



Approved

PLANNING AND BUDGETING COUNCIL MEETING MINUTES

Wednesday, March 1, 2023

In-Person and Via Zoom

Regular Meeting: 2:10 – 4:00 p.m.

Members present: David Eck, Roslind Young, Alicia Aguirre, Nick Carr, Ronda Chaney, Rachel Corrales, Karen Engel, Denise Erickson, Joshua Forman-Ortiz, Maria Huning, Hyla Lacefield, Ray Lapuz, Maria Lara-Blanco (for Jeanne Stalker), Kim Lopez, Alyssa Lucchini, Lisa Palmer, Manuel Alejandro Pérez, Peggy Perruccio, Ludmila Prisecar, Megan Rodriguez Antone, Claudia Rosales, Lesly Ta, Julian Taylor.

Members absent: Joshua Forman-Ortiz, Chialin Hsieh, Paul Naas.

Guests and others present: Natalie Alizaga, Wissem Bennani, Julian Branch, Leonor Cabrera, Alex Claxton, Mary Chries Concha Thia, Alison Field, Mary Ho, Adolfo Leiva, David Reed, Gampi Shankar, Kat Sullivan-Torrez, Diana Tedone-Goldstone.

AGENDA ITEM	CONTENT
<p>1. Welcome, Introductions and Approval of Consent Agenda</p>	<p>Meeting called to order at 2:12 p.m.</p> <p>The minutes of February 15 and board-approved staffing updates from the February 22 Board of Trustees Meeting.</p> <p>ACTION: A motion to approve the consent agenda, minutes and staffing updates was made by Lesly Ta and seconded by Dean Hyla Lacefield. Motion passed with one abstention.</p>
<p>2. Strong Workforce Funding and Program Update (Hyla Lacefield, Dean of Business, Design and Workforce, and Ludmila Prisecar, Vice President of Administrative Services)</p>	<p>VP Ludmila Prisecar said the Strong Workforce goal was to develop more workforce opportunities and lift low-wage workers into living wage jobs. California set a goal to have one million additional middle-skill workers to meet job demands through 2025 and 248 million in ongoing categorical were allocated. She noted that 60% of the funding is local share and goes directly to the colleges and 40% goes to the region since we collaborate with other colleges in the Bay Area. The state allocation model is based on the unemployment rate, proportion of CTE FTEs, projected job openings and successful workforce outcomes. The program was approved in 2016 and is now in Year 7. The funding summary of all funds received from FY 2016-17 to FY 2022-23 was reviewed along with carry-over funds. For FY 2023-24, there is an allocation of \$1.1 million and there are already ongoing commitments. There is \$7.2 million invested in Cañada College. The activities that show how the funds are spent were presented along with a funding summary by program from FY 2018-19 to FY 2022-23.</p> <p><u>Strong Workforce Program Updates:</u> Dean Hyla Lacefield said it is important to note that the funds are the college' funds, even though it is career education. The process is changing so there will be more transparency, clarity and oversight. The Strong Workforce program will undergo program review, which it has not in the past. The Strong Workforce Program website was updated. The tri-chair members are: The Dean of the Business/Design/Workforce Division, the Academic Senate CTE Faculty Liaison and the Director of Workforce Development. Going forward, there will also be someone from the Business Office there to provide guidance and to make sure the funds are being used correctly as well as allocated into the correct programs. The tri-chairs hope to meet every two weeks. The</p>

application process, which is posted on the website, was reviewed. The application link is on the website and Dean Lacefield can provide assistance on filling out the form.

Comments:

- Lesly Ta asked how a student would submit a request for funds.
 - Dean Lacefield said the project must have faculty involvement and support, so the student would need to communicate with the faculty member who would then make the request.
- Leonor Cabrera asked for an explanation of what the projects are for 2022-23 and the amount for mortuary science in 2021-22. She asked how many students are served and what the outcome is so far.
 - Dean Lacefield said it is partial payroll for the full-time person working on the program and the facilities cost associated with the program. Mortuary science will go through program review. They will come back with details on any specific request.
- Leonor Cabrera asked about the optician certification and whether or not the program was successful.
 - Dean Lacefield said it is a not-for-credit program that is in Menlo Park. Strong Workforce supported it particularly in 2021-22, along with Annie Nichols who contributed to the optician certification program in Menlo Park, but the bulk of the funds are coming from Menlo Park.
- Leonor Cabrera asked if Strong Workforce is for credit. She said she does not see a lot of funds spent toward disciplines that the College already has.
 - Julian Branch said the bulk funds that has been spent on Strong Workforce has been utilized for for-credit programs. The change that the College made recently is to put the not-for-credit programs under Menlo Park to better support the community. The state said that you can use Strong Workforce funding for not-for-credit programs.
- Leonor Cabrera asked if funds were no longer being spent on Business Management.
 - Julian Branch said previously they were putting the funds into one program code, such as Business Management, and now they are trying to do a better job of separating out funds by specific program codes. Most colleges will put all of their funding in just one program, which makes it difficult to track the success of an individual allocation. Cañada is doing a better job of managing the overall funding by separating things out. He said it also helps with the Nova Reporting.
- Leonor Cabrera asked if teacher development continued through COVID since nothing was listed.
 - Julian Branch said they are also trying to determine what program code teacher development should fall under. They will be meeting with the Business Office to determine a methodology for how they utilize program numbers for managing Strong Workforce funding.
- Gampi Shankar asked if carryover funds are being used in a timely manner and if funds can still be carried over after 2024.
 - There is a two-year limit but Dean Lacefield said they are categorical funds. VP Prisecar said the College is using the carryover funds in a timely manner and did not have to return any of the funds. VP Prisecar noted that the College is in Year 7 but it is ongoing funding and the summary is just a history of what the College has done so far.
- Gampi Shankar asked if success stories could be shared.
 - Julian Branch said that Digital Art & Animation was able to get new programs, Fashion was able to get sewing equipment and Interior Design was able to get new computers.
- Leonor Cabrera would like to see more money spent on students here at Cañada by adding classes, particularly for evening students, around Math/English for business transfer.

	<ul style="list-style-type: none"> ○ Dean Lacefield will work with Leonor in order to help students get the classes they need to transfer. She has already contacted Dean Ameer Thompson and will add a night math class for business students specifically. ● Ronda Chaney asked how the College is recruiting using Strong Workforce dollars. <ul style="list-style-type: none"> ○ Julian Branch talked about the ad buys that were done and that is one way that the funding is utilized. Megan Rodriguez Antone said each college Workforce Department contributed to a district-wide workforce campaign. ● Maria Huning asked if Dean Lacefield and VP Prisecar could present more information and Dean Lacefield asked her to email a list of programs and the specific information she would like.
<p>3. Technology Committee Equipment Refresh Update on FY 2021-22 and FY 2022-23 (Ludmila Prisecar, Vice President of Administrative Services)</p>	<p>VP Prisecar reviewed the technology refresh process. ITS needs to provide an inventory of what equipment the College has and what is due for a refresh. A new process is in place and the technology equipment inventory will now be performed on a yearly basis.</p> <p>The different types of technology were reviewed and include:</p> <ul style="list-style-type: none"> ● Academic computer labs and Type A and Type B labs. ITS will provide her with a list of equipment on campus. ● Standard office technology, which includes faculty laptops, staff workstations. A list was provided to the VPAS in April 2021 and the College was able to place an order for 135 units in December 2022. Currently 90 units have been replaced and 45 units will be replaced by the end of the spring semester. ● Special Use Items: These include multi-modality spaces. The College received HEERF funds which helped with the conversion process on campus. All of the 18 spaces are now converted. ● Copiers/printers: The district has a new printing software, Papercut, which is for high-use areas. Users print securely from their laptop and can print anywhere on a shared device. Pages will only print when the user scans their employee ID. <p><u>Out-of-Cycle Refresh process:</u> People should submit a work order and ITS will assess the equipment and determine if it could be repaired or if it is ready for a refresh. VPAS Prisecar will review the orders.</p> <p>The refresh timeline and communication were reviewed. Requests have to be presented to PBC and then have to be approved by the technology committee.</p> <p><u>Comments</u></p> <ul style="list-style-type: none"> ● Peggy Perruccio asked if they be able to replace department printers. <ul style="list-style-type: none"> ○ VP Prisecar said the district is putting a process in place (Papercut) that will be focused on the environment. They would like to eliminate the printers in our personal areas and have a central printing area that people can use. For those who feel they need a printer, it will be based on where the work area is. The dean and ITS ill see what the options would be. ● David Reed said that technology loans to students have increased and there is a gap in the plan to maintain and replace equipment. He would like to see this vital supply to students maintained. <ul style="list-style-type: none"> ○ VP Prisecar said it could be discussed with the Technology Committee and language could be included in the tech refresh process to account for replacement of lost and damaged student loan equipment. ● Gampi Shankar said he would like to see an expedited process for equipment requests. <ul style="list-style-type: none"> ○ VP Prisecar said it takes three months to get the equipment. ITS needs to be notified right away if the College is hiring new people who will need equipment.

	<ul style="list-style-type: none"> • Alicia Aguirre asked how decisions are going to be made about printers. <ul style="list-style-type: none"> ○ VP Prisecar said ITS will be reviewing the needs by area. The district is moving toward more paperless processes. There will be more things on Canvas.
<p>4. Safety Committee Status (Ludmila Prisecar, Vice President of Administrative Services)</p>	<p>Per the definitions adopted by PBC on April 29, 2020, a college committee is a participatory governance body responsible for a specific [3-year, college] plan: shaping it and monitoring its implementation. It has been brought to the Safety Committee's attention that it must develop a three-year plan in order to continue operating as a committee.</p> <p>VP Prisecar said the Safety Committees at the three colleges work in conjunction with the SMCCCD District Managers' Health and Safety Committee. The Safety Committees at the three colleges do not have their own plans, but rather the plan comes from the district. She also noted that the AFT, CSEA and AFSCME contracts require that the colleges must each have Safety Committees and that members be appointed from the respective constituent groups. There are also non-representative members and managers on the committee.</p> <p><u>Comments</u></p> <ul style="list-style-type: none"> • Dean Engel said if there is a district safety plan that Cañada College is helping to monitor, then we should be in compliance. The Safety Committee is also following the participatory governance committee process. • President Lopez asked if the Cañada Safety Committee should consider linking to the district committee's plan, since the district has a plan for nearly every emergency situation. VP Prisecar said that plans are underway for that. It was pointed out that Emergency Preparedness Manager Ben'Zara Minkin is currently updating the district's Safety plan.
<p>5. Compendium of Committees: Proposed Changes (Karen Engel, Dean of Planning, Research and Institutional Effectiveness, PRIE)</p>	<p>Dean Karen Engel said it was time to start updating the Compendium of Committees. There have been some big changes, including piloting the new EAPC Planning Council. The PBC looked at the definitions it set in terms of what constitutes councils, senates, committees, work groups and operational groups are. PBC adopted those definitions in April, 2020.</p> <p>The campus-wide planning committees were reviewed. ACES has been absorbed into EAPC and the Environmental Sustainability Committee is no longer active. When the Compendium is updated, there will need to be a discussion about EAPC reporting. Dean Engel shared a version of the Compendium that tracks all known changes made by the various Planning Councils and Committees since the last update, including updating roles and responsibilities, bylaws and memberships. Dean Engel asked if PBC wants to suspend ACES and the Environmental Sustainability Committee.</p> <p>The Compendium of Committees needs to be reviewed and maintained annually. The Compendium is linked to the Participatory Governance Manual website. Dean Engel would like people to review the proposed changes and email her or track changes on the document. She would like feedback and edits from people so she can present updates to PBC at the end of the semester.</p>
<p>6. Participatory Governance Evaluation: Review Survey Instrument (Karen Engel, Dean of Planning, Research and Institutional Effectiveness, PRIE)</p>	<p>Dean Karen Engel reviewed the survey PBC has used in the past to evaluate the College's Participatory Governance processes. She reviewed proposed updates to the questions that capture recent changes (EAPC pilot/ACES merger, etc). The survey will be sent to all faculty, staff and students. The survey questions focus on committee involvement/participation, program review, resource request process and budget, and college goals planning, as well as district processes around hiring and planning. This will be an action item at the March 15 meeting.</p> <p><u>Comments</u></p>

	<ul style="list-style-type: none"> Lesly Ta asked if there could be a question that would ask: “Do you feel that the balance of voices is fair in some of the meeting?” <ul style="list-style-type: none"> Dean Engel will add a question on that topic.
STANDING ITEMS	
7. Associated Students of Cañada College	Lesly Ta said members of the ASCC were in training during the last meeting, so there were no updates to report.
8. Academic Senate of Cañada College	<p>David Eck reported the following:</p> <ul style="list-style-type: none"> For the remainder of the semester, the Senate is shifting meeting times to the second and fourth Thursdays of the month from 2-4pm to 1-3pm to see if it works better for members. This schedule will begin with the Academic Senate’s March 2 meeting. They are hoping to approve mid-cycle program review questions for the CTE program since they are in a different cycle compared to other instructional programs. The Academic Senate President and Vice President positions are up for elections this year. They will be forming an election committee at the next meeting.
9. Classified Senate of Cañada College	<p>On behalf of Roslind Young, Maria Huning reported the following:</p> <ul style="list-style-type: none"> At its last meeting, Classified Senate discussed plans around power outages and emergency procedures. They would like to request that the College consider appointing an evening administrator again since many events seem to be happening later in the day. They thanked Dean David Reed for all the work he did during the February 22 power outage. President Kim Lopez will present at the March 9 Classified Senate meeting and be available for a Q&A session afterward.
10. Planning Council Reports	<p>IPC: On behalf of Lisa Palmer, Chris Burns reported that IPC will have a program review presentation on March 17 for the six-year cycle. It will be a joint meeting with the Curriculum Committee.</p> <p>SSPC: Maria Huning said the SSPC meeting on February 22 was canceled due to the campus power outage. Dean Engel said they are working on their service area outcomes.</p>
11. President’s Update	<ul style="list-style-type: none"> President Kim Lopez reported that Dr. Lisa Petrides, President of the Board of Trustees, sent a district-wide email announcing that Dr. Melissa Moreno, President of Skyline College, has been appointed interim chancellor. She will serve from April 1 through June 30, 2024. Dr. Moreno has asked VPAS Joe Morello to serve as acting president from April 1-June 30, 2023. Dr. Moreno will work with a smaller constituent group to search for an acting president of Skyline College, who would serve from July 1, 2023-June 30, 2024. The search will be an internal process through our district. Cañada College is holding first-level interviews this week for the permanent Vice President of Instruction. Final interviews and campus forums are on March 20 and March 21. A campus-wide save-the-date email will be sent during the week of March 13.
12. Matters of Public Interest and Upcoming Events	David Eck shared a link to the mural documentary, “Town Destroyer,” which will be aired on Tuesday, March 7 from 4-6pm. All are invited to attend: https://canadacollege.edu/academicsenate/2223/mural-doc-screening-flyer-8x11-2023-final.pdf
ADJOURNMENT	The meeting was adjourned at 3:52 p.m.
Next Meeting	The next meeting will be held on March 15, 2023.