



**Approved**

**PLANNING AND BUDGETING COUNCIL MEETING MINUTES**

**Wednesday, April 21, 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, Mari Managadze, Cynthia McCarthy, Graciano Mendoza, Jamillah Moore, Manuel Alejandro Pérez, Peggy Perruccio, Tammy Robinson, Chantal Sosa, Roslind Young.

**Members absent:** Doniella Maher

**Guests and others present:** Sarah Aranyakul, Wissem Bennani, Alex Claxton, Mary Ho, Michael Hoffman, Allison Hughes, Debbie Joy, Althea Kippes, Adolfo Leiva, Matt Lee, David Monarres, David Reed, Mwanaisha Sims, Rebekah Taveau, Elizabeth Terzakis, Ameer Thompson, Lezlee Ware, John Winchester.

AGENDA ITEM	CONTENT
<p><b>1. Welcome, Introductions and Approval of Consent Agenda</b></p>	<p>Meeting called to order at 2:00 PM.</p> <p>Dean Max Hartman requested to move the Transfer Plan Draft presentation to May 5.</p> <p>ACTION: A motion to approve the consent agenda with the postponement of the Transfer Plan Draft presentation to May 5 was made by Dean Max Hartman and seconded by Dean Hyla Lacefield.</p> <p>Motion passed.</p>
<p><b>2. Math Faculty Replacement</b></p>	<p>Faculty member David Monarres requested that the College fill a Math faculty position left vacant due to retirement of the previous faculty member. The department is averaging over 10 FTEF each semester and want to replace with a new full-time faculty. It would be an opportunity to increase the diversity of the faculty, to continue with the development of career pathways and further progress on state initiatives, and incorporate the replacement faculty into the College's culture of collaboration and improvement.</p> <p>ACTION: A motion to replace the Math faculty was made by Cynthia McCarthy and seconded by Roslind Young.</p> <p>Motion passed.</p>
<p><b>3. UMOJA Program Proposal</b></p>	<p>The proposal to bring an UMOJA program to Cañada College was reviewed by faculty members Lezlee Ware, Michael Hoffman, Elizabeth Terzakis, Sarah Aranyakul and Dean James Carranza.</p> <p>Much of the information has been connected to the Educational Master Plan and Strategic Enrollment Master Plan goals, as well as the College's mission, vision and values and Strategic Plan. The background and highlights were presented, as well as the objectives and goals to show how the proposal fully aligns with what the College says it wants to do, specifically to support Black students on campus. They also showed what the program needs in order to meet the UMOJA community statewide program requirements and how it aligns the program goals with college planning and objectives.</p>

	<p>The group has now added the general program design and timeline for summer/fall 2021 and spring/summer 2022. The courses for the fall and spring were reviewed as well the list of services and budget. UMOJA faculty members Ware, Terzakis and Hoffman will work together over the summer to align their courses. They will have a soft launch in spring 2022 and do some student recruitment. The official launch of UMOJA will be in fall 2022. The UMOJA program will tentatively be housed in the Humanities and Social Sciences Division. Dean James Carranza said that in order to establish a contract, we have to determine what the College wants to prioritize. The official support for the program as well as budget support from the College is required before turning in the UMOJA statewide application.</p> <p><b>ACTION:</b> A motion to recommend to the President the institutionalization of a new UMOJA program was made by Dean Hyla Lacefield and seconded by Jeanne Stalker Motion passed.</p>																								
<p><b>4. Division Resource Prioritization</b></p>	<p>Deans Hyla Lacefield and Ameer Thompson presented a review of the College's resource prioritization process for 2021. Due to COVID-19, none of the college groups did a regular program review submission in 2020. The only annual reviews that came through in fall 2020 were those that had resource requests attached to them. In addition, there is a work group that is refining the program review process as well as the resource request process.</p> <p><b>Resource Prioritization Timeline:</b> The Resource Prioritization Timeline for 2020-21 was presented.</p> <table border="1" data-bbox="462 852 1523 1640"> <tr> <td>Mid-June</td> <td>The data dashboards will become available and the system that will be used for program review, Improve, will be open.</td> </tr> <tr> <td>Mid-October</td> <td>Programs need to submit their complete program review or annual updates and all resource requests.</td> </tr> <tr> <td>Late-October</td> <td>Deans and Vice Presidents finish sending feedback to all of the programs.</td> </tr> <tr> <td>Early-November</td> <td>All feedback is addressed and final edits or improvements are made.</td> </tr> <tr> <td>November</td> <td>Position justification presentations are held in November and PBC prioritizes the personnel requests.</td> </tr> <tr> <td>December</td> <td>The list of personnel requests is submitted to the President in December and the President announces the approved positions (contingent on funding).</td> </tr> <tr> <td>January-February</td> <td>The divisions prioritize the non-personnel requests.</td> </tr> <tr> <td>February-March</td> <td>IPC program review presentations.</td> </tr> <tr> <td>Mid-February</td> <td>Deans, VPs and the President submit prioritized non-personnel requests to PBC.</td> </tr> <tr> <td>Early-March</td> <td>PBC prioritizes non-personnel requests.</td> </tr> <tr> <td>March-May</td> <td>The VPA presents three-year revenue and expense projections to PBC.</td> </tr> <tr> <td>May-June</td> <td>The Budget Office notifies programs of approved funding requests and the VPA authorizes divisions to make purchases after the new fiscal year, beginning on July 1.</td> </tr> </table> <p>To clarify, the annual update must be submitted if the group has a resource request. It is a more simplified process than the full program review and does not require as much detail, however it must support the resource request.</p> <p>For the 2020-21 Program Review cycle only, PBC suspended the use of the prioritization rubric and the Divisions were asked to prioritize their requests based on:</p>	Mid-June	The data dashboards will become available and the system that will be used for program review, Improve, will be open.	Mid-October	Programs need to submit their complete program review or annual updates and all resource requests.	Late-October	Deans and Vice Presidents finish sending feedback to all of the programs.	Early-November	All feedback is addressed and final edits or improvements are made.	November	Position justification presentations are held in November and PBC prioritizes the personnel requests.	December	The list of personnel requests is submitted to the President in December and the President announces the approved positions (contingent on funding).	January-February	The divisions prioritize the non-personnel requests.	February-March	IPC program review presentations.	Mid-February	Deans, VPs and the President submit prioritized non-personnel requests to PBC.	Early-March	PBC prioritizes non-personnel requests.	March-May	The VPA presents three-year revenue and expense projections to PBC.	May-June	The Budget Office notifies programs of approved funding requests and the VPA authorizes divisions to make purchases after the new fiscal year, beginning on July 1.
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	<ol style="list-style-type: none"> <li>1. How well the requests support the current year's strategic priorities as laid out in the College Annual Plan.</li> <li>2. How well the requested resource contributes to closing the equity gap.</li> <li>3. How well the request supports Latinx and Asian American, Native American and Pacific Islander (AANAPISI) students.</li> </ol> <p>Dean Thompson presented the internal division resource prioritization process that was used for resource requests by the Science/Technology Division. The prioritized list followed the PBC process and was developed with input from full-time faculty.</p> <p><b>Umoja:</b> Since the UMOJA resource request is out of cycle, Dean Carranza would like to request that PBC consider an operational amount be included in this year's prioritization and that UMOJA be recognized in 2021-22. The operational amount would be included with the Humanities/Social Sciences Division resource request.</p> <ul style="list-style-type: none"> <li>• The reassigned time, program coordination and counseling hours process for UMOJA will be presented to IPC.</li> </ul> <p><b>ACTION #1:</b> A motion was made by Roslind Young and seconded by Peggy Perruccio to certify that divisions followed the PBC prioritization process and forward requests to the College President. Motion passed.</p> <p><b>ACTION #2:</b> A motion was made by Denise Erickson and seconded by Peggy Perruccio to give the Humanities/Social Sciences Division permission to add UMOJA as part of the prioritization process with a one-time tentative operational budget to be considered as part of their resource request. Motion passed.</p>
<p><b>5. Program Review 2021-22</b></p>	<p>Dean Max Hartman and Allison Hughes provided an overview of what the Program Review Work Group does, which is to recommend the annual timeline and due dates for the program review process as well facilitate messaging around program review. The group has been meeting biweekly and report regularly and make recommendations to the College's planning councils and PBC.</p> <p>The list of recommendations that PBC is being asked to approve were presented and include the timeline and due dates for 2021-22, extension and deferral process as well as the Work Group's request to present its recommendation on the 2021-22 rubric at the May 5 PBC Meeting. Also included are updates from Planning Councils and clarification of the resource request process. The updated program review timeline was presented.</p> <p><b>Program Review Due Dates for 2021-22:</b></p> <ul style="list-style-type: none"> <li>• Submit complete comprehensive program review or annual update before October 15, 2021</li> <li>• Deans and VPs to complete their feedback of all program review materials and send out before October 29, 2021</li> <li>• Review supervisor's feedback and incorporate into program review before November 5, 2021.</li> </ul> <p><b>Extensions and Deferrals:</b> Information on extensions and deferrals was presented. If programs do not submit the required documentation and materials by the deadline, they are not eligible to make resource requests for</p>

	<p>the following academic year. Programs should work with their deans if a deferral or extension is warranted.</p> <ul style="list-style-type: none"> <li>• Extensions: Sometimes, a short-term extension (up to five days) may be granted and if it is deemed that more time is needed, a deferral may be recommended.</li> <li>• Deferrals: Programs that are unable to submit their comprehensive program review or annual update by the deadline due to extenuating circumstances may be granted a deferral and will be expected to complete the process in the following program review cycle. Deferrals are rare and rationale must be provided.</li> </ul> <p><b>Resource Prioritization Rubric</b> Resource prioritization rubric was presented. The rubric was used in the past but was not used in 2020 due to the pandemic. The Work Group requested time to develop a recommendation for how Divisions could be guided in resource prioritization at the May 5 PBC Meeting.</p> <p><b>Annual Program Review Schedules</b> Examined the annual schedules for program reviews. Were on a biannual schedule but all groups have moved to three years. The new three-year cycle was presented showing the process for administrative, instructional and student services programs. CTE programs will be on a four-year cycle with a two-year mid-cycle review. The schedules are posted on the Program Review website. New and reassigned program review programs were added. The instructional and student services program review questions were updated and the main goals for some of the revisions were included.</p> <p>ACTION #1: A motion to approve the due dates, timeline and extension policy for the Program Review process for 2021-22 was made by Roslind Young and seconded by Peggy Perruccio. Motion passed.</p> <p>ACTION #2: A motion to adopt the proposed process for extensions and deferrals for comprehensive program review was made by Dean Karen Engel and seconded by Denise Erickson. Motion passed.</p> <p>ACTION #3: The action to use the existing rubric for prioritizing non-personnel resource requests in 2021-22 with an update next year will be postponed until the May 5 PBC Meeting.</p>
<p><b>6. Draft Proposal of the College Antiracism Task Force</b></p>	<p>Vice President Pérez reviewed the highlights of the draft proposal. The full draft is posted on the PBC website. The faculty and staff membership of the Antiracism Task Force, along with the task force’s purpose and commitments, were reviewed. The questions that guided their thinking were broken into categories in the plan.</p> <p>The Phase 1 Antiracism Action Plan was presented and includes recommendations for the following areas:</p> <ul style="list-style-type: none"> <li>• Shared Knowledge</li> <li>• Foundational Knowledge</li> <li>• Collegewide Engagement</li> <li>• Sustained Learning and Development.</li> </ul> <p>Recommendations for next steps were presented and include antiracism teaching, learning and service that would address the specific needs of different constituencies on campus. The activities and action, the process, who is leading the activity, and intended audience, timeline of when the activity would occur and the 2021-22 plans that they relate to were outlined.</p> <ul style="list-style-type: none"> <li>• Professional development for Classified staff, faculty and management would be available.</li> </ul>

	<ul style="list-style-type: none"> <li>• Students will receive antiracist training through Colts-Con workshops.</li> <li>• The College Community Read program would continue with additional documents to be read and shared.</li> <li>• As Cañada begins preparing its Educational Master Plan, the College's mission, vision and values will be reviewed, threading antiracist language and intentionality in each area.</li> <li>• PBC approved the hiring of a consultant, however It has taken time to assemble proposals and while the College has received one proposal, it wants to look at a couple of more. As a result, the timeline is extended and will start in the summer of next year, 2021-22.</li> <li>• It is recommended that ACES evolve and become part of the Antiracist Task Force.</li> <li>• The Ethnic Studies program is a statewide discussion and while it will look different at many campuses, Cañada's program is still moving forward. At its April 14 Study Session, Board of Trustees heard a presentation from all three campuses on the need for the program to make things more equitable for the colleges.</li> </ul> <p>Feedback on the draft proposal is requested.</p>
<p><b>7. College Equity Plan Progress and ACES Bylaws Update</b></p>	<p><b>ACES work in 2019-2021</b>  Professor Rebekah Taveau reviewed the work that has been done from 2019-2021, including collaborations with groups across campus such as the ASCC. A video was created to talk about the Student Equity statement and it was shown at orientations and in classes. The ACES Committee represents many different student support groups to provide resources and the ACES team also created personal messages describing the support services available to students. Professional development has been done, as well as event support and the website is updated. ACES also focused on work around the 2019-20 Flex and Equity Lecture Series and shared the outcomes and feedback from participants.</p> <p>ACES main focus is to cowrite the Student Equity Achievement Plan (SEAP). Two-year progress on data points for 2017-18 and 2019-20 was shared and the disproportionate impact and access gaps were reviewed.</p> <p>The California Center for Urban Education (CUE) looked at the California state equity plans and made recommendations and Cañada got a specific review of its plan.</p> <p><u>Strengths:</u></p> <ul style="list-style-type: none"> <li>• The college's plan is moving the institution forward in the direction mandated by the Vision for Success.</li> <li>• The plan uses important theoretical frameworks to being examining the institution through an equity lens.</li> </ul> <p>In the SEAP review, it was noted that Cañada's activities are race neutral and the descriptions are not race specific. The College has work to do on the language as well as on planning activities that are more race specific.</p> <p><u>CUE Recommended Actions:</u></p> <ul style="list-style-type: none"> <li>• Adopt equity minded language including operationalizing a definition of equity for the college.</li> <li>• Clearly delineate different types of activities and goals specific activities and goals rather than discussing numerous types of activities under the same goal.</li> <li>• Create equity activities that explicitly align the race-specific metrics to race-specific activity descriptions.</li> </ul>

	<ul style="list-style-type: none"> <li>• Work to incorporate more classroom-focused equity efforts and engage instructional faculty.</li> <li>• Focus on specific racially minoritized student populations rather than on all students.</li> <li>• Include equity minded inquiry as a strategy to better understand inequities.</li> <li>• Include transfer-specific equity activities.</li> </ul> <p>The ACES Committee evaluated the equity plan using the CUE checklist. ACES members put forth critical questions.</p> <p><b>ACES Mission and Bylaws</b> The updated ACES mission and bylaws were presented. The membership structure was updated and they recommend having a tri-chair model. The committee is looking at revising the mission and bylaws as they consider the possibility of merging with the Antiracism Task Force. They would like to present the revision of the mission and goals at the May 5 PBC Meeting.</p>
<p><b>8. Technology Plan and Bylaws</b></p>	<p>The updated Technology plan and bylaws were presented at the last PBC Meeting. The Technology Committee put together an updated 2021-2024 three-year technology plan, which will be updated yearly, along with an annual plan. Plan objectives align with the Educational Enrollment Plan and the Strategic Enrollment Management Plan. The committee is still working on the college scorecard section and PRIE will come to their May meeting to work on it with them.</p> <p>ACTION: A motion to approve a new college Technology Plan for 2021-23 and new bylaws for the Technology Committee was made by Roslind Young and seconded by Dean Karen Engel. Motion Passed.</p>
<p><b>STANDING ITEMS</b></p>	
<p><b>9. Associated Students of Cañada College</b></p>	<ul style="list-style-type: none"> <li>• Mari Managadze announced that Earth Day is taking place now at <a href="http://bit.ly/CANearth21">bit.ly/CANearth21</a>.</li> <li>• The ASCC has Leadership Awards coming out soon.</li> <li>• Elections have been finalized and they have chosen the new ASCC senators, vice president and president for the next year.</li> <li>• Student Life and Leadership manager Michiko Kealoha has gone on family leave, and the interim manager has now taken her place.</li> <li>• The ASCC also approved the request of \$1000 for Commencement to provide for English and Spanish closed captioning translation services.</li> <li>• announced that the Student Life and Leadership Manager is going on leave and her last day is April 9.</li> </ul>
<p><b>10. Academic Senate of Cañada College</b></p>	<p>Diana Tedone-Goldstone announced that David Eck was elected Academic Senate President and Natalie Alizaga was elected Academic Senate Vice President.</p>
<p><b>11. Classified Senate of Cañada College</b></p>	<p>No update was reported.</p>
<p><b>12. Guided Pathways</b></p>	<p>No update was reported.</p>
<p><b>13. Planning Council Reports</b></p>	<p><u>IPC</u>: No update was reported.</p> <p><u>SSPC</u>: At the April 14 SSPC meeting, the following topics were discussed:</p> <ul style="list-style-type: none"> <li>• Vice President Pérez talked about the Antiracism Task Force proposal presented at PBC.</li> <li>• Terrence Cole presented on the College's emerging Project Change program,</li> <li>• There was a discussion about the best ways to record and share information about meetings and they reviewed their bylaws.</li> </ul> <p><a href="https://www.canadacollege.edu/sspc/docs/1920/SSPC%20Agenda%20-%2004.14.21.pdf">https://www.canadacollege.edu/sspc/docs/1920/SSPC%20Agenda%20-%2004.14.21.pdf</a></p>

<b>14. President's Update</b>	<p>President Moore reported the following update:</p> <ul style="list-style-type: none"> <li>• A press conference was held on April 19<sup>th</sup> at Skyline College in support of the Promise Scholars program. The San Mateo County Board of Supervisors is presenting the district with \$2 million, which will enable support for 500 students.</li> <li>• President Moore thanked the ethnic studies faculty for their presentation to the Board of Trustees.</li> <li>• The district and campus are the recipients of the KENT Award on Workforce Development.</li> <li>• Flex Day is scheduled for April 22.</li> </ul>
<b>15. Matters of Public Interest</b>	<p>Diane Tedone-Goldstone reported a Therapy Dog event will be held via Zoom on April 27<sup>th</sup> at 3-4pm. Information on the event may be found at: <a href="https://smccd.zoom.us/j/83233157158">https://smccd.zoom.us/j/83233157158</a></p>
<b>Next Meeting</b>	<p>The next meeting will be held on May 5, 2021.</p>
<b>ADJOURNMENT</b>	<p>The PBC meeting was adjourned at 4:05 p.m.</p>