



**Approved**

**PLANNING AND BUDGETING COUNCIL MEETING MINUTES**

**Wednesday, February 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, Denise Erickson, Joshua Forman-Ortiz, Chialin Hsieh, 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, Lesly Ta, Julian Taylor.

**Members absent:** Karen Engel, Joshua Forman-Ortiz, Claudia Rosales.

**Guests and others present:** Niall Adler, Natalie Alizaga, Wissem Bennani, Nimsi Garcia, Hannah-Joy Haw, Debbie Joy, Alessandro Riva, Chantal Sosa, Peter Tam, Ameer Thompson.

| AGENDA ITEM  | CONTENT  |
|--|--|
| <p><b>1. Welcome, Introductions and Approval of Consent Agenda</b></p>   | <p>Meeting called to order at 2:14 p.m.</p> <p>The consent agenda and minutes of December 7 were reviewed along with board-approved staffing updates from December 14, January 10 and January 25.</p> <p><b>ACTION:</b> A motion to approve the consent agenda was made by Dean Hyla Lacefield and seconded by Lesly Ta.<br/>Motion passed.</p>  |
| <p><b>2. Program Review: Next Steps in the Current Cycle (Non-Personnel Resource Requests) (Ludmila Prisecar)</b></p>                                  | <p>VP Prisecar reviewed the process for non-personnel requests, which is posted on the PBC website under Resource Prioritization Process. The requests are summarized in a Google sheet by the division making the request, the item requested, a description, status, type of resource and cost. It also includes any alternative funding sources (such as grants) and the division priorities.</p> <p>The divisions are prioritizing their requests now and the deadline for completion is March 15. The deans will present their final prioritization to PBC. In April or May, she will return to PBC with a list of what was approved and the summary will be shared on the PBC website. At that time, the College Business Officer, Mary Chries Concha Thia, will send the approval to the divisions along with the actual funding source so people will know what their budget is.</p> <p>David Eck encouraged PBC members to review the website and the recommended guide to assist. When prioritization takes place at the division level, they can help facilitate the process.</p> |
| <p><b>3. Program Review: Recommendations for Improving the Process in the Next Cycle (PBC's Program Review Work Group (Natalie Alizaga, Wissem</b></p> | <p><u>Comprehensive Program Reviews:</u><br/>In fall 2022, there were 27 comprehensive program reviews: 13 from instruction, 13 from student services and one from administrative services. This year, supervisors provided feedback in a timely manner. The Peer review process was organized by IPC, SSPC and the President's Office and feedback on that process has been good.</p> <p><u>Annual Updates:</u><br/>There were 21 annual updates: nine instructional, nine student services and three from administrative services. Annual updates are needed for these resource requests.</p>  |

|   |  |
|---|--|
| <p><b>Bennani, Ludmila<br/>Prisecar)</b></p>  | <p><u>Personnel Resource Requests:</u><br/>There were 34 personnel resource requests. PBC led an all-governance meeting to hear the presentations in November. The Academic and Classified Senates submitted their prioritizations to President Lopez in December and she notified the campus of the approved positions on January 4, 2023. Ten new positions and three temporary, one-time positions approved.</p> <p><u>Non-Personnel Requests</u><br/>As mentioned by VP Prisecar, there were 125 non-personnel resource requests. Divisions will prioritize their requests in early February and PBC will certify the process on March 15.</p> <p>People who submitted a program review this year were surveyed. They received 33 responses, as well as feedback from IPC peer review participants and SSPC.</p> <p><u>Feedback showed:</u></p> <ul style="list-style-type: none"> <li>• Having a program review schedule helped and they recommend updating these dates for 2023-24.</li> <li>• Programs are encouraged to work with PRIE early on the data and to make specific data requests.</li> <li>• They would like to add more time between supervisor feedback and the final submittal date.</li> <li>• Improve communication by making the program review website more user-friendly as well as</li> <li>• Improve clarity on questionnaires</li> <li>• Clearly address ACCJC feedback that all program reviews include meaningful action plans</li> <li>• Improvements are needed on the Nuventive/Improve site</li> <li>• Improve the culture of self-assessment and continuous improvement.</li> </ul> <p>Dean Wissem Bennani presented some of the feedback that was received in SSPC:</p> <ul style="list-style-type: none"> <li>• Community input and collaboration: Incorporated feedback from students, faculty, staff and other stakeholders and actually involved them in the process of completing the program review.</li> <li>• Program Review timeline: Break down the program review into phases so that it is not so time consuming at the end of the reporting period.</li> <li>• Data collection and review: People need access to the data earlier in the process as well as the opportunity to request the data earlier, perhaps during the summer.</li> <li>• Feedback showed that people liked seeing the presentations and they learned a lot about the programs. The work group is exploring ways to provide feedback to the program reviewers.</li> </ul> <p><u>Comments:</u><br/>Roslind Young said the College has hired new faculty and they have missed this program review process. She asked if there is any way that they can make a request.</p> <ul style="list-style-type: none"> <li>• VP Prisecar said that when there are emergency needs, faculty should make their request to their dean, which is then submitted to the VPI. Then, it is submitted to the President and one-time funding may be approved for something that is outside of the process. VP Prisecar keeps a log of those items that do not go through the approval process. If it is something that needs to be added to a program's budget as an ongoing item, it is added to the list for the next year.</li> </ul> |
| <p><b>4. Strategic Enrollment Management Operational Plan: Update for 2023-25 (Chialin Hsieh, Interim VPI and</b></p> | <p>Interim VP Chialin Hsieh shared the proposed planning process for development of the Strategic Enrollment Management Plan. VP Pérez said their goal is for all constituencies and participatory governance councils to have reviewed the timeline and provided their insights on the drafts so there is a final draft document by the end of the semester. They hope to have a document that builds upon the College's previous Strategic Enrollment Management Plan, which will complete its two-year cycle at the end of this academic year. They also are hoping to potentially expand it and align it with our EMP.</p>   |

**Manuel Alejandro Pérez, VPSS)**

The work group membership is comprised of all of the deans and vice presidents. In November, the work group reviewed the planning process and then VP Hsieh and VP Pérez informed SSPC and IPC of this work. They would like PBC feedback.

Timeline:

- They will present a first draft of the SEM operational plan objectives, actions and timelines to IPC and SSPC on February 8 and could present an update to PBC on February 15.
- Feedback is due from SSPC and IPC on February 21. There will be a second revision presented to SSPC, IPC, Academic Senate, Classified Senate and ASCC in March. They will present an update on the planning progress to PBC on March 15.
- The final draft will be given to PBC for a first read on April 5 and a second read on April 19, and potentially May 3 if needed.

VP Pérez said a lot of the work has been done at the Cabinet meetings and in council meetings.

Comments:

- Lesly Ta asked if the Equity and Antiracism Planning Council will be involved in the review process and VP Pérez said they could add the EAPC if the group decides.
- David Eck said it would be helpful if PBC could see the current draft of what the work group has been working on because it might be helpful if anyone sees something relevant that is missing from the document.
- David Eck also asked if we should be looking at what other colleges are doing in their enrollment plans to make sure we are not missing anything impactful, even if it was not in our original plan.
  - VP Pérez said they will take that feedback to the work group. Currently, they are looking at the original draft document and the successes as well as the goals that were met or not met and that will help with the next iteration. Most of their discussions have been about alignment and integration rather than building brand new metrics and goals.
  - VP Hsieh said because it is an operational plan, it is a two-year plan, so it is a tight timeframe.
- Maria Huning asked for clarification on the membership. It does not include faculty, students or staff on the work group membership, but those groups would be reviewing the outlines in April.
  - VP Pérez said faculty, staff and students are not on the first-level work group. He clarified that they will not be looking at outlines, but will looking at drafts with actual text, as well as the resources, strategies, and all of the different goals and outcomes. He also noted that the entire cycle is participatory in its foundation. Everyone is part of the decision-making process, but the strategy was to structure it differently than the last cycle in order to have a quick turnaround on a two-year operational plan.
  - VP Pérez said they are open to feedback and Interim VP Hsieh said they have two to three weeks in which to receive feedback.
- Rachel Corrales thought that all work groups had to go through a process with membership that includes so many classified and faculty members. She asked if this is being excluded from that process and if so, why. VP Pérez said that is not the intention. It does involve multiple councils. If people want to bring themselves in sooner, they are open to that. He did say the structure is due to the fact that they are shorter on time and there is less than a semester to get something approved. It can be changed. Rachel said it is important and she would like to go through the regular process. VP Pérez said the councils and senates are involved and they can appoint the members if needed. They meet for one hour, twice a month, and that is up to the PBC.

|   |  |
|---|--|
|   | <ul style="list-style-type: none"> <li>• Roslind Young said this is a subcommittee of Cabinet and is not a work group, which would include faculty and staff. She would like us to be purposeful in our language and not call it a work group.</li> <li>• Dave Eck suggested it be discussed at the next PBC meeting with the possibility of considering it as a work group by adding staff and faculty. The next “work group” meets on February 27 and PBC meets on February 15. The Academic Senate and Classified Senates will discuss and bring the topic back to PBC.</li> <li>• Maria Huning said they should move forward with the work and discuss the naming of the group at the next meeting. Faculty and staff are encouraged to contact their senate presidents with feedback.</li> </ul>  |
| <p><b>5. EMP Progress Report: 3.3 Utilize relevant social media and websites to ensure we reach a diverse, inclusive audience (Megan Rodriguez-Antone, Director of Community Relations &amp; Marketing)</b></p> | <p>Megan Rodriguez-Antone, Director of Community Relations &amp; Marketing, talked about how Cañada is utilizing social media and websites to ensure that the College reaches a diverse, inclusive audience. The team includes Alessandro Riva, Web Programmer Analyst, Niall Adler, Social Media Consultant, and Hannah-Joy Haw, graphic designer and Visual Communications Coordinator. Jose Garcia, former Visual Communications Coordinator, is now a part-time contractor working with the campus community to update content.</p> <p><u>Social Media Update:</u><br/>Niall Adler has been working on the push for spring enrollment. If something is happening on campus, it is promoted on social media and to the greater community. The Free College initiative is being promoted through social media channels and for the December and January push for enrollment, they spotlighted programs. They checked with deans and department chairs to find out which classes need help with enrollment and they promoted those classes up to the start of the semester. They then pivoted to more of a late start push to help classes with enrollment. They have also pushed instructional programs like UMOJA, Puente, Student Life and CTE.</p> <p>The College has a daily presence on Instagram and Facebook and twice a week on LinkedIn. They are seeing an increase of about 50 new followers a month for each platform and 25% of the Instagram posts are being viewed by users who did not previously have a relationship with Cañada. The growth shows that the College went from about 4,000 impressions to about 20,000 on the different channels and on Facebook, 55 different people shared content this past month.</p> <p><u>Website Updates:</u><br/>Alessandro Riva, Web Programmer Analyst, works with content teams to develop and build the websites. There is a web content group that meets monthly to discuss content and design changes to the website. Some of the updates include:</p> <ul style="list-style-type: none"> <li>• They have implemented Google Translation to allow users to translate website content in more than 130 different languages.</li> <li>• They have also redesigned student facing web pages, such as the A&amp;R website, to improve the process for prospective students.</li> <li>• They also have a new campus hours page to promote offerings for evening and weekend students as well as to let people know the hours when in-person and virtual services are available.</li> <li>• There is also a new online calendar which allows people to more easily access inclusive and diverse activities that the college is hosting for students and the community.</li> <li>• To ensure accessibility, they are now auto generating captioning on videos before embedding on the website.</li> </ul> <p>Megan encouraged people to submit content so they can accurately share <u>information</u> on a timely manner.<br/>Ronda Chaney commended the marketing team for all of the social media advertising.</p> |

|  |   |
|--|---|
| <p><b>6. State Budget Update for 2023-24 and Mid-Year College Budget Update for 2022-23 (Ludmila Prisecar, VPAS)</b></p> | <p><b>State Budget Update for 2023-24:</b><br/> In January, the Governor shares his budget proposal for 2023-24. VP Prisecar reviewed the state budget process. The Colleges' fiscal year starts on July 1 ends June 30 and the College is now planning the budget for next year. Last year at the state level, there were extra revenues and this year there will be a slowdown/shortage. The community college system budget is remaining stable. There will not be cuts and we will see an increase. The overall state budget will be lower than 2022-23, decreasing by about 3% to \$297.7 billion.</p> <p><u>Roadmap for the Future:</u> The Governor's Roadmap for the Future was reviewed. The roadmap is in place to support students and improve education in terms of outcomes, closing equity gaps, addressing basic needs and increasing affordability. It will be in place through 2026-27. The Roadmap goals were reviewed and they align with the Vision for Success and EMP goals.</p> <p><u>Proposition 98:</u> For 2023-24, the community college system will receive an additional \$778 million due to Proposition 98. There will be \$771.5million in on-going spending and \$6.8 million in one-time funds. For on-going funds, COLA is proposed at 8.13% for colleges that are given money through the Student-Centered Funding Formula. Because, SMCCCD is a community-funded district, we will not receive that.</p> <p>They are promising an increase in COLA on some of the core programs we have such as EOPS, DSPS, CalWorks and CARE. We are, however, not getting COLA for Student Equity and Strong Workforce and those are programs where we do have a lot of personnel.</p> <p>For one-time funding, we are getting a third round of support for retention and enrollment strategies and Cañada's share for 2023-24 is estimated at \$406,903, bringing Cañada's three-year allocation to nearly \$1 million.</p> <ul style="list-style-type: none"> <li>• Alicia Aguirre asked how Cañada is preparing for the 3% cut next year and VP Prisecar said it will not affect the community college system so there is no impact. The College will receive additional funds for outreach and retention. Because we are a community-funded district, we have to make sure that it is adequate.</li> </ul> <p><b>Mid-Year College Budget Update for 2022-23:</b> The five funding sources were listed along with the adopted budget, which is given to the College on the first day of July FY 2022-23. As the College receives additional funds or changes, that is reflected under Budget Changes by fund category. The accounted budget as of 12/31/23 and expenses as of 12/31/23 were reviewed. Commitments (such as contracts), available budget and percentage of available budget is listed by fund category.</p> <p>VP Prisecar reviewed the fund 1 (general fund-unrestricted) ending balances breakdown for 2021-22 and resource allocation model. 2022-23, our share was \$33.7million.</p> <p>The adopted budget calculation was reviewed. Every year, we start with the previous year's ending balance that carries over. The current year allocations which come from the Resource Allocation Model is added to that, along with prior year commitments.</p> <p>The administrative services team is now doing the mid-year budget reviews. The College will have enough money to finish the year and there will be carryovers in certain areas for next year.</p> |
| <p><b>7. PBC's EMP Responsibilities (David Eck and Roz Young, PBC Co-Chairs)</b></p>                                     | <p>The Educational Master Plan identifies a few strategic initiatives that the PBC is responsible for. The initiatives are listed on the Cañada Collaborates website and these have been aligned with the Áse Recommendation by ACES. There are five strategic initiatives:</p> <p><b>2.10 Transform College Participatory Governance Processes</b></p>   |

- Roslind Young read the proposal for addressing issues related to the participation of classified in staff in participatory governance.  
Proposal: Classified Senate is working on transforming the college participatory governance process to ensure equity and workload distribution between faculty, administrators and staff in a college environment. It is crucial to promote a just and inclusive workplace culture where each member's contributions are valued and their workload is manageable and reasonable. This will lead to improved job satisfaction, motivation, and ultimately better outcomes for Cañada College, its students, employees and community at large.  
They are looking at innovative and new ideas about how we start to change the culture. People are encouraged to email her with feedback.
- David Eck talked about the formation of the EAPC in the fall.
- The three Áse recommendations that align, Recommendations 4, 13 and 16, were reviewed.

**2.13 Evaluate Student Support Programs and Practices**

- The SSPC is working on reviewing and updating their service area outcomes (SAO) assessment statements and methods during spring 2023.
- The five Áse recommendations that align are Recommendations 7, 9, 16, 18 and 19.

**2.14 Evaluate Academic Support Programs and Practices**

- The Library and Learning Center (inclusive of the STEM and Writing Centers) are working with the College's SLO Coordinator, Professor Jessica Kaven, and the PRIE Office to update their SLO assessment plan and methods.
- The five Áse recommendations that align are Recommendations 7, 16, 18 and 19.

**2.15 Evaluate Guided Pathways Practices and Dual Enrollment**

- The PRIE Office conducted two evaluations of Cañada's Guided Pathways efforts. In addition, the Office of High School Transitions and Dual Enrollment conducted a program review in fall 2022. Both of the efforts will monitor progress and evaluate the need for modifications or adjustment.
- The two Áse recommendations that align are Recommendations 11 and 19.

**4.14 Invest in Equity and Antiracism**

- The 2022-23 program review and resource request process is nearly complete. PBC will monitor the prioritization of requests. VPAS Prisecar will discuss the 2023-24 state budget as well as the College's draft budget in May. PBC plays a critical role in monitoring the College's investment in equity and antiracism as part of that process. PBC could request a report on the College's investments in equity and antiracism in 2022-23 and beyond be prepared.
- The ten Áse recommendations that align are Recommendations 1, 4, 5, 7, 10, 12, 14, 15, 17 and 18.

Comments

- Regarding participatory governance, Lesly Ta asked if classified staff and adjunct faculty can be paid or somehow compensated. She said this is being done at the student level this semester. She would like to see the education code in place to support this for classified staff and adjunct faculty.
  - David Eck noted that Lesly presented on this topic at the recent board meeting.
- Alicia Aguirre asked how are we going to measure the outcomes of all of these initiatives, what are the next steps, what is the timeline and if we achieved the outcomes or if we need new outcomes.

|   |   |
|---|---|
|   | <ul style="list-style-type: none"> <li>○ David reviewed the Cañada Collaborates website and baseline metrics. Part of that process was to have every initiative have a baseline. Work is still being done on some of them and they hope to come back measure what has changed and if something has improved. Part of PBC's work is to have people come and share the work that has been done or to help measure what has changed and what process has been made, or not.</li> <li>○ Alicia pointed out said there are things that are not always measurable, but are anecdotal and have changed as well. David said there is a section for qualitative feedback, but will check with Dean Engel.</li> </ul>   |
| <b>STANDING ITEMS</b>                           |   |
| <b>8. Associated Students of Cañada College</b> | Lesly Ta reported that they did a live training on how to manage tough situations during events. They have also filled more student seats on participatory governance committees.   |
| <b>9. Academic Senate of Cañada College</b>     | <p>David Eck said shared the agenda from the January 26 meeting.<br/> <a href="https://www.canadacollege.edu/academicsenate/2223/academic_senate_agenda_01_26_2023.pdf">https://www.canadacollege.edu/academicsenate/2223/academic_senate_agenda_01_26_2023.pdf</a></p> <p>Highlights included:</p> <ul style="list-style-type: none"> <li>• The Senate talked about training recertification options for online teaching. The District Distance Education Advisory Committee is recommending significant changes, which are being discussed. Faculty are encouraged to talk to their senate rep or officer and weigh in on the topic.</li> <li>• The Senate reviewed the Program Improvement Viability draft, which is posted on the Academic Senate website.</li> <li>• Program review updates (considering should the AS collectively make minor adjustments this year and save possible revisions for next year. People are also encouraged to share their view with their representative officer.</li> </ul> |
| <b>10. Classified Senate of Cañada College</b>  | The Classified Senate members were not able to meet during the first two weeks of classes. Their first meeting will be on February 9. They are going to be checking in with classified staff to find out what work groups or committees they are on.  |
| <b>11. Planning Council Reports</b>             | <p><u>IPC</u>: There was no update to report. The next meeting is on February 3.</p> <p><u>SSPC</u>: Maria Huning provided the following updates:</p> <ul style="list-style-type: none"> <li>• They had a great Student Services Huddle on December 9.</li> <li>• At the January 25 SSPC meeting, they completed the program review presentations and feedback process.</li> <li>• They had a great service area outcomes (SAO) training with Dean Engel.</li> <li>• The next meeting is February 8. They will continue the SAO work and revisit the Transformative Antiracist Leadership Framework.</li> </ul>   |
| <b>12. President's Update</b>                   | <p>President Lopez said there have been some low points since the start of the semester.</p> <ul style="list-style-type: none"> <li>• The campus was closed the first couple of days due to the weather. The SMCCC Foundation is offering assistance for people and students impacted by the storms.</li> <li>• She talked about the shooting incident in Half Moon Bay and thanked the college community for working with community partner ALAS to assemble care packages, which VP Pérez delivered on January 28. Debbie Joy prepared the packages. The College will continue to help the families.</li> </ul> <p>Some of the highlights so far include:</p> <ul style="list-style-type: none"> <li>• Super Saturday was held on January 7. Faculty, staff and administrators helped the nearly 100 students who participated to get information or register for classes.</li> </ul>   |

|   |   |
|---|---|
|   | <ul style="list-style-type: none"> <li>• Enrollment is up 9-10% and this is the first time we have seen this in years. She hopes this is a trend for the College.</li> <li>• The Board of Trustees will hold their study session/retreat here on campus. The trustees are looking at short-term and long-term enrollment strategies and Kim will be making a presentation. They are looking at strategies to outreach to our community.</li> </ul> <p><u>Comments</u></p> <ul style="list-style-type: none"> <li>• Alicia Aguirre asked what Cañada is doing to help people on the coast side. She is hoping the assistance can be ongoing. She works with the Farmworkers Advisory Committee and families are displaced. They are our partners and she does not want this to be ongoing. <ul style="list-style-type: none"> <li>○ VP Pérez said Cañada has a strong relationship with ALAS. It is too early, but we are waiting for them to offer another invitation for us to help. We have another partners on the coast and Manuel is waiting to hear back. He talked about the outreach with Puente that we are doing.</li> <li>○ Alicia said it is affecting our Asian students too, so we need to think about this as we move forward strategically.</li> </ul> </li> <li>• Regarding enrollment Alicia Aguirre said on January 25, they enrolled students at Hoover School, which is one of the sites where we enroll our ESL students, and they had 80 students show up to register for our classes. It shows the need in the community. They cannot go to Sequoia High School because it is full. Alicia said they are working hard to take them, bring them forward and see them as future students at Cañada in our program.</li> </ul> |
| <b>13. Matters of Public Interest and Upcoming Events</b> | None were reported.   |
| <b>ADJOURNMENT</b>  | The meeting was adjourned at 3:59 p.m.  |
| <b>Next Meeting</b>                                       | The next meeting will be held on February 15, 2023.   |