



**Approved**

**PLANNING AND BUDGETING COUNCIL MEETING MINUTES**

**Wednesday, October 21, 2020**

**Via Zoom**

**Regular Meeting: 2:10 – 4:00 p.m.**

**Members present:** Jeanne Stalker, Diana Tedone, Margarita Baez, Nick Carr, James Carranza, Rachel Corrales, Loretta Davis Rascon, Karen Engel, Denise Erickson, Salumeh Eslamieh, Nimsi Garcia, Max Hartman, Hyla Lacefield, Ray Lapuz, Cynthia McCarthy, Graciano Mendoza, Jamillah Moore, Manuel Alejandro Pérez, Peggy Perruccio, Megan Rodriguez Antone, Nika Self, Chantal Sosa, Roslind Young.

**Members absent:** Lauren Binder, Tammy Robinson.

**Guests and others present:** Lorraine Barrales-Ramirez, Wissem Bennani, Alex Claxton, Mary Chries Concha-Thia, Doug Hirzel, Allison Hughes, Debbie Joy, Jessica Kaven, Rebekah Taveau.

AGENDA ITEM	CONTENT
<p><b>1. Welcome, Introductions and Approval of Minutes</b></p>	<p>Meeting called to order at 2:07 p.m.</p> <p>The Consent Agenda was reviewed and a proposal to add “Approval of the Consent Agenda” to all future agendas was suggested by Diana Tedone.</p> <p>ACTION: A motion to approve the Consent Agenda and add “Approval of the Consent Agenda” to all future agendas was made by Dean Hyla Lacefield and approved by Peggy Perruccio. Motion passed.</p> <p>ACTION: A motion to make a change to the October 21<sup>st</sup> agenda by removing the Administrative Planning Council Proposed Role Change was proposed. The motion to remove the item was made by Dean Hyla Lacefield and seconded by Nika Self. Motion passed.</p>
<p><b>2. Biology Faculty Replacement</b></p>	<p>Professor Doug Hirzel reported that the Biology Department is requesting a faculty member be hired to replace Carol Rhodes, who retired in the spring. In 2015, the College approved a fifth biology position. One faculty resigned and with Carol Rhodes’ retirement, there were three Biology faculty remaining. One position was replaced and they would now like to add a fifth full-time faculty who would start in fall 2021. The Academic Senate approved the request and it is now presented to PBC for approval. The PBC talked about the equity gap among Latinx students and they are encouraging Latinx faculty to apply. PBC members asked the Biology Department to try to recruit from a variety of job boards so as to generate a diverse pool of applicants.</p> <p>ACTION: Dean Hyla Lacefield made a motion to endorse the replacement position with an addendum of “as per the College’s mission and goals and in the context of the antiracist framework, that we seek out the most diverse pool of applicants for this position. The motion was seconded by Roslind Young. Motion Passed</p>
<p><b>3. Annual Program Planning and</b></p>	<p>During its meeting on October 7, 2020, the PBC considered information regarding the region’s economic outlook and its implications for the College’s fiscal year 2021-22 budget and beyond.</p>

<p><b>Resource Request Process</b></p>	<p>In conjunction with the Economic Outlook, PBC was also asked to consider the following three options in relation to the college’s annual Program Planning and Resource Request Process:</p> <ol style="list-style-type: none"> <li>1) Continue Program and Resource Request Process. Provide economic outlook to PBC for context and to assist managing expectations.</li> <li>2) Continue Program and Operational Resource Request Process but suspend personnel requests due to economic outlook. Continue with operating resource requests. If funding materializes at the end of the year, fund personnel items from FY 2020-21 list.</li> <li>3) Suspend Program and Resource Request Process due to economic outlook. If funding materializes at end of year, fund items from FY 2020-21 list.</li> </ol> <p>PBC members discussed the options and VP Graciano Mendoza clarified that the faculty positions that are replacement positions are separate. The personnel items in Option #2 refer to new positions that do not currently exist.</p> <p><u>Timeline for Funding of Positions in 2021-22:</u> Normally, the position presentations are made in October and decisions are made in early November. This year, if the group chooses Option #1, the process would start in early November. Dean Engel said that the annual updates and personnel requests in draft form are to be submitted to IPC on October 23<sup>rd</sup> and final documentation and requests should be done by November 6<sup>th</sup> for this program review cycle. The Program Review Timeline is posted on the College website.</p> <p>Voting members were asked to vote on their preferred option. A majority was reached with 11 members selecting Option 1, nine members selecting Option 2 and no votes being made for Option 3.</p> <p>ACTION: A motion to accept the vote and select Option 1 was made by Salumeh Eslamieh and seconded by Nika Self. Motion passed with three “no” votes and 17 “yes” votes.</p>
<p><b>4. Transfer Services Plan</b></p>	<p>The PBC is forming a Transfer Services Planning work group and membership was discussed. The work would be done by the members who would include faculty, staff and administrators who would expertise in this area. PRIE will establish the workload.</p> <p>Suggested Nominations:</p> <ul style="list-style-type: none"> <li>• Max Hartman, Dean of Counseling</li> <li>• Mary Ho, Director of Post-Secondary Success, Overseer of ESO Adelante</li> <li>• Soraya Sohrabi, Transfer Services Supervisor</li> <li>• Gloria Darafshi, Articulation Officer and Counselor</li> <li>• Dean Karen Engel, PRIE</li> </ul> <p>Other Suggested Nominations:</p> <ul style="list-style-type: none"> <li>• STEM Member</li> <li>• Classified Senate Representative</li> <li>• ASCC Representative: Nika Self will talk to the ASCC about appointing a student rep.</li> </ul> <p>ACTION: A motion to approve the creation of the work group with the Dean of Counseling, representative from ESO Adelante, a representative from Transfer Services, a Transfer Counselor, a representative from PRIE, a STEM Center representative, a Classified Senate representative and an ASCC representative was made by Dean Max Hartman and seconded by Rachel Corrales. Motion passed.</p>
<p><b>5. Task Force on Committee</b></p>	<p>Dean James Carranza reviewed the PowerPoint that was presented and approved by PBC in May that outlines the task force’s charge. He then reviewed the proposed standard bylaws template</p>

<p><b>Structure Recommendation: Bylaw and Plan Templates for all College Committees</b></p>	<p>and guidelines for college planning the Task Force is recommending the PBC adopt. The templates will be used by college committees and reflected in the College's Participatory Governance Manual. As committee memberships are updated, these changes will be reflected in the Compendium of Committees.</p> <p>All college-wide committees are asked to review the educational master plan, SEM, and amend their plans according to the new three-year plan template. Committees may review their membership and charge and reassess if they want to be a larger (or smaller) college committee.</p> <p><u>Bylaws Template:</u> A survey was done of all the bylaws for all councils and committees. The task force prepared a draft, clarified and rewrote it so that it is an easier tool and more consistent tool for co-chairs to use. Items such as how to select a cochair, agendas/meeting standards, decision-making processes (consensus or a vote), how to change bylaws and basic guidelines were considered.</p> <p><u>Committee Membership</u> In terms of having new members appointed, Dean Carranza recommended that committees review their basic membership and decide what is appropriate to their mission. They would rely on the Academic Senate, Classified Senate or ASCC to appoint members. As long as the four constituency groups are represented by at least one person, then the basic committee membership needs are met.</p> <p><u>Planning Template:</u> The task force wanted to streamline and coordinate the planning process to build consistency in terms of responsibilities, timelines, processes, terminology, objectives and actions and provide a template for laying out planning. Each committee would be required to provide an annual update on the progress made on their plan to PBC. Committees will work with PRIE to incorporate scorecard data and equity measures in their plans in order to evaluate progress.</p> <p><u>Highlights</u> The goal of these new templates is to align the work of committees and the college with the Educational Master Plan's strategic initiative, and with the Strategic Enrollment Management Plan strategies. The goal of the college plans and progress reports are to document the important work that the committees are doing to help the college achieve its goals. This also will help with the next accreditation cycle.</p> <p>Dean Carranza commended task force members Loretta Davis Rascon, Mary Chries Concha Thia, Jessica Kaven and Dean Karen Engel for organizing the process and doing the work.</p> <p>ACTION: A motion to adopt the bylaw and plan templates for all participatory governance committees to use from Fall 2020 onward was made by Dean Karen Engel and seconded by Dean Hyla Lacefield. Motion passed.</p>
<p><b>6. Proposed PBC Study Session on Institutional Effectiveness</b></p>	<p>Dean Karen Engel would like to recommend setting aside a full PBC meeting as a study session to help PRIE deliver complicated information to the committee. The proposed date is November 18<sup>th</sup>.</p> <p><u>Topics:</u></p> <ol style="list-style-type: none"> <li>1. New College Scorecard, which is the next version of the College's institution set standards. It is a newly proposed framework for understanding all of the metrics that should be considered and tracked over time to gauge if the college is effective. Also, the PBC would set new goals for each metric.</li> <li>2. New research and evaluation plan which PRIE has worked on to look at how we do programmatic evaluations.</li> </ol>

	<p><u>Feedback</u></p> <ul style="list-style-type: none"> <li>VP Pérez suggested that time is set aside for any action items that need to be decided upon by PBC.</li> <li>Dean Carranza wants to clarify the outcomes of the study session and what we are hoping to achieve.</li> <li>Dean Engel noted that the new goals and metrics need to be established to measure things that are important to the college.</li> </ul>
<p><b>7. Graduation Survey (Institutional Learning Outcomes) Results 2019-20</b></p>	<p>Alex Claxton reported on the Graduation Survey responses, which had a 39% response rate. The survey showed the following:</p> <ul style="list-style-type: none"> <li>513 students earned any award</li> <li>510 associate degrees conferred</li> <li>217 certificates awarded</li> </ul> <p>The survey serves as an indicator of the College's ability to achieve its Institutional Learning Outcomes. The results are overwhelmingly positive, with respondents self-assessing that they are able to do the variety of things included in those Outcomes.</p> <p>Results from the Free Response Questions provided more details regarding the obstacles students faced (personal, campus, other):</p> <p>Personal - Obstacles mainly focused around work, family issues, time and money  Campus – Instructor-related, COVID/online learning and course scheduling</p> <p><u>Feedback:</u></p> <ul style="list-style-type: none"> <li>Chantal Sosa asked if students expressed concern that their accomplishments were not commemorated or celebrated due to the COVID-19 campus closure. Alex said there were a few responses related to students not having a graduation ceremony.</li> <li>Jeanne Stalker said the Chancellor sent out something about commencement and asked if there are data responses yet. Alex will follow up with the district research office.</li> </ul> <p>Alex encouraged people to email him directly if they have questions.</p>
<p><b>8. Participatory Governance Evaluation</b></p>	<p>As part of the annual planning evaluation cycle, the College assesses how well the participatory governance process is working via a college-wide survey. The survey is usually sent out in the spring. Due to COVID-19, the survey for 2019-20 was postponed this past spring. In order to prevent confusion, the recommendation is to skip last year's assessment and move forward with this next assessment for 2020-21.</p> <p>ACTION: Dean Hyla Lacefield made a motion to skip the evaluation of 2019-20 and conduct the survey in spring 2021 to evaluate this year. The motion was seconded by Peggy Perruccio. Motion passed.</p>
<p><b>STANDING ITEMS</b></p>	
<p><b>9. Associated Students of Cañada College</b></p>	<p>Nika Self reported that she is stepping down from PBC due to time constraints. Senator Mari Managadze will take her place on PBC.</p>
<p><b>10. Academic Senate of Cañada College</b></p>	<ul style="list-style-type: none"> <li>The Academic Senate will hold its next meeting on October 22 from 2:10-4:00pm</li> <li>The Academic Senate is still looking for faculty to serve on the Cañada College Anti-Racism Task Force.</li> </ul>
<p><b>11. Classified Senate of Cañada College</b></p>	<ul style="list-style-type: none"> <li>Classified members Zorie Gomez and Alex Claxton will serve on the Cañada College Anti-Racism Task Force.</li> <li>The Classified rep for the Chancellor's Anti-Racism Committee is Ariela Villalpando.</li> </ul>

<b>12. Guided Pathways</b>	No update was reported.
<b>13. Planning Council Reports</b>	<p><u>IPC</u>: No update was reported</p> <p><u>SSPC</u>:</p> <ul style="list-style-type: none"> <li>• Dean Wissem Bennani and Adolfo Leiva presented on the Undocumented Student Support Project.</li> <li>• SSPC officially adopted changes to its Student Services program review process, including an updated timeline.</li> <li>• Michiko Kealoha was appointed as SSPC co-chair.</li> </ul> <p>APC: No update was reported.</p>
<b>14. President's Update</b>	The Third Annual President's Luncheon was held virtually on October 20 <sup>th</sup> . President Moore thanked all those who participated. It was a well-run and successful event with more than 100 attendees. The event raised more than the \$30,000 fundraising goal.
<b>15. Matters of Public Interest</b>	<ul style="list-style-type: none"> <li>• VP Pérez acknowledged the hard work of the campus community for the monthly-long series of programs and events for Latinx Heritage Month. The events were conducted completely in Spanish and reached out to more than 150 community partners. VP Pérez recognized the work of faculty, counseling faculty, classified staff, students and administrators.</li> <li>• The campus is working on the Undocumented Week of Action and Nimsi Garcia said an event will be held on October 21<sup>st</sup> with a previously undocumented student from Cañada.</li> <li>• Rebekah Taveau announced that Michael Hoffman and Elizabeth Terzakis will analyze the election results in an event on November 10<sup>th</sup>. A flyer will be sent shortly.</li> <li>• Dean Max Hartman talked about the passing of Dr. Gena Rhodes. Counseling support services will be available through Claremont EAP and he encouraged that those resources be shared with staff and faculty. The College also has personal counselling resources. President Moore is collecting words through the <a href="mailto:canpresident@smccd.edu">canpresident@smccd.edu</a> email that will be shared with Dr. Rhodes' family and a scholarship has been set up in her honor.</li> </ul>
<b>Next Meeting</b>	The next meeting will be held on November 4.
<b>ADJOURNMENT</b>	3:59 PM