



Approved

PLANNING AND BUDGETING COUNCIL MEETING MINUTES

Wednesday, April 19, 2023

In-Person and Via Zoom

Regular Meeting: 2:10 – 4:00 p.m.

Members present: David Eck, Roslind Young, Alicia Aguirre, Ronda Chaney, Rachel Corrales, Karen Engel, Denise Erickson, Chialin Hsieh, Maria Huning, Maria Lara-Blanco (for Jeanne Stalker,) Ray Lapuz, Kim Lopez, Paul Naas, Lisa Palmer, Manuel Alejandro Pérez, Peggy Perruccio, Ludmila Prisecar, Megan Rodriguez Antone, Claudia Rosales, Stephen Soler, Lesly Ta.

Members absent: Nick Carr, Joshua Forman-Ortiz, Hyla Lacefield, Julian Taylor.

Guests and others present: Wissem Bennani, Kristina Brower, Alex Claxton, Mary Chries Concha Thia, Sarah Harmon, Max Hartman, Mary Ho, Michiko Kealoha, Marie Mejia, David Reed, Diana Tedone-Goldstone.

AGENDA ITEM	CONTENT
<p>1. Welcome, Introductions and Approval of Consent Agenda</p>	<p>Meeting called to order at 2:13 p.m.</p> <p>The minutes of April 5 were reviewed. There were no board-approved staffing updates to review. A slight modification was made to the order of the agenda that had been sent out.</p> <p>ACTION: A motion to approve the consent agenda, minutes and staffing updates was made by Lisa Palmer and seconded by Alicia Aguirre. Motion passed.</p>
<p>2. Program Services Coordinator, Degree Audit Position at Admissions and Records</p>	<p>Based on the process, Maria Lara-Blanco provided answers to the three questions for the non-faculty position. Dean Wissem Bennani said the position is needed for the College to stay in compliance with Title V, some of the regulations in California ed code and other regulations. The request for replacement is in alignment with Cañada’s strategic initiatives, specifically Goal #1 around access, success and completion. The position is needed to process, evaluate and confer degrees, certificates and associate degrees for transfer, among other tasks. It will support students directly.</p> <p>ACTION: A motion to recommend to the College President the replacement of the PSC for Degree Audit position in A&R was made by Alicia Aguirre and seconded by Lisa Palmer. Motion passed.</p> <p>President Lopez accepted the recommendation and will move forward as soon as possible with this position in Admissions & Records.</p>
<p>3. Strategic Enrollment Management (SEM) Operation Plan: First Read of the Final Draft (Chialin Hsieh, Interim VPI and Manuel</p>	<p>VP Hsieh and VP Pérez shared the first version of the SEM Operational Plan draft with SSPC, IPC and Classified and Academic Senates. IPC provided a lot of feedback and their small work group spent more than 10 hours altogether to go through the plan. They helped to condense and make the language concise and clear. IPC then went through the entire revised version, followed by a review by SSPC and then a sub-committee of Cabinet reviewed and finalized the document on April 17.</p> <p>SSPC had two opportunities to review the draft plan. They reviewed every specific portion and updates were shared at the most recent SSPC meeting. VP Pérez said the draft plan is aligned</p>

**Alejandro Pérez,
VPSS**

with the local SSPC goals. It includes all feedback received from the previous iteration. They did an almost line-by-line comparison with the feedback that was submitted as of April 12. PBC members are encouraged to read this latest draft plan and share with their constituent groups. They hope to finalize it by the end of the semester.

The latest draft plan and the Google feedback form were shared.

Plan: <https://canadacollege.edu/prie/enrollmentmanagement.php>

Feedback: <https://forms.gle/qY8h3MRNu4HAaC8v7>

Comments

- Lesly Ta said she had not yet provided feedback, but would like to see a process developed to have a system that will work between the schools to make sure we are serving the most students at the most time.
 - She was encouraged to provide feedback to Manuel and Chialin. The feedback would come to SSPC and should be presented again to the students again at their regular ASCC meeting.
- Lisa Palmer said the draft is clear and concise. Since most feedback was accepted, she would like to know what was excluded.
 - VP Hsieh said all IPC comments were included. Cabinet added or modified some language to be more inclusive of counseling faculty.
- David Eck asked about the three-year strategic action plan for implementation, on Page 8 before the appendices, and how this form would be filled out.
 - VP Hsieh said they will go through PBC on this. She also feels that they will go through the objectives, identify the responsible party and go through the timeline at the next Cabinet meeting. VP Pérez said SSPC has some ideas and they can present those at the next PBC meeting.
 - President Lopez said that once the college accepts the draft plan, they can ask the Cabinet sub-committee to start completing the timeline, perhaps over the summer. It can then be reviewed at the first PBC meeting in the fall.
 - David Eck thinks the Year 1 activities are the most important part and what we should be prioritizing. He would like to see something by the end of the semester regarding Year 1 objectives and initiatives.
- President Lopez said they will present at the next two PBC meetings. Reps are encouraged to present the draft to their constituent groups and request feedback prior to the next PBC meeting. Feedback can be submitted using the feedback form (previously listed). It will be an action item at the May 3 PBC meeting and then the first-year objectives will be identified and discussed at the final PBC meeting in May.
- Alicia Aguirre said she would be uncomfortable approving a document that is still in a draft form. She noted that the draft did not talk about dropping students for non-payment, which is an issue for ESL students. The College wants to increase enrollment, but is dropping students for non-payment and we say we have free college. She said there are mixed messages and she feels if it is not in the enrollment plan at Cañada, then we are doing a disservice to students. It is a district-wide policy and it needs to be addressed.
 - Lesly Ta said Vice Chancellor Aaron McVean is trying to make sure student debt is paid off and has pushed initiatives that pay off any balances with one-time money.
 - VP Pérez said it is not in there explicitly since the plan is addressing how to enhance student success or address gaps. SSPC will look at it at the next meeting as there will be information presented on drop for non-payment. He talked about data and said there is still time to add things to the SEM plan.

	<ul style="list-style-type: none"> • Roslind Young said she would like to see the timeline added before the SEM is approved. there should be a timeline for completion in the plan. She would like the most major tasks included for Year 1. She recommends that they look at already existing committees to do the work and not create a new committee or work group. <ul style="list-style-type: none"> ○ President Lopez said updates on initiatives will be presented at the April 20 Flex Day. ○ VP Pérez suggested there be a meeting with the Cabinet sub-committee so that PBC has time to process any proposed items. The groups can attempt to draft Year 1 strategies and objectives.
<p>4. EMP Progress Update: EMP Strategic Initiatives 1.19 and 2.5 (Dr. Sarah Harmon, Cañada ZTC/OER Coordinator)</p>	<p>Strategic Initiative 1.19 was developed to reduce or eliminate cost of textbooks and course materials by ensuring that 75% of courses use OER resources. An analysis of ZTC/LTC courses in academic year 2022-23 compared to academic year 2021-22 was presented. There has been an increase in courses and sections. Some courses that started as low cost are now at zero cost and now one quarter of our sections are zero cost. The College is already matching the numbers from this past academic year and it is possible at this time next year, we will be at 35%.</p> <p>Faculty are asked to notify Professor Harmon and she can get the information into WebSchedule as soon as possible. If a student is enrolled in a course that is using the ZTC materials, then they are using those materials.</p> <p><u>Comments:</u></p> <ul style="list-style-type: none"> • Lesly Ta said she was enrolled in a ZTC course and she bought the book because she did not know. She asked if it can be listed in Banner. <ul style="list-style-type: none"> ○ Professor Harmon said there have been a couple of cases where faculty did not make it clear to students and the Bookstore that materials are zero cost, so they are checking to make sure that it does not happen. Professor Harmon said it will be in WebSchedule and the Bookstore is working to make it more obvious. • Lesly Ta asked If the low-cost textbook program is included in inclusive access and Professor Harmon said it can if the inclusive access prices are \$40 or below for the course. • Lisa Palmer asked if there is data on efficacy of no-cost or low-cost textbook courses to see if there is a comparison of how well students do when they are using all electronic texts. <ul style="list-style-type: none"> ○ Professor Harmon has not been able to update the information, but hopes to report back success, retention and persistence rates in the fall. Other colleges report significant gains in those areas. • Lisa Palmer said that faculty may need to change their curriculum to accommodate a no-cost text because it may not be a textbook faculty would like to use. She would like to know if it really does benefit students. <ul style="list-style-type: none"> ○ Professor Harmon said they are hearing from students, both locally and statewide, that a \$20 textbook is too much money. They would like to make textbooks no-cost, but they know it will not be completely possible. They hope to leverage college resources, such as providing money for universal subscriptions for e-books, to help students. • Michiko Kealoha asked if there is training for instructors who are not full-time faculty on to know what type of training might be available for faculty who are not full time, such if they are allowed to scan a book or an item to share with students. <ul style="list-style-type: none"> ○ Professor Harmon said they have done workshops in the Faculty Teaching and Learning Center. She can also speak with Sarah, Diana Tedone-Goldstone or the library staff.
<p>5. Cañada Child Development Center Update (Ludmila Prisecar, VPAS, Lesly Ta, PBC,</p>	<p>Taskforce members and progress to date were reviewed. Kristina Brower talked about the childcare workforce shortage in San Mateo County. The task force looked at San Mateo County application data from fall 2022 and spring 2023 ECE program enrollment data showed a big need to have a center on the Cañada campus.</p>

**ASCC Rep and CDC
Task Force Member**

Skyline and College of San Mateo: The task force provided a quick overview of the program at Skyline College, which serves children ages 18 months to five years. CSM, which is not a lab, serves students ages two and a half to five years.

Cañada College: The College wants to integrate child care services into Cañada's ECE program and serve children from ages six months to five years and entry into kindergarten.

Cost: Child Development Fund 6 (special revenue fund) for 2022-23, shows total revenue is \$700,000 and total expenses are \$1.4 million. There is a transfer in from the district from redevelopment funds of \$400,000 and \$375,000 that the centers cover. The expenditure structure and salary expenses were presented.

Construction Planning: Marie Mejia, Interim Director of Capital Projects, reviewed the building program diagram. They are looking at spaces. They considered a site on the current location of portables buildings 19, 20 and 21, but there is not flat land and not enough space for a drop off and pick up lane. They could consider locating the site near the observatory and lot 10 since the land is flatter. She also presented the comparable construction cost based on what other colleges are doing:

- City College of San Francisco: \$11.5M
- Fresno City College: \$16.8M
- Merritt College, Oakland: \$27.4M.

Options:

- New Building: New construction is estimated at \$14-\$15 million based on CCSF and Merritt College costs. New construction would give Cañada more control over the design but would be more expensive.
- Permanent Modular Construction: The structure would have a foundation and no wheels. They have approved portables at \$4.5 million. There is a foundation cost, adding up to \$12.4 million. Pros: Potentially less expensive; Cons: Limited site fit.

VP Prisecar said ongoing funds would be needed to support the center. Regarding district support, Cañada what would want the same ongoing funds as Skyline and College of San Mateo receive and \$15 million to fund the lab.

Tuition: The tuition fee structure would be based on income so some families would receive free tuition, some may be charged a small fee and some would pay full tuition.

Next Steps: Information will be presented at the Cañada VP Weekly Meeting and the Chancellor's Cabinet meeting. The task force will present at the May 10 Board of Trustees and ask them to sign a resolution on May 24. They would then create a business plan and explore outside funding.

Funding: VP Prisecar said there are quite a few grants available. One of the grants they wanted to apply for required a board resolution, so they would need to get that confirmation and prepare to apply in the fall semester.

Feedback:

- There was a question about the astronomy observatory and if it would be in the way. Marie Mejia said it is a proposed plan, so once they receive approval, they would hire an architect.
- Ray Lapuz said that Building 22 was built for a child care center and it was not used for that. He wants to make sure that if the College is spending the money to build a new center, that classrooms are not take away for other programs.

	<ul style="list-style-type: none"> ○ Kristina Brower said when they have board or college support, those colleges do much better. ● Maria Huning asked about the \$15.8 million cost for permanent portable buildings. ● Peggy Perruccio feels it is a lot of money for Cañada. The College is being asked to support something when it does not have firm numbers and she feels it is unfair to ask. <ul style="list-style-type: none"> ○ Marie Mejia said if the board allows them to proceed, a designer would be hired and there would be a cost estimate. She said the cost for the first year is \$200,000. ● Peggy Perruccio asked if they know how many children would be served. <ul style="list-style-type: none"> ○ Kristina Brower said they do and they are also looking at the center from a teacher training aspect and said the College needs someplace for students to get experience. She is placing students at CSM and out in the community in order to get experience. The center would be expensive, but she feels it is necessary. ● Alicia Aguirre asked if the College has looked at the feasibility of bringing back Building 22 for this program and she would like this to be a part of the research the task force is going to be doing. <ul style="list-style-type: none"> ○ Ronda Chaney talked about Building 22 and it previously worked well as a children's center. The community needs a child care center. ● Marie Mejia said a retrofit of Building 22 would be expensive and there is no room for observation decks and a play yard, which the program requires. There are a lot of challenges in remodeling Building 22 and the College would not get what the program requires. Building 22 is around 25 years old.
<p>6. EMP Progress Updates: EMP Strategic Initiatives 2.9 Implement a campus-side incident reporting system (Dean Max Hartman)</p>	<p>EMP 2.9 is designed to implement a campus-wide bias incident reporting system with safeguards for victims and transparent methods for addressing all reports. It would ensure that privacy-protected data on incidents are disseminated for analysis, policy improvements and prevention.</p> <p>In fall 2022, work group member and Student Life Director, Michiko Kealoha, said a group of faculty, staff, students and administrators met with a colleague from Mira Costa College to learn best practices from the Bias Education Support Team (BEST) at that campus. The team worked on a proposal to see what the BEST program could look like at Cañada.</p> <p>Dean Hartman said this proposal provides a single reporting place for items that might be reported as an Early Alert, or to CARES or as a Title IX report. There are challenges connected with the proposal because they need to make sure that they are still meeting obligations for reporting things, specifically Title IX items.</p> <p><u>Comments:</u></p> <ul style="list-style-type: none"> ● Maria Huning asked about the reporting procedure for staff, faculty and administrators who are facing bias incidents. CARES and Early Alert do not cover those. <ul style="list-style-type: none"> ○ Michiko Kealoha said it would be a one place for bias reporting for everyone. There could be an incident that is a personnel/HR item. There will also be education and healing around bias incidents. They want to work with PRIE around assessment. They are involving Julie Johnson in HR and Mwanaisa Sims in conversations in order to support people so they can report incidents. ○ President Lopez said that the Áse Report identified 20 different recommendations including having a process for bias reporting that does not rise to the level of these investigations so that the College can do more education and catch things as they happen on a smaller scale. She commended the task force for reaching out to Mira Costa College. She also said this work is rising to attention of the district office's Anti-

	<p>racism Council and they are preparing to bring a resolution to the board requesting that the district hire a Chief Diversity Officer.</p>
<p>7. EMP Progress Update, EMP 3.8 Strengthen Transfer Support Services to Increase Transfers (Dean Max Hartman)</p>	<p>Dean Max Hartman said EMP Initiative 3.8 is designed to strengthen transfer support services. Hiring has been done to support transfer students, including the hiring of an interim program supervisor in the Colts-U Transfer Center, with hiring for the permanent position in the 2023-24 academic year. In spring 2023, the college approved a permanent PSC to support the Colts-U Transfer Center and the Title 3 AANAPISI program. Beginning in spring 2023, the College will provide counseling in the Colts-U Transfer Center every day.</p> <p>In late fall 2021, Mary Ho developed two bachelor's degree completion programs with Notre Dame de Namur University in Business Administration and Psychology. The College also received an AANAPISI grant from San Francisco State University.</p> <p>Major statewide initiatives are coming that will impact transfer:</p> <ul style="list-style-type: none"> • CalGETC single general education pattern for CSU and UC • Dual Admissions for UC for high school students who do not initially get into a UC • CSU Transfer Success Pathway Program <p><u>Comments:</u></p> <ul style="list-style-type: none"> • Lesly Ta talked about a student who has had issues with the transferring of units to a university. He has had to take extra units at another college just to transfer. • Dean Hartman encouraged the student to meet with Transfer Counselor Gloria Darafshi, who is also the College's Articulation Officer. He said they do hear that students are having to take more classes than they need. • Lisa Palmer asked if there is data on increasing transfers, as well as a system for tracking the transfers (how many, where, etc.) <ul style="list-style-type: none"> ○ Dean Hartman said there is some clearing house data, there is data each year on students who complete TAG agreements with the UCs and who complete our associate degrees for transfer. The data is collected and reported regularly. It is part of the initiative that we want to increase those numbers.
<p>8. Transition the Program Review Work Group to a PBC Sub-Committee (PBC Co-Chairs Young and Eck)</p>	<p>Roslind Young reported that the Program Review work group, which was formed five years ago, violates the PBC rule [that work groups are temporary], so it should now become a sub-committee if we still need it. Perhaps the Work Group is no longer needed. The Classified Instructional Technologist would likely be added to the sub-committee.</p> <p><u>Comment:</u></p> <p>Dean Karen Engel said the work group was formed out of an accreditation recommendation. In 2019, the accreditation visiting team had only one recommendation for improvement and it had to do with program review. PBC decided that it is important to be able to align our processes across instruction and student services to create consistencies to make sure we had certain processes in place.</p> <p>Dean Engel just did the writing on the midterm report and she feels it is important and ongoing work. She hopes that Classified staff feel that the work group is needed. The instructional technologist, once hired, will represent Classified staff on this work group. She feels that it is necessary to maintain dialog across instruction, students services and administration as we undergo the annual program review process.</p> <p>Dean Engel advocates for keeping it and the name of the group can be renamed and the composition of the group can be changed as well.</p>

	David Eck said the topic will be brought back to the first May meeting as an action item.
STANDING ITEMS	
9. Associated Students of Cañada College	Lesly Ta said there was no update to report.
10. Academic Senate of Cañada College	David Eck reported that the agenda topics for the next Academic Senate meeting on April 27 include: <ul style="list-style-type: none"> • Discussion of Credit for Prior learning efforts that have been happening across the District. • Updates on the Equity and Antiracism Planning Council. • Review of proposed District Senate Bylaw revisions. This item is partly in response to Cañada Academic Senate's letter of concern on District Senate's Spring 2022 elections. • Confirming nominations for President and Vice President of Academic Senate. Please get any nominations in, email Diana Tedone-Goldstone, Richard Schulke, and/or Gerardo Pacheco before the April 27th meeting or submit a nomination during the meeting.
11. Classified Senate of Cañada College	Roslind Young reported that the Classified Senate met and asked for nominations for officers. She said they will ask for a stipend for officers. It is a recommendation that is in the Áse report and she feels that Classified officers need a stipend.
12. Planning Council Reports	IPC: Lisa Palmer reported the following update: <ul style="list-style-type: none"> • The IPC discussed adding an OER/ZCT coordinator to IPC and changing the term of the IPC co-chair to two years. Both items will be voted on at the next meeting. • They reviewed the Strategic Enrollment Management plan feedback. • Regarding enrollment, the Board of Trustees took action. Low-income students will still qualify for free college but not everyone. • They discussed how to increase participation in program review. Mandatory participation of program coordinators was talked about. Most attend anyway. SSPC: Maria Huning reported that there were updates on standing items as well as a drop for non-payment presentation at the recent meeting. The second part of the presentation will be held at the next SSPC meeting. She can request that Dean Wissem Bennani present to PBC.
13. President's Update	President Lopez said the College submitted the ACCJC annual report and is close to wrapping up midterm report. It will be taken to the board for final submission in September. The ACCJC may be found at: https://canadacollege.edu/accreditation/annualreports.php <p>President Lopez mentioned the Cañada faculty and staff who were honored at the district's 25-Year Service Anniversary Awards Celebration, which was held on April 18. She thanked Lisa Palmer for coming in person.</p>
14. Matters of Public Interest and Upcoming Events	<ul style="list-style-type: none"> • The Center for Student Life will hold its Leadership Awards Ceremony on Friday, April 28 in Room 6-101/102. Doors open at 4:30pm and the program begins at 5:00pm. • The Student Recognition and Achievement Ceremony is on Friday, May 19 from 2:30-5:00pm in the Theatre. • The TRIO Graduation recognition event will be held on Friday, May 19 from 6-8pm at the Cañada Vista.
ADJOURNMENT	The meeting was adjourned at 4:05 p.m.
Next Meeting	The next meeting will be held on May 3, 2023.