



APPROVED

PLANNING AND BUDGETING COUNCIL MEETING MINUTES

Wednesday, May 17, 2023

In-Person and Via Zoom

Regular Meeting: 2:10 – 4:30 p.m.

Members present: David Eck, Roslind Young, Alicia Aguirre, Nick Carr, Rachel Corrales, Karen Engel, Denise Erickson, Chialin Hsieh, Maria Huning, Hyla Lacefield, Ray Lapuz, Kim Lopez, Paul Naas, Lisa Palmer, Manuel Alejandro Pérez, Peggy Perruccio, Ludmila Prisecar, Megan Rodriguez Antone, Claudia Rosales, Stephen Soler, Jeanne Stalker, Lesly Ta, Julian Taylor.

Members absent: Ronda Chaney, Joshua Forman-Ortiz, Chialin Hsieh.

Guests and others present: Natalie Alizaga, Ron Andrade, Mayra Arellano, Wissem Bennani, Julian Branch, James Carranza, Alex Claxton, Mary Chries Concha Thia, Alison Field, Sarah Harmon, Max Hartman, Mary Ho, Jamie Hui, Debbie Joy, Krystal Martinez, Nada Nekrep, David Reed, Chantal Sosa, Diana Tedone-Goldstone, Ameer Thompson, Juan 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 minutes from the May 3 PBC meeting were not finalized and will be reviewed at the first meeting of the fall semester. The May 17 PBC agenda and board-approved personnel items from the May 10 meeting were reviewed.</p> <p>ACTION: A motion to approve the May 17 PBC agenda and May 10 personnel items was made by Dean Hyla Lacefield and seconded by Lisa Palmer. Motion passed.</p>
<p>2. Participatory Governance Evaluation Response (PBC Co-Chairs David Eck and Roslind Young)</p>	<p>PBC Co-Chairs David Eck and Roslind Young reminded people to please complete the Participatory Governance survey.</p>
<p>3. Midterm Report to ACCJC: Adoption (Accreditation Steering Committee Tri-Chairs Roslind Young, David Eck, Karen Engel)</p>	<p>Dean Karen Engel reported that the content in the Midterm Report is complete. There are highlighted sections and evidence from this meeting and information from other end-of-year meetings will be included. The report will then be reformatted and MCPR will finalize. Dean Engel said the expertise was provided by the College and President Lopez, David Eck and Roslind Young also reviewed the report. President Lopez commended Dean Engel for her work. The Midterm Report will be presented to the board at its first September meeting. The College will be preparing for the site visit next year. Dean Engel noted that the ACCJC has changed the standards and the process.</p> <p>ACTION: A motion to approve and adopt the College Midterm Report to ACCJC for 2023 and provide to President Lopez for submission to the Board of Trustees and to the ACCJC by October 15, 2023 was made by Dean Hyla Lacefield and seconded by Lisa Palmer. Motion passed.</p>

<p>4. SEM Operational Plan Final Draft (Chialin Hsieh, VPI and Manuel Alejandro Pérez, VPSS)</p>	<p>Vice President Pérez presented the latest version of the Strategic Enrollment Management Operational Plan, which incorporates all feedback from the May 3 PBC meeting and includes edits from the various subcommittees.</p> <p>The most notable feedback came from IPC. The PBC had populated the table as part of the two-year Strategic Action Plan for implementation, which included a timeline (Page 9). IPC requested that the timelines, start date and span of the specific task be removed. The IPC feedback is now reflected in the updated draft.</p> <p>The Strategic Enrollment Management Operational Plan covers academic years 2022-2025.</p> <p><u>Comments:</u></p> <ul style="list-style-type: none"> • Lesly Ta suggested working with Skyline and CSM on a strategic plan and her comment was incorporated, although she said the other two colleges cannot be forced to work with us. VP Pérez said we can include the spirit of collaboration in our college plan. It is up to the other colleges if they want to do that. <ul style="list-style-type: none"> ○ Dean Engel said the VPI and curriculum specialists will meet this week to talk about software options that might help with this. It is intended in this plan. • Maria Huning noted that some of the tasks specify individuals who are responsible while others list areas/departments that will do the work. <ul style="list-style-type: none"> ○ VP Pérez said they did not receive feedback about the actual process, but the College can be as specific as it would like. • David Eck said that PBC may want to consider that when updates are provided next year, if tasks assigned to offices have significantly less progress compared with those assigned to individuals, it may want to review the list of responsible parties. <p>ACTION: A motion to approve and adopt the Strategic Enrollment Management (SEM) Operational Plan final draft for 2022-25 and recommend it for implementation to President Lopez was made by Lisa Palmer and seconded by Dean Hyla Lacefield. Motion passed.</p> <p>President Lopez commended VP Hsieh and VP Pérez, along with the Instructional and Student Services Deans for the important work that was done. It will help the College continue to improvement enrollment, persistence, retention and graduation.</p>
<p>5. Guided Pathways Plan for 2022-2026 (Ron Andrade, Guided Pathways Director)</p>	<p>Ron Andrade presented the Guided Pathways Plan, which integrates all the other plans related to enrollment, persistence, math/English completion from SEM, EMP and the Student Equity Achievement Plan. This is a framework for aligning support and services and how planning for student success is integrated. Funding from the state is attached to it so it has to be reported on.</p> <p>The plan covers academic years 2022-2026 and the College has been working on this for many years. Ron thanked Dean Karen Engel and PRIE Analyst Alex Claxton for providing data. Dean Engel said the College has to prepare this four-year summary of how it has institutionalized the practices. The submission date is June 1, 2023.</p> <p>ACTION: A motion to adopt the Guided Pathways Plan and recommend to the College President its submittal to the State Chancellor's Office was made by Lisa Palmer and seconded by Denise Erickson. Motion passed.</p> <p>President Lopez said a lot of work has been done in the two years since the College decided it would do Student Success Teams. Last year, Ron Andrade was hired and he has brought the College to a new level with Guided Pathways coordination. Next week, the final retention</p>

	<p>specialist will be hired. The Student Success Teams reach out to stopped-out students or students who have not registered. The case management of students will continue. She thanked the Colts Advisory Committee for all of the work in Guided Pathways.</p>
<p>6. College Compendium of Committees Update (Karen Engel, Dean of PRIE)</p>	<p>Dean Karen Engel said the document posted on the website shows all the changes. The new update includes the addition of the Equity and Antiracism Planning Council (EAPC), which was approved by PBC to be a part of the College's to the Participatory Governance Structure. The EACP has bylaws and is meeting. What is still being piloted is the reporting structure that the EAPC makes recommendations to the President. They had thought that it could be evaluated by the end of the fall term, however since they have just gotten started, it is recommended that the evaluation be done next spring.</p> <p>Most groups, senates and councils have updated their bylaws and memberships and those are reflected in the updated Compendium.</p> <p>The Technology Committee has submitted draft changes to their bylaws and membership and they are listed in red in the Compendium. At today's meeting, PBC hopes to approve the new bylaws for Distance Education Advisory Committee (DEAC).</p> <p>ACTION: A motion to approve the update of the College Compendium of Committees and recommend to President Lopez for implementation. PBC will complete an evaluation of the participatory governance reporting structure in spring 2024. This is the reporting structure and they make recommendations to the president.</p> <p><u>Comments:</u></p> <ul style="list-style-type: none"> • Roslind Young said it is misleading to call the document a compendium since it does not include all of the committees. She suggested that it be noted that it is not a complete list. <ul style="list-style-type: none"> ○ Dean Engel said the groups, constituent senates, committees and councils that are included in the compendium are the College's official bodies. There are others that are task force work groups or operational groups that are called committees. A few years ago, PBC worked to clarify the difference between an actual college committee and these other groups, which may be job related or function related. Karen highlighted the Participatory Governance Definitions that PBC adopted at that time. There are a lot of groups doing work, but they are not in the Compendium and are technically not a part of the College's participatory governance structure. ○ David Eck proposed changing the title to, "Compendium of Participatory Governance Bodies." • Maria Huning is not sure that we should approve the draft Compendium without first approving the DEAC bylaws. <ul style="list-style-type: none"> ○ Karen Engel said she can list the DEAC bylaws as pending since it is a living document. On the redline updates for Technology Committee, she will specify that they are pending changes. <p>ACTION: A motion to approve the update of the College Compendium of Committees with changes noted, including the title, was made by Maria Huning and seconded by Denise Erickson to be recommended to President Lopez for implementation. Motion passed.</p> <p>PBC is to complete an evaluation of the participatory governance structure in spring 2024.</p>
<p>7. Equity and Antiracism Planning Council: Update and Next Steps (EAPC Tri-Chairs: Alison</p>	<p>Krystal Martinez said they are asking PBC to support the pilot reporting structure for EAPC through spring 2024. She joined EAPC to speak for herself and for people like her who have not had a voice. The EAPC is tasked with dismantling white supremacy, creating equity and removing racism from Cañada College. They are here to ask the support of PBC, but she said it feels redundant asking for support for something that the College has asked EAPC to do. She</p>

Field, Faculty Equity Coordinator; Krystal Martinez, Division Assistant; Wissem Bennani, Dean of ESSP

said the EAPC has only been active for a few months and needs more time. She would like people to keep that in mind when voting. They have goals and the work that they will be doing will be very measurable. They will continue to update PBC and other groups and will work in collaboration with other participatory governance bodies.

Comments:

- Maria Huning said that if EAPC is already doing the work, why does there need to be an extension of this part of the bylaws? Does the College have to measure specific milestones in order to indicate that there has been movement? She is concerned that next spring, they will be asking to extend the pilot again.
 - Krystal cited the previous Compendium action item indicating that the EAPC is asking for an extension of the piloted reporting structure through spring 2024. She clarified that the question is whether or not the EAPC should report directly to the President. For the next academic year, they will be reporting to the President directly and if there are any changes or shifts in that reporting structure that need to be adjusted, that will be addressed in their bylaws. They would bring those bylaws for approval in a normal participatory governance fashion. Otherwise, the EAPC council goals are set and they are continuing to do the work.
- Roslind Young said if we do not change the reporting structure, then PBC would need to do some work on its bylaws since those state that all groups report to PBC.
- David Eck said if Krystal and the tri-chairs still feel that PBC is an impediment in a year, then that would definitely be a sign that we need to change something in the reporting structure to make sure that we are working together and helping each other.
 - Krystal said this is the college's chance to see if what they say and do matches the mission of the College and goals toward antiracism and equity. The EAPC has only had three meetings and needs more time to decide if they should continue to report directly to the President or go through PBC.
- Julian Taylor said if the College has decided it is committed to doing this work, it is important for the people who are doing the work to speak the truth directly to power. This work is important for everyone on the campus and it will raise everyone up. It is important for EAPC to be able to speak directly to the President, allow the President to assess what is going on, and there would be no filter for that conversation.
- Rachel Corrales that the EAPC has not had a chance to work, but feels it needs to go through the process and report to PBC.
 - Krystal said the EAPC is doing work around equity and they should have the same access to power as other very important governing bodies on campus. Some things need to happen in real time. The slower the College reacts and responds to acts of racism and inequity, the message that we are giving students, faculty, staff and administrators is that these acts are not important. The EAPC needs to have direct access to the President and be able to voice concerns in order to provide equity to the campus at large.
- Lisa Palmer feels that these issues are important for people to hear and not just the President. She would like to have them present to PBC.
 - Krystal said the EAPC meetings are open to all. They will collaborate with PBC and other groups and will be coming to PBC with ideas or if they need guidance or additional support.

ACTION: A motion to support the pilot reporting structure for EAPC through spring 2024 was made by Lesly Ta and seconded by Julian Taylor.

Motion passed with 15 "yes" votes and two "no" votes.

<p>8. Distance Education Advisory Committee (DEAC) Revised Bylaw Adoption (David Reed, Dean of ASLT, Co-Chair of DEAC and Technology Committee; Nada Nekrep, Faculty Online Instruction Coordinator)</p>	<p>Dean David Reed shared the DEAC bylaws draft. They have uncovered gaps in how members are appointed and the document now has updates from the last PBC meeting. They are determining when a member is appointed by position or by appointment from the Senate.</p> <p>They took feedback from SSPC including whether they want to consider council specified representation or area specified representation.</p> <p>They also have a new position, instructional designer (Allison Hughes), and they would like clarification from PBC on what the process would be when a member is appointed by position as opposed to a senate appointment.</p> <p>Nada Nekrep said they worked on updating the current structure based on PBC input.</p> <p><u>Comments:</u></p> <ul style="list-style-type: none"> • Lesly Ta said there is an imbalance of students on almost every committee. She would like that to be taken into consideration when voting membership and bylaws are being submitted for approval. <ul style="list-style-type: none"> ○ Dean Reed said they have one student voting member on DEAC but would welcome a second student. He said it can be challenging for students to participate. ○ David Eck said it is okay if there is a vacant position as long as the bylaws do not count that against quorum. • Roslind Young said there are eight faculty and four classified staff and said there are more classified staff working in divisions and instructional spaces that are directly supporting distance education. <ul style="list-style-type: none"> ○ Dean Reed agreed and would like to consider adding more classified staff to DEAC. • Dean Reed asked if the “by position” appointments are first submitted to the senates for approval and then submitted to PBC for approval. Roslind said she will talk to CSEA reps about it. <ul style="list-style-type: none"> ○ David Eck said the primary way to share distance education items is through division meetings and would not want to see the faculty membership in DEAC reduced. It has been suggested that DEAC add at least one student representative and consider increasing classified members. David Eck recommends that the DEAC bylaws be brought back for approval in the fall. • Maria Huning suggested that Dean Reed check with Jeanne Stalker on the CSEA language in the bylaws. <p>ACTION: A motion to postpone the review and approve the revised DEAC bylaws until the September 6 PBC meeting was made by David Eck and seconded by Lesly Ta. Motion passed.</p>
<p>9. Technology Committee Revised Bylaws Adoption: First Read (David Reed, Dean of ASLT, Co-Chair of DEAC and Technology Committee; Nada Nekrep, Faculty Online Instruction Coordinator)</p>	<p>The Technology Committee reviewed the bylaws and updated the membership structure with the goal of having more equity in their representation. There are now two faculty, two classified, two administrators and one student. The voting membership is where they made the most changes. The resource members were also listed. They updated their meeting schedule to now meet once per month. They did not vote to approve any other changes to the bylaws.</p> <p><u>Comments:</u></p> <ul style="list-style-type: none"> • Dean Karen Engel said they need to specify who is a voting member and what the difference is between the committee membership and the resource membership. It needs to be included in the text of the bylaws. • Lesly Ta would like to see two students included as voting members on the committee. • Maria Huning noticed a lot of members by position, but is not sure that makes it participatory governance. She said there is one rep who could potentially be a classified staff person

	<p>under SSPC but that is all. She also noted that the Instructional Technologist is no longer classified, but is faculty. She would like the committee to ask CSEA for the classified appointment and not SSPC because SSPC could appoint a counselor and not a classified staff.</p> <ul style="list-style-type: none"> ○ Dean Reed said the Instructional Technologist is not a CSEA position and it is also designated as a tri-chair, so that is a “by position” member. ● Jeanne Stalker said there should be an instructional classified person and a student services classified person. They should be front-line classified people who work directly with students to get a well-rounded view. It is not just CSEA but all classified levels in order to have full representation. <ul style="list-style-type: none"> ○ Dean Reed said he will look at more broad representation from staff. <p>The revised Technology Committee bylaws will be brought back for consideration in the fall semester.</p>
<p>10. Governor’s May Budget Proposal and Updates on the FY 2023-24 College Budget (Ludmila Prisecar, VPAS)</p>	<p>A timeline of the annual budget process was reviewed as well as changes to the economic and budget conditions. The May revision does not anticipate a recession scenario, although the Governor spoke about facing “macroeconomic headwinds.” There are a lot of unknowns and it is difficult to project what will happen.</p> <p>In January 2023, there was a \$22.5 billion deficit due to the downturn in the stock market, particularly the technology sector. For May 2023, there is a projected budget deficit of \$31.5 billion based in part due to the delay in the tax filing deadline and other considerations. There are a lot of uncertainties.</p> <p><u>Key Budget Changes:</u> VP Prisecar reviewed a summary of key budget changes and proposed 2023-24 changes in Proposition 98 funding for the system. The ongoing policy adjustment summary was reviewed and there is a \$21 million decrease between the January proposal and the May revised proposal.</p> <p><u>Proposed Changes in Prop 98 Funding:</u> On the one-time policy adjustments, there was a \$1.1 million increase in the January proposal, but right now they are using the one-time funds to balance the budget. There are major cuts to some programs. There were technical adjustments in the January proposal to 2023-24 Hold Harmless Protection, but in the May revised proposal, they decided to use one-time funds to make sure they kept the 2023-24 Hold Harmless protection in place.</p> <p>Changes to the ongoing funding were reviewed. From January to May, there was a COLA increase for the Student-Centered Funding Formula of \$25 million. There is also a COLA increase for apportionments and programs. There is proposed funding for a new LGBTQ+ pilot program and there is decreased funding for Student Success Completion Grants. Overall, the decrease is \$21.2 million.</p> <p><u>Program Cuts:</u> The list of program cuts was reviewed. Funding for retention and enrollment strategies was reduced by \$100 million in the May revised proposal. In January, Cañada’s allocation was \$1 million, but that number is reduced to \$849,165 in the May revised proposal. Regarding the deferred maintenance funding, the funds go directly to the district. The district was expecting around \$11 million in May and in the May revision it is reduced to \$5.5 million. There was a \$239 million reduction in prior year deferred maintenance funding and a \$344 million reduction in prior year COVID-19 Recovery Block Grant funding.</p> <p><u>Comments:</u></p> <ul style="list-style-type: none"> ● David Eck asked about the loss of the COVID-19 recovery block grant one-time funds and the loss to Cañada.

	<ul style="list-style-type: none"> ○ VP Prisecar said the board did not decide what we are doing with these funds but they could be used for equipment, direct student aid, enrollment, outreach and professional development. ○ During the resource request process this past year, President Lopez said they thought there were two positions that could be temporarily supported off of the COVID recovery funds: a communications manager and an assistant director of Promise. These funds, however, cannot be used for these positions, even if they are temporary, because they have to relate directly to COVID recovery. Those positions will be held until alternative funds are available.
<p>11. Personnel and Non-Personnel Resource Allocation Decisions from the 2022-23 Program Review Cycle (Ludmila Prisecar, VPAS)</p>	<p>VP Prisecar provided an update on the resource request process and timelines. There were 14 total positions approved, 11 were new positions and three were one-time temporary positions. As of spring 2023, four people were hired to fill new positions. Seven positions are in the recruitment process and three positions are on hold or pending funding approval.</p> <p>A list of positions was presented, along with funding sources, proposed start dates and where the College is in the hiring process. One of the one-time temporary positions for a College Recruiter is in the recruitment process. As previously mentioned, two of the one-time temporary positions, Communications Manager and Assistant Director of Promise, are on hold.</p> <p><u>Non-Personnel Resource Requests</u></p> <p>There were 125 requests and the estimated fiscal impact was \$2.4 million. The College was able to approve 48 requests in the amount of approximately \$500,000. Of those, 38 are one-time requests totaling approximately \$342,000. There were 10 ongoing requests and those will cost approximately \$150,000 per year. Of the ongoing requests, eight are Fund 1 non-instructional expenses, one will use Lottery funds and is an instructional expense and one is from SEAP funds and is non-instructional. A list of the Fund 1 requests was presented, along with the Lottery and SEP Funded positions. The requests that were not approved were also listed.</p> <p>The College Business Officer will email the approved non-personnel requests and funding sources to the Deans and Vice Presidents by the end of May.</p> <p><u>Comment:</u></p> <ul style="list-style-type: none"> • Lisa Palmer asked why the volleyball coach position is on hold. VP Prisecar said Dean Kat Sullivan-Torrez is in the process of assessing the need for the position. The program is growing and the assessment needs to be made by the Dean. When they are ready, they will be able to hire.
<p>12. EMP Progress Update: 1.10 Improve WebSchedule (Max Hartman, Dean of Counseling)</p>	<p>WebSchedule is a district-wide system for presenting the schedule online. Students can see all the classes offered throughout the district and then register for any class through WebSmart. While it is a local college initiative, it has district implications so any enrollment issues are brought to the Enrollment Services Council.</p> <p>Work started from Cañada College several years ago with feedback on the usefulness or problems with WebSchedule. One of the complaints centers on the icons that were assigned to specific types of classes or attributes assigned to a class. They are confusing and there is not a clear structure for organizing the icons. Cañada College, led by faculty member Nick DeMello, provided feedback and developed a proposal to better organize the information through WebSchedule. The feedback was presented to ESC and ITS.</p> <p>The district is also upgrading systems to Banner 9 which will result in eventual implementation of the Banner 9 registration module. There have been Banner 9 registration demos, but they are constantly changing due to new information, so they have not been recorded. Staff as well as</p>

	<p>students are encouraged to attend a demo and provide feedback about how the new system could be implemented and improved.</p> <p><u>Comments:</u></p> <ul style="list-style-type: none"> • Lesly Ta asked if he could share updates directly to ASCC and send links and Dean Hartman said he will do that. • David Eck has not attended the demos but has heard that people do not feel that the new system is better. He also thought the product was finished and was surprised that they are still having demo sessions. • Dean Hartman said the colleges need to improve the system as much as possible so that it meets its needs, serves the community and represents our schedule accurately to help ease enrollment into our classes. They are incorporating feedback from the demo sessions and ITS to make changes in the final iteration that will be launched. Banner 9 is being used on many other campuses across the state. So, the module that we will be getting is something that already works at other colleges.
<p>13. EMP Progress Updates: EMP Initiatives 1.13 and 3.4 (Mayra Arellano, Director of High School Transition and Dual Enrollment and Maria Huning, TRIO Director)</p>	<p>EMP 1.13 Initiative: Scale the Promise Scholars Program to Include PT Students:</p> <p><u>Year 1 accomplishments:</u> In fall 2022, Promise Scholars scaled its program to include a program for Cañada’s part-time students. They collaborated with Outreach, the PRIE Department and CWA to try to get more students to learn about the part-time Promise program. They offered evening workshops, they shifted their counseling availability to provide services on evenings and weekends, and they held proactive registration events and community-building events to find out what part-time students need. With the support of part-time Promise Counselor, Janette Linares, they finalized a three-year course schedule for students to map out which types of courses they need to take each semester. Part-time Promise students should be able to complete a degree in three years. They must take courses in the summer.</p> <p><u>Year 2 plans</u> Plans include enhancing marketing, working with PRIE, increasing recruitment efforts for part-time students and add counseling staff to support evening and weekend hours. They will also offer more evening workshops, community building and tutoring services, and continue working with CWA, Umoja and other learning communities that serve part-time students.</p> <p>EMP 3.4 Initiative: Increase Number of High School Students Participating in Dual Enrollment Courses</p> <p><u>Year 1 Accomplishments for 2022-23:</u> This year, they have focused on making registration and onboarding processes easier and preventing barriers for high school students. They are involving parents whose high school students are taking classes at Cañada and have started Early College Familia Workshops, which are conducted in English and Spanish. There are social media and marketing efforts, as well as implementation of a Dual Enrollment operational calendar, to create deadlines and processes for high schools requesting dual enrollment classes. Staffing has been critical as they increase Dual Enrollment classes and they have hired a PSC, a retention specialist, student ambassador and faculty coordinator. There are field trips to colleges and new high school partnerships with Everest, Summit and Jefferson High Schools.</p> <p><u>Plans for EMP Year 2:</u> They will continue to improve the onboarding process for high school teachers and faculty who are participating in the Dual Enrollment program. They will continue to make communication stronger with the high school partners. The biggest focus will be retention. We will continue working on creating pathways that lead to a degree or certificate. They will also continue to work with special population students such as adult school students, foster youth and Rising Scholars.</p>

	<ul style="list-style-type: none"> David Eck suggested changing the language around financial aid to also add college aid. <ul style="list-style-type: none"> Mayra said they are changing all of their marketing because there is confusion around free college. They want all full-time and part-time students to apply for financial aid.
14. Leadership Retreat Priorities 2022-23: Annual Progress Update (PBC Co-Chairs David Eck and Roslind Young)	David Eck and Roslind Young reminded people to please respond to the poll about dates for this Summer's Retreat.
STANDING ITEMS	
15. Associated Students of Cañada College	<p>Lesly Ta said the 2022-23 academic year has concluded. The 2023-24 ASCC will meet in June and the new president is Yuliana Leon Subias.</p> <ul style="list-style-type: none"> President Lopez and the PBC thanked Lesly Ta for her involvement.
16. Academic Senate of Cañada College	<p>At its next meeting, the Board will be discussing class minimums. David Eck said the Colleges have reverted back to the policy indicating that there must be a class minimum of 20. That will be up for action to change in June at District Academic Senate. Interim Chancellor Moreno shared that she wants to keep the class minimum at 20 and change some of the language about exceptions to the policy.</p> <p>David Eck encouraged people to submit any feedback/concerns about policy to him or, per Interim Chancellor Moreno's suggestion, they can be submitted to the Chancellor's Cabinet through President Lopez.</p> <ul style="list-style-type: none"> Lesly Ta noted that there was no student voice on the discussion. President Lopez said there will be a first reading of any proposed changes to that policy at the May 24 Board meeting. She suggested that people attend. The District Participatory Governance Council presented its recommendation to Interim Chancellor Moreno. The next and final reading would be in June and that is where students, faculty and staff can voice their feelings. David Eck also told the District Academic Senate that Board meetings will not go longer than two hours.
17. Classified Senate of Cañada College	<p>Roslind Young reported that Senate elections have been held and Alex Claxton is the new Classified Senate President for 2023-24.</p> <ul style="list-style-type: none"> President Lopez thanked Roslind Young for her hard work and leadership as her term comes to an end.
18. Planning Council Reports	<p>IPC: Lisa Palmer reported the following update:</p> <ul style="list-style-type: none"> As part of the IPC Bylaws, and as a part of the committee's evaluation process, Lisa Palmer submitted a yearly summary of progress and possible suggestions for presentation to the PBC. This summary is posted to the PBC website for May 17. <p>SSPC: Maria Huning reported the following update:</p> <ul style="list-style-type: none"> The SSPC had an update on individualized student communication of their SB893 qualifications. When there is a change to the student's qualifying criteria then it will update the message to the students at regular intervals. We already have approximately 16,000 students qualify for Level 1 for the district. There was a robust discussion on drop for non-payments and how that is affecting students. A summer workgroup was identified to review data and begin the process of creating a SSPC recommendation. Additionally, they had updates from EMP groups on next steps and items that will be completed before the fiscal year close.

	<ul style="list-style-type: none"> • There was also a wrap-up of the Student Area Outcomes (SAO) project that they were working on. All Student Services areas updated their SAOs this year and have already begun the process of identifying research methods to complete over summer or fall of the next year. • Finally, they began the discussion of a priority for all student services areas to be in person and suspend hybrid work schedules the week before classes and the first 2 weeks of classes. There will be additional discussion and an official vote at the next meeting.
19. President's Update	<p>President Lopez provided the following report:</p> <ul style="list-style-type: none"> • At its last study session, the Board of Trustees heard a presentation on the Child Development Laboratory Center at Cañada. The presentation was well-researched and the resolution was passed by the Board of Trustees. The task force identified the cost, ongoing cost and potential site. Based on feedback, a small addition was made resolution and they fully expect board approval. <p>Once approved, they move into Phase 2 of the project, identifying the next steps, which will be shared with PBC in September. President Lopez thanked the task force members, led by VP Ludmila Prisecar, including Dean Hyla Lacefield, Lesly Ta, Kristina Brower, Jamie Hui, Lorraine Barrales-Ramirez, Tina Watts of Skyline, Maggie Barrientos of CSM, Karen Pinkham and Marie Mejia.</p> <ul style="list-style-type: none"> • The College typically presents the annual EMP priorities progress report for 2022-23. It is directly related to the Leadership Retreat that is held in August where six big college initiatives are identified and presented at Flex Day. It will be posted on the PBC website. • President Lopez talked about all of the end-of-semester events that are taking place this week and hopes people can attend.
20. Matters of Public Interest and Upcoming Events	No matters of public interest were reported.
ADJOURNMENT	The meeting was adjourned at 4:20 p.m.
Next Meeting	The next meeting will be held on September 6, 2023.