style="list-style-type: none"> • The Chancellor will hold a town hall on Thursday, January 14th. <p><u>January 15:</u></p> <ul style="list-style-type: none"> • Cañada will hold an early-morning session on Friday, January 15 for President Moore to provide a college update. A student panel, featuring students from all three campuses along with data, will be held on Friday morning. The panel will be 1 ½ hours and will look

	<p>at how students are faring during COVID.</p> <ul style="list-style-type: none"> • There will also be a Cañada Guided Pathways session and an update from the Cañada Antiracism Task Force. • There will be a session on Fighting Anti-Black Racism at Cañada with the USC Equity Series. • The district will kick off the streaming media server, Panopto, with a demo as well as information on the rollout. • There will be session for CSEA members on understanding the CSEA contract. • District discipline and program meetings from reps from all three campuses will be held as well as division meetings in the afternoon. <p>Information and Zoom links will be sent out campus-wide. There will be an at-a-glance agenda along with a bigger description, plus the RSVP form with titles only. Both will be available on the flex day website. Options for attending will be provided for classified staff.</p>
<p>5. Antiracism Task Force Update</p>	<p>Since being called to action in October, the Antiracism Task Force is now fully formed with two representatives from each of the participatory governance groups, students, classified professionals, faculty and administrators. The task force members include:</p> <p>ASCC: Adrian Afif, Chili Montian Faculty: Ellen Young, Bryan Jung Classified: Zorie Gomez, Alex Claxton Administration: VP Tammy Robinson, VP Manuel Pérez</p> <p>PRIE Dean Karen Engel will serve as a resource person and will provide support and research data. SMCCCD's Mwanaisha Sims, Director of Policy, Training and Compliance, will serve as the task force's consultant while the task force continues its search for an external consultant.</p> <p>The Task Force held a logistics/planning meeting and then a content meeting where groups selected materials. They looked at other types of readings, both quantitative and qualitative readings, current scholarly writings and contemporary writing.</p> <p>The task force will form groups:</p> <ul style="list-style-type: none"> • Group 1: Focus on deep exploration of the antiracism framework. • Group 2: Focus on Flex Day activities in January and March to share resources to the campus. • Group 3: Focus on communication and finding new ways to work together and include other campus groups and planning councils. <p>The Task Force will serve as a lens to determine a stronger way forward as well as talk about their feelings about racism and how to dismantle them. The PRIE staff can assess and develop a method where people can offer suggestions, do assessments and receive feedback. The Task Force will back to PBC at the end of the semester.</p>
<p>6. Education Master Planning Process for Creating a New 2022-27 Plan</p>	<p>Dean Karen Engel reported that the College will begin the process next spring of updating the College's Education Master Plan (EMP) 2022-27. It will involve high-level thinking about goals as a College. The EMP is the College's overarching plan that guides all other plans.</p> <p>It is an opportunity to study the data and look at what is happening with the economy and in the community and to see what has changed. The plan should be flexible so the College can adapt as needed. It is part of what is required by the ACCJC so the College is following guidelines to ensure its accreditation status.</p>

	In January, the PBC will identify a planning task force to work with the PRIE Office to do the environmental scan and review the College's mission and vision. In fall 2021, the task force will look at the College's goals, refine the strategic framework and objectives so that a plan is ready to adopt by spring 2022.
STANDING ITEMS	
7. Associated Students of Cañada College	<ul style="list-style-type: none"> • Mari Managadze reported that the ASCC held its last meeting of the semester during the week of December 7. It was held as a retreat with team-building exercises (so no standing items were discussed). • At the ASCC's December 3 meeting, Mari presented the District Strategic Plan and no feedback was provided. Dean Karen Engel also presented the PRIE Student Survey results. The ASCC formed a student team to present on a FLEX day panel. We also appointed several students to committees. More information will be included in the December 3 minutes, which will be posted.
8. Academic Senate of Cañada College	<ul style="list-style-type: none"> • Diana Tedone-Goldstone announced that at its December 10 meeting, the Academic Senate passed two resolutions on class caps and reassigned time forms for CE coordinators. • There was also an update on the Strategic Enrollment Master Plan and the budget. • The Senate also heard about the work and plans of Black Students Matter (BSM) and bringing UMOJA to Cañada.
9. Classified Senate of Cañada College	<ul style="list-style-type: none"> • Jeanne Stalker announced that Josh Forman-Ortiz is the new classified PBC representative. • Classified positions will be prioritized at the next Classified Senate meeting and those will be forwarded to President Moore.
10. Guided Pathways	No update was reported.
11. Planning Council Reports	<p><u>IPC</u>: Vice President Tammy Robinson reported that the IPC completed the reassigned time process. She thanked Council for its thoughtfulness and commended faculty who continue to do work that supports an atmosphere of learning and success.</p> <p><u>SSPC</u>: Dean Hartman noted that the SSPC agenda from its most recent meeting is posted on the website. He also shared that the Student Services Division is planning an end-of-year "hangout" to be held on Friday, December 18 from 4-5pm.</p> <p><u>APC</u>: No update was reported.</p>
12. President's Update	<ul style="list-style-type: none"> • President Moore commended the PBC for the work that was done over the semester and expressed gratitude for all the hard work that students, faculty, staff and support staff did. • Loretta Davis Rascon and Ruth Miller were congratulated on their upcoming retirements and President Moore thanked Loretta for her commitment to students.
13. Matters of Public Interest	No Matters of Public Interest were reported.
Next Meeting	The next meeting will be held on February 3.
ADJOURNMENT	3:12 PM