



Approved

PLANNING AND BUDGETING COUNCIL MEETING MINUTES

Wednesday, March 17, 2021

Via Zoom

Regular Meeting: 2:00 – 4:00 P.M.

Members present: Jeanne Stalker, Diana Tedone, Margarita Baez, Nick Carr, James Carranza, Rachel Corrales, Karen Engel, Denise Erickson, Joshua Forman-Ortiz, Nimsi Garcia, Hyla Lacefield, Ray Lapuz, Doniella Maher, Mari Managadze, Cynthia McCarthy, Graciano Mendoza, Jamillah Moore, Manuel Alejandro Pérez, Peggy Perruccio, Tammy Robinson, Chantal Sosa, Roslind Young.

Members absent:

Guests and others present: Adrian Afif, Sarah Aranyakul, Wissem Bennani, Alex Claxton, Mary Chries Concha Thia, Mary Ho, Michael Hoffman, Debbie Joy, Michiko Kealoha, Matt Lee, Chili Montian, David Reed, Mwanaisha Sims, Elizabeth Terzakis, Lezlee Ware.

AGENDA ITEM	CONTENT
<p>1. Welcome, Introductions and Approval of Consent Agenda</p>	<p>Meeting called to order at 2:00 PM.</p> <p>ACTION: A motion to approve the consent agenda was made by Dean Karen Engel and seconded by Mari Managadze. Motion passed.</p>
<p>2. Formation of an UMOJA Program</p>	<p>Lezlee Ware, Elizabeth Terzakis, Michael Hoffman and Sarah Aranyakul presented information on the UMOJA program, which Cañada College is interested in forming. UMOJA offers curriculum focused on Black history, literature, and culture with pedagogy that reflects African principles of collective learning. Currently, Cañada is the only college in the Bay Area that does not have UMOJA. Since it is a statewide program, the College is required to have an UMOJA program coordinator and a program counselor as well as staff attendance at the annual UMOJA conference and the summer and/or winter learning institute. A student orientation would be held and the College would have at least one UMOJA-supported class, space for the program and program participants who are part of the overall UMOJA statewide community.</p> <p>Goals: The program goals, which are to reduce equity gaps in five years and increase retention rates, were reviewed. There are 500 Black-identifying students at Cañada. The College wants to expand that number by reaching out to its service area in East Palo Alto, which has a population of approximately 30,000 of which 11% are Black. In terms of equity goals, the College wants to represent East Palo Alto by increasing the number to 700-800 Black-identifying students. The geographic data and top majors of Black-identifying students were reviewed. Scholarship and leadership activities were highlighted, along with program services and how the program will align with BSU demands.</p> <p>MOU: The Memorandum of Understanding, which will be distributed to PBC, was reviewed. It includes detailed metrics on how to assess the program. Cañada will have both a statewide and</p>

	<p>districtwide impact we will begin to have an impact as we increase the number of the UMOJA students.</p> <p>Timeline:</p> <ul style="list-style-type: none"> • In fall 2020, Black Students Matter initiated UMOJA discussions at Cañada and met with UMOJA program representatives at Chabot, CSM, Santa Monica Community College and College of Marin to see how Cañada will set up its own program. It may have to be a hybrid design because Cañada is a smaller campus. A meeting with Cañada’s instructional deans and PRIE office was held. • In spring 2021, there will be continued updating and collaboration with campus partners and work will begin on program requirements. Tom DeWit, who founded UMOJA at Chabot College, will present to UMOJA instructors as well as at a fall Flex Day session. The UMOJA proposal and budget will be completed this semester. • Beginning in fall 2021, curriculum and pedagogy development will take place as will outreach and recruitment. There will be a soft launch of the program in spring 2022 and registrations for fall 2022 will begin. <p>Budget:</p> <p>Budget development for summer and fall 2021 and spring 2022 was discussed. Since funding is out of sequence, Vice President Mendoza said the group should provide a budget estimate that can be reviewed and approved by PBC just to get through next year. For ongoing funding, it would be a part of the College’s resource request funding starting in fall 2022. The group will provide a budget proposal in the next few weeks.</p>
<p>3. Antiracism Task Force</p>	<p>ASCC President Adrian Afif and Vice President Chili Montian presented suggested wording for the College’s Antiracism Framework, <i>Our Why, Through Song and Images</i>.</p> <ul style="list-style-type: none"> • As part of the California Community College system we have the power to come together, grow, and educate ourselves and the community. We strive to understand the country’s history of longstanding systemic racial injustices which have been further impacted by the COVID-19 pandemic. At Cañada College, we believe everyone has the right to live free of fear and racial discrimination. We have an obligation to dismantle systems of racism and anti-Blackness, and we must act – together. <p>Alex Claxton reviewed the commitments of the framework and the areas of impact</p> <p>Commitments:</p> <ul style="list-style-type: none"> • Critically examine our behaviors and college practices for the conscious and unconscious ways in which we contribute to systemic racism • Uplift stories and data about the impact of anti-Blackness, oppression, poverty and racism in our communities • Re-imagine and build a community of learning and service based in antiracism, social justice and liberation. <p>Areas of Impact:</p> <ul style="list-style-type: none"> • Hiring and retention of diverse employees • Teaching and learning with students • Support services and resources • Structures, facilities and community space(s) • College Mission, Vision and Values <p>Engagement and Implementation:</p>

	<p>Chili Montian and Dr. Tammy Robinson are on the Engagement and Implementation team, which is focusing on:</p> <ul style="list-style-type: none"> • Colts-Con and antiracism training for incoming/returning students • Flex Day training for staff and faculty • Workshops for new employees • A podcast that will provide an opportunity to have conversations. <p>Communication Braiding: Adrian Afif said the communications team is focused on collaboration and ensuring that it is inviting and including all communities on campus. The team has been providing updates with Black Students Matter and at ACES and SSPC meetings. The communication team wants to work with more communities on campus and will be expanding its list of collaborations in the coming months.</p> <p>Vice President Pérez said the Task Force is requesting feedback from PBC members' constituencies, senates and councils so that a final proposal can be submitted to PBC in April. Feedback may be submitted by April 7 to canprie@smccd.edu or on the Cañada College Stands Against Racism homepage link at https://canadacollege.edu/antiracism/.</p> <p>Vice President Pérez encouraged PBC members to participate in the upcoming Community Read program on Friday, March 19, reviewing chapters 12-15 in <i>How To Be An Antiracist</i> by Ibram X. Kendi. Guest co-facilitators from the Counseling Division will lead the discussion from 1:30-3:00.</p>
<p>4. Administrative Planning Council</p>	<p>Vice President Graciano Mendoza reviewed the background of the College's Administrative Planning Council (APC). In October 2019, during the Accreditation process, the APC informed the accreditation team that it was looking at its committee functions, makeup and bylaws as well as clarifying the differences between a committee, a subcommittee, work group and a planning council.</p> <p>At the April 15, 2020 PBC meeting, those differences were clarified by PBC, however PBC recognized discrepancies with APC in terms of what it said it does and how it fit with the new definitions of committees, subcommittees, work groups and planning councils.</p> <p>The stated role of APC is to ensure the creation, implementation, distribution and assessing of fiscal and operational services throughout the college. There are similarities and overlap with the work of PBC, although APC's actual role had been focused on reviewing program plans and resource request items that were submitted by the Office of the President, Offices of the Vice Presidents, PRIE and Marketing.</p> <p>The work that APC has done in the past does not fall under the broader roles and responsibilities of a planning council. As part of its commitment to ACCJC, Vice President Mendoza said the College is obligated to make a decision about APC going forward.</p> <p>The following options were identified for PBC's consideration and feedback:</p> <p>Option 1: Redefine the APC role as a Planning Council</p> <p>Option 2: Discontinue APC as a Planning Council and instead establish a peer review process for program planning and resource requests.</p> <ul style="list-style-type: none"> • Representatives from President's functional areas (Office of the President, Offices of the Vice Presidents, PRIE and Marketing) would provide peer review for each other's program reviews and resource requests. <p>Vice President Mendoza said the APC is trying to find a direction and is leaning toward discontinuation. Instead, they want to look at creating a process to get feedback on program plans</p>

	<p>and resource requests, similar to what the divisions do, and then those decisions would be presented to PBC for more comprehensive feedback.</p> <p>Feedback from PBC members was positive and one member said that it would increase the uniformity of the process across divisions and groups. Dean James Carranza said the work that was done in 2020 on the Participatory Governance Task Force helps streamline that process and would minimize the amount of work if college plans and requests would not need to be considered by APC.</p> <p>Vice President Mendoza encouraged other PBC members to provide feedback. He will follow up with PBC at a future meeting.</p>
<p>5. Campus Climate Survey</p>	<p>Dean Karen Engel reported that in 2018 and 2019, Cañada conducted a Campus Climate Survey of faculty, staff and administrators to gauge what the issues were and they followed up in 2019 with a Leadership Retreat to talk about results. It was decided in spring 2020 that the campus would not hold another survey in order to give the College time to see if what it said it would do was positively impacting the campus. Then, COVID-19 began and the campus transitioned to conducting surveys on COVID to see how people were coping and adapting and if they had what they needed while working in a virtual environment.</p> <p>While the College said it would do the Campus Climate Survey every two years, and it should technically be held this spring, there are other considerations. There are a number of assessments that have been held or will be held:</p> <p>Students:</p> <ul style="list-style-type: none"> • Student Engagement Survey, Fall 2020 • National Assessment of Collegiate Campus Climate Survey (USC Race & Ethnicity Center) <p>Faculty:</p> <ul style="list-style-type: none"> • Faculty return to campus survey, results due in spring 2021 • Racial climate survey for faculty (USC Race & Ethnicity Center) – either 2021 or next year <p>Staff:</p> <ul style="list-style-type: none"> • Campus return to campus survey, results pending in March 2021 • Racial climate survey for staff (USC Race & Ethnicity Center) – to be conducted in 2022 or 2023 <p>Vice President Pérez said there may be fatigue among faculty and staff regarding campus surveys and feels that the campus may want to launch into a full, robust Campus Climate Survey next year. Dean Engel said that if the College were to hold a survey, it would have to be very clear as to how that survey is different from what the college has been doing.</p> <p>A question was asked about whether there is enough information from students to determine if they have what they need for fall 2021 since instruction will be mainly online. Vice President Pérez said that surveys are going out to students and Classified staff.</p> <p>One member asked if there was anything that the college was looking to find by holding a Campus Climate Survey now and Dean Engel said the 2019 survey results indicated that people wanted more opportunities to strengthen our community, hold more events, have an employee orientation and other ways to engage. Unfortunately, due to COVID, the College is not able to effectively gauge its progress in that area.</p>

	ACTION: A motion to postpone the Campus Climate Survey until spring 2022 due to COVID-19 was made by Interim Dean Hyla Lacefield and seconded by Roslind Young. Motion passed.
6. Participatory Governance Evaluation (Survey)	Diana Tedone-Goldstone reminded people to complete the participatory governance evaluation survey, which was sent out campus-wide on March 16.
7. Resource Request Priority Lists from Divisions	Jeanne Stalker reminded the divisions to prioritize their list of resource requests and forward them as soon as possible.
STANDING ITEMS	
8. Associated Students of Cañada College	<p>Mari Managadze provided a report on ASCC activities:</p> <ul style="list-style-type: none"> • The ASCC held its International Women’s Day event on March 11 • ASCC Senate Elections will be held on April 8 • The ASCC allocated \$1000 from Program Assistance to be used for stickers, postcards, postage, and envelopes for the Education and Human Development Department, and \$200 was approved from the Ceremony Budgets account to be used for the commencement student speakers’ regalia for Commencement Ceremony. • The ASCC is reaching out to students regarding appointment to Student Senate. To be eligible, students will need to attend the next two Senate meetings on March 18 and 25 or contact Michiko Kealoha with a special request for an appointment.
9. Academic Senate of Cañada College	No update was reported.
10. Classified Senate of Cañada College	<p>Jeanne Stalker provided the Classified Senate report:</p> <ul style="list-style-type: none"> • At the March 25 Classified Senate meeting, the Senate reviewed additional benefits offered through the district. • The Classified Senate is holding informal check-ins to remain connected throughout the semester.
11. Guided Pathways	No update was reported.
12. Planning Council Reports	<p><u>IPC</u>: No update was reported.</p> <p><u>SSPC</u>: Dean Max Hartman provided the following report:</p> <ul style="list-style-type: none"> • At its recent meeting, SSPC held an activity where people broke out into groups and reflected on how they currently are and how to continue to incorporate antiracism practices into their work in their different areas across Student Services. • They also had presentations about the need for an interim SSPC co-chair while one of the co-chairs is on leave. • There was an update on recovery planning for Student Services. • SSPC officially approved the recommended program review timelines and deferment process for 2021-2022. <p>The full agenda can be found at https://www.canadacollege.edu/sspc/docs/1920/SSPC%20Agenda%20-%2003.10.21.pdf</p> <p><u>APC</u>: No update was reported.</p>
13. President’s Update	<p>President Moore reported the following update:</p> <ul style="list-style-type: none"> • At its February 24 meeting, the Board of Trustees approved that campuses will continue operations and instruction virtually through the end of the fall 2021 semester. People

	<p>across the district are engaged in weekly meetings on recovery plans and that information will be shared. Schools in the K-12 system are going back to in-person learning. Since Cañada has a Middle College program, parents are asking how their high school students can be served. The college is working with Facilities and our recovery team so that Middle College students can have access to their classes. There will be a small contingent of Sequoia High School students coming to campus.</p> <ul style="list-style-type: none"> • Construction on Building 1 is nearly finished. When it is completed, the people who will be doing the tours and working on the punch list items will reside in that building and faculty will be moving in shortly. The campus will work with a district team to determine next steps. The Board of Trustees will decide who the third-party operator will be. If there are any inquiries about Building 1, please direct them to President Moore or Megan Rodriguez Antone. The district has prepared a statement regarding any inquiries about Building 1. • President Moore thanked everyone for their presentations at the PBC Meeting and for their hard work this past year.
<p>14. Matters of Public Interest</p>	<ul style="list-style-type: none"> • The President and Vice Presidents will hold their virtual coffee from 7:30-9:00 on Friday, March 19 and all are invited. • Cañada will continue with its Community Read program on Friday, March 19, reviewing chapters 12-15 in <i>How To Be An Antiracist</i> by Ibram X. Kendi. Guest co-facilitators from the Counseling Division will lead the discussion from 1:30-3:00. • The College will hold a One-Year COVID Town Hall on Wednesday, March 24 from 4-5pm. There will be presentations on recovery and a Q&A session.
<p>Next Meeting</p>	<p>The next meeting will be held on April 7, 2021.</p>
<p>ADJOURNMENT</p>	<p>The PBC meeting was adjourned at 3:30 p.m.</p>