



Approved

PLANNING AND BUDGETING COUNCIL MEETING MINUTES

Wednesday, September 6, 2023

In-Person and Via Zoom

Regular Meeting: 2:10 – 4:00 p.m.

Members present: David Eck, Maria Huning, Alicia Aguirre, Kassie Alexander, Nick Carr, Rachel Corrales, Karen Engel, Denise Erickson, Chialin Hsieh, Hyla Lacefield, Ray Lapuz, Kim Lopez, Manuel Alejandro Pérez, Ludmila Prisecar, Megan Rodriguez Antone, Julian Taylor.

Members absent: Jeanne Stalker.

Guests and others present: Ron Andrade, Wissem Bennani, James Carranza, Mary Chries Concha Thia, Nimsi Garcia, Max Hartman, Mary Ho, Jacky Ip, Debbie Joy, Michiko Kealoha, Kathy Kohut, Adolfo Leiva, Anniqa Rana, Chantal Sosa, Kat Sullivan-Torrez, Ameer Thompson.

AGENDA ITEM	CONTENT
<p>1. Welcome, Introductions and Approval of Consent Agenda</p>	<p>The PBC agenda, minutes from the May 3 and May 17 PBC meetings, and staffing updates from July 26, August 9 and August 23 were presented.</p> <p>ACTION: A motion to approve the Consent Agenda was made by Dean Hyla Lacefield and seconded by Denise Erickson.</p>
<p>2. .48 Instructional Aide II in the Learning Center – Replacement (Ron Andrade, Learning Center Manager and Guided Pathways Director)</p>	<p>The Learning Center would like to back fill a .48 Instructional Aide II to replace a person who moved into a full-time position in the Learning Center. The request addresses the College’s Strategic Goal 4.3, which is to create a hub for evening students. This person would be in a closing role and would be there Monday-Thursday until 8PM. It will provide increased student access to tutoring and academic support. The current instructional aides are discipline specific, with one specifically for math and one supporting the writing center. This position is not discipline specific and the aide would provide whatever support they can, including directing the tech team, which is the student group that provides computer support for students, helping coordinate evening programming and providing learning assistance.</p> <p>The Learning Center is open 11.5 hours Monday-Thursday so there are a lot of staggered shifts and start times. There is a lot of traffic in the center and this would provide consistent coverage until closing.</p> <p>VP Hsieh said it is very important that the position is supported.</p> <p>ACTION: A motion to replace the .48 Instructional Aide in the Learning Center was made by VP Chialin Hsieh and seconded by Dean Karen Engel.</p> <p>Motion passed.</p> <p>President Lopez accepted the recommendation and would like the College to move forward and fill this position.</p>
<p>3. Program Services Coordinator, International Student Program –</p>	<p>Enrollment Services would like to replace a Program Services Coordinator in the International Student program. The position supports the Educational Master Plan and is essential to the International Student Center. The PSC serves as first point of contact for new international student admissions and helps coordinate activities and cultural events to create a sense of</p>

<p>Replacement (Wissem Bennani, Dean of Enrollment Services and Student Support)</p>	<p>belonging for international students and add to the diversity of the campus community. The PSC serves as a designated school official, and is authorized to access the US government system, Sevis, to issue I-20s for international students. They also help currently enrolled international students maintain their legal status while at Cañada College.</p> <p>This position supports new enrollment initiatives to increase international students at Cañada. The department has had this position for the past seven years.</p> <p>ACTION: A motion to replace the PSC in the International Student Program was made by VP Ludmila Prisecar and seconded by VP Chialin Hsieh. Motion passed.</p> <p>President Lopez accepted the recommendation and would like the College to move forward and fill this position.</p>
<p>4. SparkPoint Coordinator – Replacement (Wissem Bennani, Dean of Enrollment Services and Student Support)</p>	<p>The SparkPoint Coordinator directly supports students with financial education and basic needs. AB 132 mandates that each California community college supports students with basic needs and this position plays an important role. It supports the goals of the EMP in the areas of student success and completion, as well as community connections. There is national state and local data to support the need to continue the financial education and basic needs work. They are hopeful to receive support to move forward and replace the vacancy.</p> <p>ACTION: A motion to replace the SparkPoint Coordinator was made by Julian Taylor and seconded by Dean Karen Engel. Motion passed.</p> <p>President Lopez accepted the recommendation and would like the College to move forward and fill this position.</p>
<p>5. Full-Time Psychology Faculty – Replacement (James Carranza, Dean of Humanities and Social Sciences)</p>	<p>The Humanities Division is requesting to hire a full-time Psychology faculty to replace Natalie Alizaga, who transferred to CSM. Currently, there is only one full-time Psychology faculty. The request has already been made to the Academic Senate. Dean Carranza said they would ideally like to have three full-time Psychology faculty since it is one of the largest degree-awarding programs at Cañada. The College serves a wide range of students and it is a central IGETC and transfer requirements in General Ed. It is a popular course and supports our Educational Master Plan as a core instructional program. VP Hsieh said it is a very important replacement position. She said Psychology is one of Cañada’s highest enrolled courses. The ADT in Psychology is popular and it is important to fill all the courses.</p> <p>Dean Carranza would like to start the hiring process now and not have it as a mid-year hire. That request is part of the proposal and it is documented.</p> <p>ACTION: A motion to replace the full-time Psychology Faculty was made by Alicia Aguirre and seconded by Denise Erickson. Motion passed.</p> <p>President Lopez accepted the recommendation from PBC and would like the College to move forward and fill this position.</p>
<p>6. College Annual Plan for the Implementation of the 5-Year Educational Master Plan – DRAFT (Kim Lopez, President; David Eck and Maria</p>	<p>Cañada is now in Year 2 of the Educational Master Plan. At the August Leadership Retreat, they looked at the four primary EMP Priorities for 2023-24. Retreat attendees reviewed the Educational Master Plan, the Strategic Enrollment Management Plan and the Àse report to determine where the gaps are and what work the College can take on for Year 2. The top four EMP priorities for 2023-24 with objectives are listed below. President Lopez would like PBC members to address these with their constituent groups and then present this as an action item for the September 20 PBC meeting.</p>

Huning, PBC Co-Chairs)

Priority #1: Create and sustain an inclusive, antiracist and equity-minded campus culture.

EMP Objectives

2.8: Provide regular professional development that includes implicit bias and antiracism training every two years to all employees that sustains their personal growth and professional development over the course of employees' careers.

- Interim Dean Anniqua Rana will serve as the work group lead and will be joined by Professor Ellen Young, Professor Lezlee Ware, EAPC Tri-Chairs Krystal Martinez, Kiran Malavade and Michiko Kealoha, Professor Ray Lapuz (FLP) and Roslind Young (Classified lead for PDPC). They will consider professional development offered by HR as well as the IDEAL program. The College needs to decide what it wants to do, what is being done at the district, as well as what professional development we would do. They hope to update the professional development plan by spring.
 - David Eck asked if the Professional Development Committee is working off a plan that it drafted last year and would just be implementing or is there discussion of adding to what was created in past years.
- Interim Dean Rana said the consolidation of plans was not finalized last year. Dean Engel confirmed that they completed the professional development needs assessments which were done for faculty, administrators and classified staff. And will now create a college-wide plan that addresses those needs. Interim Dean Rana said the goal is that there is an equity lens. It is not a new initiative but it is looking at what is already there, to make sure communication is there, the intentionality of equity is there and that the measurements and benchmarks are aligned. She encouraged people to attend the PDPC meeting on September 12.

2.9: Implement a campus-wide bias incident reporting system with safeguards for victims and transparent methods for addressing all reports effectively. Ensure that privacy-protected data on incidents are disseminated for analysis, policy improvements and prevention.

- The work group will be led by Michiko Kealoha, Dean Max Hartman, and district reps Mwanaisha Sims and O'KenZoe Selassie-Okpe. They will present an update at the next PBC meeting and talk about a pilot they would like to do this fall.

2.10: Reimagine and transform college participatory governance processes and structures to 1) address equity and antiracism in all integrated planning and resource allocation decisions; 2) increase student voices in college processes, including program review; and 3) ensure classified staff have adequate time to contribute to the committees and councils on which they serve.

- EAPC tri-chairs, Kiran Malavade, Krystal Martinez and Michiko Kealoha will serve as leads and will refine EAPC priorities.

2.11: Develop the College Cultural Center (Multicultural Center) to provide timely, relevant and intentional programming that serves the needs of the campus community in a manner that supports antiracist work at the College and more effective support for and representation of diverse racial, ethnic and LGBTQ+ groups in the community. A full description of this objective may be viewed at this link: <https://canadacollege.edu/planningbudgetingcouncil/2023-24/annual-plan-2023-24-draftv2.pdf>

- The lead is Equity Director Michiko Kealoha. A permanent location will be recommended to President Lopez by October 2023.

Priority #2: Expand programs and opportunities in North Fair Oaks, Belle Haven and East Palo Alto, especially BIPOC communities.

EMP Objectives:

3.6: Triple the number of high school students on campus during the summer and on Saturdays during the academic year.

Cañada will now be working with Ravenswood City School District (K-8), located in East Palo Alto, as part of the MOU with SFSU, CSU East Bay, and Sequoia Union High School District.

- VP Manuel Pérez will lead the work, along with Stephen Redmond, Mayra Arellano, Estela Garcia, Dean Wissem Bennani, Dean Kathleen Sullivan-Torrez, and Umoja and Puente program reps as well Silindra McRay of Ravenswood USD who is Cañada's professional expert with BDW/Menlo Park, who will help connect the College to the Belle Haven and East Palo Areas. They will continue to develop relationships and strengthen partnerships in these communities: Boys and Girls Club MOU; Ravenswood USD regarding bringing their students to campus during the summer. They will provide an update to PBC by the end of fall semester. Faculty are invited to participate and the invitation will be extended to Lezlee Ware, Sandra Mendez and Yolanda Valenzuela.
- Alicia Aguirre would like to see faculty who are close to the community, particularly in the SUHSD area, be named to this committee. President Lopez asked Alicia to provide the names of interested faculty to VP Pérez.

Priority #3: Strengthen K-16 Pathways and Transfer. The objectives are:

EMP Objectives:

3.7 Fulfill the MOU with Sequoia UHSD, SF State and CSU East Bay.

3.8 Strengthen transfer support services to increase transfers

3.9 Implement AB 1111 (common course numbering) and 928 (CalGETC)

President Lopez said Cañada has been struggling with ways to increase transfer rates since COVID. They will look at barriers that transfer students are facing and best practices that the College should be engaging in.

- VP Chialin Hsieh will serve as lead and work group members are Dean Max Hartman, Mary Ho, Gonzalo Arrizon, Gloria Darafshi, Dean Ameer Thompson, Dean James Carranza and Stephen Redmond. They would like to have more faculty involved, so they will check with the Academic Senate. The desired outcomes were reviewed and recommendations will be submitted to PBC before the end of the fall 2023 semester.

Priority #4: Reimagine how we support students' accessing career opportunities.

EMP Objectives:

3.10 Centralize and coordinate employer relationships to scale opportunities for students

3.11 Create and expand career exploration experiences for students

Dean Karen Engel will serve as the lead. Dean Engel has prior experience with employer engagement and Strong Workforce. The work group members are Dean Hyla Lacefield, Dean Max Hartman, David Gainey, Bob Haick, Mercedes White, Ron Andrade, Rance Bobo - EAPC rep, and LAEP team, Financial Aid Office as a resource. They will recommend to PBC on how to better serve students, consider the bigger picture and make recommendations for aligning relationships with employers to improve and scale career opportunities for students. Recommendations will be reported to PBC by the end of the fall semester 2023.

Comments:

- Alicia Aguirre would like to see more faculty on all of the work groups, particularly since it is such a large plan. She asked if faculty were contacted when the groups were being formed. It is an important voice that needs to be included.
- David Eck said that they have not filled all the tenure track evaluation committees yet. They have lost 10% of their full-time faculty from last year, so they are at a severe deficit. He agreed with Alicia that more faculty are needed, but said people will have to go beyond in order to make it happen. He said they could look at workload points or ask for compensation for full-time faculty. He is having a hard time filling out the most basic vacancies let along

	<p>participatory governance spots. David asked PBC reps to reach out to faculty, students and classified staff and request people to volunteer their time for these work groups.</p> <ul style="list-style-type: none"> • Alicia asked if administrators have reached out to faculty when they were planning. It should not just be the Academic Senate making the request. She also asked that members contact their constituents especially if they think anyone is well-suited for any of the work groups. • President Lopez would like more reps from the constituent groups to serve. She said there is a lot of work to be done. They want to finalize the structure for Year 2 and they hope to present that as an action item at the next PBC meeting. • VP Pérez asked if they should wait to hold the inaugural meetings until approved at the next PBC meeting. • President Lopez said to reach out to people serving on the work groups to make sure they can do the work and also do additional recruitment, but to wait to start the inaugural work.
<p>7. Annual Expenses and Revenues 2022-23 (Ludmila Prisecar, Vice President of Administrative Services)</p>	<p>VP Prisecar reviewed the summary of all funding sources. Overall, the district spent \$53.5 million, with 67% of expenses from Fund 1, 19% from Fund 3 (restricted fund) and the rest from smaller funding sources.</p> <p>The districtwide site allocation was reviewed, including the allocations for the three colleges, the District Office/ITS, Facilities/Public Safety and Central Services. Two years of data were presented for comparison. The 2022-23 allocation is \$233.2 million and Cañada's site allocation is \$33.9M. The percentages of shares for all the sites was included for 2021-22 and 2022-23 for comparison. Cañada was 14.54, which is a little lower than last year. More funds were set aside this year for Central Services.</p> <p>The SMCCCD colleges are community-funded and 86% of funding comes from property taxes, enrollment fees, state apportionment, non-resident tuition, lottery, interest and other sources.</p> <p><u>Site allocation dollars vs FTES (Full-Time Equivalent Students):</u> The site allocations for each college were reviewed with Cañada receiving \$33.9M (24% per the site allocation, with 37% allocation to CSM and 39% to Skyline College. The resource allocation takes into consideration that Cañada is a smaller college and makes adjustments. The average of the last five years of FTES was also shown.</p> <p><u>Review of Fund 1 (Unrestricted General Funds):</u> The revenue and expenses for 2022-23 were reviewed. The prior year ending balance is \$5.5 million and, along with the site allocation and other revenue, the total revenue is \$43.5 million. Expenses totaled \$35.6 million, leaving a balance of \$7.9 million. Transfers out of Fund 1 to other funds were reviewed and include Free College, insurance, Promise, Health Services, Middle College and other items. Funds are being set aside for Capital Improvement Projects to make sure the College can pay for capital projects that may be coming up in the next three to five years since there are no remaining bonds funds. There is a \$2.5 million ending balance.</p> <p>The Fund 1 Unrestricted General Fund ending balances breakdown was reviewed and includes funding for professional development, Free College and more.</p> <p><u>Fund 3 (Restricted General Funds):</u> Fund 3 funds are restricted and the expenditures by spending category were reviewed. There are a lot of grant-funded programs in Fund 3. There are classified full-time and short-term positions, faculty assignments and operational expenses paid for out of Fund 3. Administrators are not included since those are covered in Fund 1.</p> <p><u>Comments:</u></p> <ul style="list-style-type: none"> • David Eck asked if this was presented in May and VP Prisecar presented on the Governor's May revised budget and potential new funding sources for 2023-24.

	<ul style="list-style-type: none"> ○ VP Prisecar will give a presentation on the current year state budget after the August budget meetings are held. ● Maria Huning asked for clarification on the Operational Expenses category in Fund 1. <ul style="list-style-type: none"> ○ Fund 1 operational expenses include any supplies, equipment, contract services, travel, marketing services and shuttle expenses and does not include salaries. ○ David Eck asked if student transportation vouchers are a Fund 1 operational expense and VP Prisecar clarified that those come out of the district's budget. ● David Eck asked if future slides could show whether or not the percentages listed reflect an increase or decrease over prior years. <ul style="list-style-type: none"> ○ VP Prisecar said the big impact would be if the Resource Allocation Model changes in terms of revenue coming to the Colleges Every year, the College does have savings with vacant positions and the big increases each year are in COLA and Step/Column. ● David Eck asked about the site allocation and last year the Board talked about changing it. <ul style="list-style-type: none"> ○ VP Prisecar said the Resource Allocation Model is complicated. She is a part of the task force and they are looking at how they can improve it. It is a conversation at this point and there are no changes to the Resource Allocation Model. They are talking about incorporating the Capital Improvement Funds into the Resource Allocation Model since there is no bond and no other revenues coming in. Some districts have their model structured that way. The discussion is ongoing.
<p>8. Student Transportation Update (Ludmila Prisecar, Vice President of Administrative Services)</p>	<p>For fall 2023, the shuttle service was suspended due to low ridership. The historical cost summary was presented. Cañada had the shuttle service program for five to six years. Prior year data is not available. Due to COVID, the shuttle was not providing service to Cañada students during spring and fall 2020 and 2021. Shuttle operation resumed in spring 2022.</p> <p>VP Prisecar did an audit of the program and the data that was submitted to her was not accurate. For fall 2022-spring 2023, the College advertised the service and spent \$173,000. The number of rides was 3,047 and the expense was \$57.01 per ride. Altogether, The College spent \$656,000 on the shuttle service since spring 2019. The program at Cañada is now discontinued and the contract expired. The district now has a new vendor, but the quote showed that the cost doubled.</p> <p><u>Lyft</u>: Two years ago, Cañada partnered with Lyft and the district helped us acquire a contract. In fall 2023, the College started a pilot program and students coming from North Fair Oaks, Belle Haven and East Palo Alto qualify for the program. Up to 40 rides per month are provided, up to \$50 per month per ride, and it also covers evening students. Joshua Forman-Ortiz in the Student Life office is onboarding students.</p> <p>A comparison of the shuttle program and Lyft was presented. Students register for Lyft using their G# and data shows that 58 students were served in August 2023, which is 50 more students than the shuttle served in August 2022. The number of rides on Lyft nearly doubled at 477 rides over shuttle rides and the cost per ride on Lyft is 50% less. Students like Lyft and the College does not need to advertise. It is being paid for with the College's public recovery funds and President's Luncheon funds.</p> <p><u>Transportation Update Fall 2023</u>: There is transportation support for Level 2 students through SB893. Students can use it toward gas, Uber/Lyft or SamTrans bus rides. The district is coordinating the program through the campus bookstores. There is public transportation on SamTrans and they encourage people to carpool.</p> <p><u>Comments</u>:</p> <ul style="list-style-type: none"> ● Alicia Aguirre said transportation is one of the most challenging and expensive things an organization can take on unless it is heavily subsidized. She talked about ride sharing and

	<p>carpool rewards and suggested that Cañada consider partnering with something that is currently working in the area. If there is data on where the students are coming from, we could check with programs that are in San Mateo County, such as carpool on demand at commute.org.</p> <ul style="list-style-type: none"> • David Eck asked how the College is marketing the Lyft program to students and how they sign up for the program. <ul style="list-style-type: none"> ○ VP Prisecar said students can find information on Lyft Rides on the Cañada website. Megan Rodriguez Antone worked with the PRIE office to obtain zip codes of the areas we wanted to focus on so a dedicated message could be sent to students. • David Eck asked if the list was cross-checked with students who are eligible for SB893. VP Prisecar said the district would need to determine how to track that. David Eck mentioned that there may be some confusion with language on the district site. • VP Pérez asked how the College can support students' unmet needs. There may be benefits offered to students through many programs and they may overlap. He said if people have concerns around free college qualifications and the FAQs on the district website, he would like them sent to them. • David Eck asked if it is possible that students think they are getting SB893 but are only getting the very special Lyft program. <ul style="list-style-type: none"> ○ VP Pérez said if students go to the Bookstore and input their G number, it gives them an itemized list of what they are eligible for. • VP Prisecar said students who are eligible for SB893 are receiving emails about services that they qualify for. <p>VP Prisecar asked that any questions or suggestions around transportation be submitted to her.</p>
<p>9. Participatory Governance Orientation (David Eck and Maria Huning, PBC Co-Chairs)</p>	<p>The Participatory Governance Orientation is a mandatory orientation. An invitation will be set to PBC members and they are asked to please reach out to their constituent groups as well. They are also waiting for Academic Senate, Classified and student reps to be approved. It is scheduled at 1-2pm on Friday, September 29. The orientation is being held at the end of September so new representatives can be included.</p>
<p>10. Program Review Process and Timeline (David Eck and Maria Huning, PBC Co-Chairs)</p>	<p>Cañada's instructional, student services and administrative programs go through program review every two years. Programs that are doing program review this year have received notification. For groups submitting resource requests, those are due October 13 with feedback by your supervisor within two weeks. Support sessions are also available.</p>
<p>STANDING ITEMS</p>	
<p>11. Associated Students of Cañada College</p>	<p>An ASCC representative to PBC has not yet been announced. Dean Max Hartman is serving as interim advisor and can provide an update if requested.</p>
<p>12. Academic Senate of Cañada College</p>	<p>David Eck reported the following update:</p> <ul style="list-style-type: none"> • Business Professor Gampi Shankar is the 2023-24 Academic Senate Vice President. • The Board of Trustees has made a significant revision to the Chancellor's search process saying that they reserve the right to forward a candidate that the search committee did not forward. They said it is a best practice recommended by the Community College League of California Statewide Board. The Academic Senate has not found an example of this. The topic is being discussed and David Eck would like the Trustees to come to the District Academic Senate meeting on September 11 to further discuss the process. Faculty and non-faculty are invited to attend.

	<ul style="list-style-type: none"> The next Academic Senate meeting is on September 14 and potential agenda items include an update on the funeral services program, further action on discontinuing the cloud computing and discussion of program employee access to Canvas shells. Also asked if anyone knows of a tenured faculty member who would like to serve on a participatory governance committee, please forward the name to David Eck.
13. Classified Senate of Cañada College	Maria Huning said The next Classified Senate meeting is on September 8 at 1:00pm and will be held in-person and via Zoom.
14. Planning Council Reports	<p>IPC: No IPC update was reported. An IPC representative to PBC will be named after the next meeting.</p> <p>SSPC: Maria Huning submitted her final report as SSPC representative. A new rep to PBC will be named. The following topics were discussed:</p> <ul style="list-style-type: none"> Reentering on our Why and checking in from summer, Updates on Program Review timeline and next steps for the departments up for Comprehensive Program Review this cycle. Update on SAOs and next steps in evaluating them Reaffirming EMP Goals for the year Announcements of new employees in each department Organization and Facilities Updates Cañada at Night / Cañada de Noche – developed a working plan to better support students who are taking night classes with services and opportunities that include: <ul style="list-style-type: none"> Counseling drop in during evening hours in B13 Extended hours in B9 until 8pm for M-Th on all 3 floors of the building Food Access Support in B13 We are still working on materials to highlight this opportunity and market it correctly
15. President’s Update	<p>President Lopez provided the following report:</p> <ul style="list-style-type: none"> Cañada’s Midterm Report will be approved at the September 13 Board of Trustees meeting. The report is due to the ACCJC by October. She thanked Dean Karen Engel, Jessica Kaven, Sarah Harmon for their work, as well as Hannah-Joy Haw in Marketing. President Lopez will also be presenting an update on Year 1 of the MOU between Cañada College and San Francisco State University, Cal State University East Bay, Sequoia Union High School District and Ravenswood City School District. She will also talk about what their focus will be in Year 2. <p>She will be joined by Stephen Redmond (Executive Director, Middle College), Crystal Leach, (Superintendent, SUHSD), Bonnie Hansen (Associate Superintendent, SUHSD) and Gina Sudaria (Superintendent, Ravenswood City School District).</p>
16. Matters of Public Interest and Upcoming Events	Nick Carr said that the Women’s soccer team will play at home against Cabrillo College today from 4-7pm.
ADJOURNMENT	The meeting was adjourned at 4:03 p.m.
Next Meeting	The next meeting will be held on September 20, 2023.