



Approved

PLANNING AND BUDGETING COUNCIL MEETING MINUTES

Wednesday, April 17, 2024

In-Person and Via Zoom

Regular Meeting: 2:10 – 4:00 p.m.

Members present: David Eck, Maria Huning, Alicia Aguirre, Mayra Arellano, Mia Berta, Nick Carr, Karen Engel, Denise Erickson, Arman Eshraghi, Gina Hooper, Chialin Hsieh, Jacky Ip, Hyla Lacefield, Ray Lapuz, Kim Lopez, Rose Marie Mendoza Morrison, Joan Murphy, Manuel Alejandro Pérez, Ludmila Prisecar, Megan Rodriguez Antone, Sarita Santos, Julian Taylor, Diana Tedone-Goldstone.

Members absent: Kassie Alexander, John Omar, Christopher Wardell.

Guests and others present: Wissem Bennani, Mary Chries Concha Thia, Maggie De Paz Fernandez, Allison Hughes, Jamie Hui, Michiko Kealoha, Maria Lara Blanco, Anniqua Rana, Kathleen Sullivan-Torrez, Ameer Thompson.

AGENDA ITEM	CONTENT
<p>Welcome, Introductions and Approval of Consent Agenda</p>	<p>The PBC agenda and minutes from the April 3 meeting were presented. There were no board-approved staffing updates to review.</p> <p>ACTION: A motion to approve the Consent Agenda was made by Vice President Chialin Hsieh and seconded by Dean Hyla Lacefield. Motion passed.</p>
<p>Distance Education Advisory Committee Plan 2024-2027 (Co-Chairs Distance Education Advisory Committee (DEAC): Nada Nekrep, Online Instruction Coordinator, and Dean of ASLT Anniqua Rana)</p>	<p>Dean Anniqua Rana and the DEAC team presented the DEAC plan to all shared governance committees and they received feedback and suggestions for improvement. They received feedback which showed that people wanted to include some baseline data about the equity impact on our students, so that is included.</p> <p>Allison Hughes said feedback indicated an interest in improving the quality rather than the quantity of the Distance Education offerings, so they have made that change. They did receive a request from a faculty member to look into having a recording studio on campus where faculty can record their lecture videos, so that was included in the plan.</p> <p>Dean Rana said one of the themes in the plan is to align new people and new spaces, including the new instructional technologist once hired. They will revisit the plan on a regular basis, look at the priorities and will respond to changes that may come up and make adjustments. They feel confident with feedback that it is moving in the right direction.</p> <p><u>Comments:</u></p> <ul style="list-style-type: none"> • At the district Academic Senate meeting, David Eck said they heard from the district DEAC Committee about new accreditation standards that have specific requests around academic honesty in a distance education format. It was presented along with issues of identification verification for enrollment. They will be looking specifically at what colleges submit for evidence. <ul style="list-style-type: none"> ○ Allison Hughes said they will bring the topic to the local DEAC Committee.

	<p>Action: A motion to approve the proposed DEAC Plan and recommend to the President for implementation was made by Vice President Chialin Hsieh and seconded by Dean Hyla Lacefield. Motion passed.</p>
<p>Technology Committee Plan 2024-2027 (Co-Chairs Tech Committee: Nada Nekrep, Online Instruction Coordinator, and Anniqua Rana, Dean of ASLT)</p>	<p>The Technology Committee is trying to make sure there is access, training and processes in place for faculty, management and classified staff as there are new spaces and new technology on campus. They want to make sure that technology is relevant, is accessible, follows district guidelines and prepares people for the next three to four years. They used surveys and data to guide the plan.</p> <p>They received a lot of feedback on the need for training, particularly for classified staff and classroom technology training for faculty. Allison Hughes said they also included the suggestion to have the recording studio for faculty lectures added to the Technology Plan. Dean Rana said they have started on a lot of the work and will create structure around training. Trainings will start in the fall.</p> <p>They continued with loaned technology through the Library, including hotspots, as well as support on how to use the technology. They received a budget augmentation to support more students with technology on a regular basis.</p> <p><u>Comments:</u></p> <ul style="list-style-type: none"> • Dean Karen Engel said the accreditation standards require disaggregated data, identification of equity gaps and ways to address the gaps. She said that with all three plans, Dean Rana and her team have focused on equity and how the college will take action. • Regarding classroom technology, David Eck notified the Safety Committee that faculty would like training and signage on the ACAMS/electronic door lock systems so they know how they work and how to lock and unlock doors. <ul style="list-style-type: none"> ○ Vice President Prisecar said different buildings have different access points (readers) with different codes. Public Safety is looking at solutions and ways they can help. It will be brought back to the Safety Committee to finalize. • Maria Huning said many people are trying to access the campus Wi-Fi at the same time, so as the College grows, there will need to be improved Wi-Fi. <ul style="list-style-type: none"> ○ Dean Rana said there have been conversations at the district about Wi-Fi access. Students were concerned that there are some areas on campus where there is no access and there have been conversations at the district about Wi-Fi access. There is a suggestion to have clear signage around where Wi-Fi blind spots are. ○ The PBC would like to see the student survey results and ASCC reps Mia Berta and Arman Eshraghi will share the results. <p>Action: A motion to approve the proposed Technology Committee Plan and recommend to the President for implementation was made by Vice President Chialin Hsieh and seconded by Dean Karen Engel. Motion passed.</p>
<p>Professional Development Planning Committee Plan 2024-2027 (Co-Chairs Professional Development Planning Committee (PDPC) Jacky Ip, Ellen Young, Dean Anniqua Rana)</p>	<p>Dean Anniqua Rana, Jacky Ip and Ellen Young presented the Professional Development plan to shared governance groups and, after getting feedback, they met with Classified Senate to talk about collaboration. Dean Rana said the plan is focused on equity and anti-racism. Jacky Ip said that feedback showed people would like mentoring support as they move into new positions. They are focused on collaboration, communication and assessment and are encouraging people who have an idea for professional development to contact the PDPC in order to plan. They received a lot of support from EAPC and they were able to provide more Flex Day workshops and trainings for staff, faculty and administrators.</p>

	<p>Action: A motion to approve the proposed Professional Development Planning Committee Plan and recommend to the President for implementation was made by Vice President Chialin Hsieh and seconded by Dean Hyla Lacefield.</p> <p><u>Comment:</u></p> <ul style="list-style-type: none"> • Joan Murphy asked if they could consider increasing Classified professional development, which is currently set at a maximum of \$1000, for conferences and trainings. <ul style="list-style-type: none"> ○ Dean Rana said it was mentioned and they are looking at how to best support individual conference attendance. ○ Vice President Prisecar said the amount for Classified professional development is set by the committee and it can be addressed. The link to the information is: https://www.canadacollege.edu/professional-dev/cpdconference.php ○ Ray Lapuz noticed dates listed in Appendix B of the plan show information about fall 2022 and spring 2023 and asked if those need to be updated. Dean Rana left them to show what happened in the past, but will check.
<p>Integrated Planning and Budgeting Cycle Update (Karen Engel, Dean of PRIE)</p>	<p>Dean Karen Engel provided an update on the College's integrated planning and budgeting cycle. They look at evidence, equity data and other information, to continually improve our services to students.</p> <p>The biggest overarching plan is the Educational Master Plan (EMP), followed by the Strategic Enrollment Management Plan (SEM) and other college plans. The College is finishing up its second year of the EMP, which is a five-year plan, and the first year of the updated SEM.</p> <p>The remaining college plans are:</p> <ul style="list-style-type: none"> • Distance Education Plan, which was just approved • Student Equity and Achievement Plan, which will be presented at an upcoming meeting • Honors Transfer Program Committee, which does not do a plan but is a participatory governance group that operates consistent with the Honors Council statewide. • Professional Development Plan, which was just approved • Technology Plan, which was just approved • District plans include the Facilities Master Plan, Environmental Sustainability, and Emergency Action Plan <p>Dean Engel reviewed the annual Integrated Planning and Budgeting calendar. The college plans are three-year plans and she recommends that their dates be staggered since several plans will be due in 2027, along with the first-year work on the next EMP.</p> <p>The activities in the areas of evaluation, resource requests, college/program planning, staffing and budget were reviewed along with the responsible parties. The Integrated Planning and Budgeting calendar is posted on the PRIE website at: https://canadacollege.edu/plans/index.php</p> <p><u>Comment:</u></p> <ul style="list-style-type: none"> • David Eck asked what the process would be if a group needs to request a change in the date their plan is due. <ul style="list-style-type: none"> ○ Dean Engel said the PBC oversees all college planning so the group would need to come to PBC with their request. As mentioned, Dean Engel recommends that the College stagger some of the plans since many are going to be done at the same time. • Vice President Pérez mentioned that the College produced a participatory governance video (2-3 minutes in length) a few years ago that made the complex integrated planning more readily accessible and with a student lens, which was important. <ul style="list-style-type: none"> ○ Dean Engel will work with Dean Lacefield to ask if the Menlo Studio can prepare a video.

<p>CSEA Vacant Position Replacement Request (Maria Huning, Classified Senate Vice President)</p>	<p>The CSEA leadership and President Lopez came to an agreement on the process for Administrative and CSEA vacancy position replacement requests. Maria Huning reviewed the four steps and three questions to be asked/answered for hiring replacements of non-faculty positions.</p> <p>Jamie Hui added that the updated vacancy process ensures that CSEA and Classified/Administrative positions will have a streamlined timeline to get approval by the College President without being an Action item for the Planning and Budgeting Council.</p> <p>This information will be updated on the CSEA website and CSEA manual.</p>
<p>Participatory Governance Evaluation Survey (David Eck and Maria Huning, PBC Co-Chairs)</p>	<p>People were asked to complete the Participatory Governance Evaluation survey. The survey closes at noon on Friday, April 26 so they can consider the results Dean Engel said in the past, the one constituency group that expressed concern was adjunct faculty. She asked PBC members to share this survey with adjunct faculty. If there are any questions, please notify Dean Karen Engel.</p>
<p>Office of Equity Update (Michiko Kealoha, Director of Equity, and Maggie De Paz Fernandez, PSC, Cultural Center)</p>	<p>The development of the Cultural Center has taken place in less than one year. As part of EMP 2.11, Michiko Kealoha said they have created the cultural center space and interviewed, hired and trained a new professional staff and student team in less than one year. Maggie De Paz Fernandez was introduced as the Program Services Coordinator.</p> <p>There have been 63 cultural center events, with 41 taking place this spring. There has been focus on the EMP 2.8 goal and they have held 20 professional development trainings. She reviewed the offerings as well as plans for next year to roll out anti-racism on-boarding training and VR equity training. There have been 11 equity excursions with 170 attendees. Stanford's Equity Team is interested in incorporating it into their plan.</p> <p>Cañada's Cultural Center has partnered with 29 campus organizations and community groups. There have been more than 2,500 event attendees and training participants so far. They worked with Dean Engel, who was able to provide data based on the center's sign-in sheets of who attends the college-wide events as well as who attends the Cultural Center events. They looked at data by age and ethnicity. The Cultural Center event participants were a bit younger, but was fairly proportional otherwise. Michiko said more BIPOC and queer students are attending events this semester.</p> <p>Maggie said staff and students have commented on the Cultural Center activities. If people are interested in helping with the Center's events, Maggie can put them in touch with the various cultural celebration leads.</p> <p>The Center can customize trainings for teams and departments, as well as student ambassadors and student assistants/student workers.</p> <p><u>Comment:</u> President Lopez commented that Cañada has a strong sense of community and this is strengthened with the Cultural Center.</p>
<p>STANDING ITEMS</p>	
<p>Associated Students of Cañada College</p>	<ul style="list-style-type: none"> • Arman Eshraghi asked for information about the technology survey and David Eck will email information to him. • Arman also reported that there have been several AANHPI heritage recognition events and the ASCC has been doing some tabling, tasks and assignments.

	<ul style="list-style-type: none"> Mia Berta said the ASCC is planning on holding a community swap meet on May 2 from 12-4pm in Parking Lot 4.
Classified Senate of Cañada College	<p>Maria Huning said due to illness and travel/conferences, the Classified Senate was unable to have their last meeting. Maria Huning said they will instead be meeting on Thursday, April 25. They are seeking to fill positions for Vice President, two Activities Coordinators and Secretary.</p>
Academic Senate of Cañada College	<p>David Eck reported the following:</p> <ul style="list-style-type: none"> Flex Day is on April 18th and there will be an important item related to local degree requirements because of mandatory changes around Cal-GETC. They are trying to coordinate with Skyline and CSM to have the same graduation requirements. People are encouraged to attend. The Statewide Academic Senate Plenary starts on April 18 and David Eck and Vice President Gampi Shankar will be attending. At the last Academic Senate meeting, there was discussion on a draft resolution on Palestine. There were 15 very strong comments from the public who attended, in addition to email comments and student comments. Information is posted on the Academic Senate website. People are encouraged to email David Eck at eckd@smccd.edu if they wish to comment. He expects that the topic will be on next week's Academic Senate agenda. People are encouraged to share their views to help the Academic Senate decide how to move forward. The Academic Senate is accepting nominations for Secretary and Treasure positions, which are open. David Eck will vacate the Academic Senate President position if he becomes the District Academic Senate President, so Vice President Gampi Shankar would move into the President's role. If that happens, the Vice President position will become available.
Planning Council Reports	<p>IPC: Diana Tedone-Goldstone said they did not have quorum at last week's IPC meeting. They had a good presentation on modality and course success. Because there was a light agenda for the Friday, April 20th IPC meeting and it is the day after Flex Day, IPC is canceled this week. The next meeting is on Friday, May 3.</p> <p>SSPC: Mayra Arellano said there were no SSPC Meeting updates. They will meet on Wednesday, April 24 and she will provide an update at the next PBC meeting.</p>
President's Update	<p>President Lopez announced the following:</p> <ul style="list-style-type: none"> The hiring of the Childcare Development Center (CDC) faculty position, which was presented to PBC, will now be postponed until the fall. The Board will decide on the final CDC design bids. Part of the design now includes ADA access, so there are additional costs. Cañada is hopeful that the Board will support the additional cost as well as the bid for the design/builder. When finalized, the College can start the hiring process. They hope to break ground in spring 2025. President Lopez is attending the San Mateo County Chamber Progress Seminar on April 19-21. It is a gathering of San Mateo County Chamber leaders throughout the county representing education, employment, childcare and elected officials to talk about how to support some of the issues impacting San Mateo County. The second IEPI (Institutional Effectiveness Partnership Initiative) visit is on April 24. The focus of the visit is how the College assesses its professional development activities. The district will hold its 25th Anniversary Service Awards celebration at CSM on Tuesday, April 30.

	<ul style="list-style-type: none"> • As part of the College's initiative to strengthen relationships with North Fair Oaks and East Palo Alto, Cañada will hold a community-wide listening session at the North Fair Oaks Community Center on April 30. • Final interviews are scheduled for the Business/Design/Workforce Dean as well as for ethnic studies and art studio faculty.
Matters of Public Interest and Upcoming Events	<ul style="list-style-type: none"> • Dean Anniqua Rana announced that the MESA Center will reopen on April 25. Rance Bobo is the new interim director of the MESA Center. There will be an open house from 3-5 p.m. in Room 9-257. All are invited to attend. • Flex Day is on April 18. Feedback on the day's activities is requested.
ADJOURNMENT	The meeting was adjourned at 3:40 p.m.
Next Meeting	The next meeting will be held on May 1, 2024.