



APPROVED

PLANNING AND BUDGETING COUNCIL MEETING MINUTES

Wednesday, March 2, 2022

Via Zoom

Regular Meeting: 2:10 – 4:00 P.M.

Members present: David Eck, Roslind Young, Alicia Aguirre, Mayra Arellano, Margarita Baez, Nick Carr, Rachel Corrales, Gloria Darafshi, Karen Engel, Denise Erickson, Valeria Estrada, Nimsi Garcia, Allison Hughes, Maria Huning, Candice Johnson, Hyla Lacefield, Ray Lapuz, Kim Lopez, Manuel Alejandro Pérez, Peggy Perruccio, Ludmila Prisecar, Tammy Robinson, Megan Rodriguez Antone, Claudia Rosales, Lesly Ta.

Members absent: Max Hartman.

Guests and others present: Natalie Alizaga, Ron Andrade, Wissem Bennani, Alex Claxton, Sarah Cortez, Sarah Harmon, Mary Ho, Debbie Joy, Maria Lara, Adolfo Leiva, Doniella Maher, Melissa Moreno, David Reed, Chantal Sosa, Diana Tedone-Goldstone, David Vera.

AGENDA ITEM	CONTENT
<p>1. Welcome, Introductions and Approval of Consent Agenda</p>	<p>Meeting called to order at 2:04 p.m.</p> <p>The consent agenda, board-approved staffing update, minutes of February 16 and the memo on the Brown Act Resolution were reviewed.</p> <p>ACTION: A motion to approve the consent agenda was made by Dean Hyla Lacefield and seconded by Maria Huning. Motion passed.</p>
<p>2. Presidential Search Process and Timeline</p>	<p>Dr. Melissa Moreno, President of Skyline College, along with Sarah Cortez and Diana Tedone-Goldstone of Cañada College are serving as tri-chairs of the Presidential Search Committee. The committee held an orientation in late November and had a meeting in December with Chancellor Claire, whose message is that it is Cañada’s choice as to who its next president will be. The committee developed survey questions and the survey was conducted in January and survey results were shared at a town hall on February 8.</p> <p>The committee discussed the town hall and survey results and then developed the interview questions by February 14. Applicant names were released and then committee members put forward their results, which were tallied. First-level interviews begin the week of March 7 and finalists will be forwarded to the Chancellor. Once forwarded, the committee’s work concludes on March 14. Target dates for the campus forums will be March 23-24. Finalists will then interview with the Chancellor’s Cabinet, Cañada’s President’s Cabinet, Board of Trustees and then a possible one-on-one interview with the Chancellor. Site visits are also planned. It is a thorough process, which includes complete reference and background checks.</p> <p><u>Comments:</u> Lesly Ta did not remember seeing information about the town hall and asked if students attended. The tri chairs were not sure who attended. Megan Rodriguez Antone said students received a GWAMAIL notification and it was publicized in the What’s Happening at Cañada weekly event email and in the college events calendar. David Feune in HR can forward the survey results if he</p>

	<p>is continuing to publish them. Diana Tedone-Goldstone said the committee has held many discussions.</p>
<p>3. Educational Master Planning Process Update</p>	<p>Dean Karen Engel, David Eck and Roslind Young reported that the Educational Master Planning (EMP) Task Force held a community forum on February 11 and talked about strategy initiatives and how to address the college’s most pressing challenges. They held a meeting on March 2 to talk about goal statements and are planning their retreat, which will be held as a virtual/in-person meeting on Friday, March 11 from 8:30am-3:30pm. They will do intensive work around finalizing goal statements and strategic initiatives. It is hoped that they will finish the first draft of the EMP at the retreat. They hope to present the first draft to PBC in early April with a first draft that would have been shared with the constituency groups. They hope to finish by May so that Cañada’s EMP can be adopted by PBC. Then, in the fall all three colleges will present their final EMP plans to the Board of Trustees for a vote.</p> <p>Dean Engel thanked the EMP task force for its work. All dates are on the EMP website.</p>
<p>Spring Enrollment Trends by Modality</p>	<p>Spring Enrollment Trends by Modality</p> <p>The Academic Senate requested that specific critical questions around enrollment trends be presented. Dean Engel reviewed the most recent data, which is from pre-COVID through fall 2021.</p> <p><u>Enrollment:</u> Nationally, enrollment is down 13% and at both the state level and at Cañada, it is down around 10%.</p> <p><u>Headcount:</u> A comparison of the three district colleges for spring terms 2018-2022 shows that Cañada’s headcount is up 2% and has been stable, while CSM and Skyline show a decrease.</p> <p><u>FTES:</u> Student populations are changing. FTES numbers that were presented show students are taking fewer units on average. Cañada is down 15%, which is a lot, and both CSM and Skyline are also down.</p> <p><u>Cañada Total Headcount Details:</u></p> <p>A comparison of total headcount data by gender, race/ethnicity and age for pre-COVID years for fall 2016-2019 and during COVID years for fall 2019-2021 was shown. Pre-COVID, the College had already lost 10% and during COVID, the College was down another 10%, which is a concern.</p> <ul style="list-style-type: none"> • Male students have declined • BIPOC students continue to not enroll • Student headcount shows an increase in the Age Under 20 category because of high school concurrent enrollment • First generation student headcount prior to COVID was up, but has declined since COVID • Fewer and fewer low-income students are enrolled • ESL student headcount is down • First-time enrollments had a surge pre-COVID and since COVID, continuing student headcount is down although the decline in first-time and first-time transfer students who attend is greater, which shows that it has been easier for students who are already a part of the system to continue to attend. • Disabled students have not been enrolling at the same level as they were pre-COVID • The number of recent high school graduates coming to Cañada is stable during COVID <p>By modality, most students are taking asynchronous courses, followed by face to face, synchronous and hybrid.</p> <p>Data showing an enrollment comparison by division was presented. Some departments are doing better and some are not.</p>

**Spring Enrollment
Process Debrief**

Wissem Bennani, Interim Dean of Enrollment Services, reported that admission and application scams as well as financial aid fraud are on the rise. He reviewed strategies to mitigate financial aid fraud, including looking at out-of-area addresses, out-of-sequence G numbers or records with no phone numbers. The Financial Aid Office will verify identity prior to release of funds and will also report fraud. Fraud is also reported to the Department of Education and the State Chancellor's Office. Faculty can also help stop fraud by dropping inactive students by the census date.

There is also admission/application fraud. Applications that are suspected of being scams are sent to A&R staff for review and they have a set of parameters to verify that no legitimate students are part of this fraud process. A&R staff send emails, conduct outreach and make phone calls daily to identify legitimate students and move them out of the spam folder. Interim Dean Bennani said that based on the knowledge that he has at this time, no one has taken money fraudulently from Cañada College.

There will be a presentation on financial aid and admissions fraud at Flex Day.

Vaccination Attestation

SMCCCD COVID-19 Safety Officer Ray Hernandez provided an updated vaccination list showing attestation and headcount, which Interim Dean Bennani summarized. Total enrollment is 5,267 and of the uploaded vaccination information, 2,444 vaccinations were approved and 15 were declined. For those that were declined, they found that some students uploaded the wrong document or it was incomplete and once they made the correction, they were usually approved. In addition, 25 students declined to state, two were approved for medical exemptions and there were 21 religious exemptions.

He reviewed the impact of attestation on enrollment and what happened to students who were dropped for not submitting their attestation or exemption. From the first COVID drop date of November 19, 2021 to the last COVID drop date on January 15, 2022, 539 students were dropped. Of those, more than 400 completed their attestation after the drop date and more than 120 did not complete their attestation. Of those students who were dropped, most signed up for online or synchronous courses, and hybrid or face-to face courses, however more than 60 students did not enroll at all. Campus ambassadors and the outreach team contacted students who were dropped by phone and email to see how the college could assist with the process.

Vice President Pérez said that outreach groups contacted students who were dropped for not submitting their attestation or exemption to see how they could help. Some students did not want to submit documentation and some did not know they needed to, in which case the outreach team helped them successfully upload their information. The team helped students find open courses to enroll in. The team stayed in contact with students right up until the last date in which they could add a course.

Attestation for Summer and Fall 2022

The College is still reminding continuing students of the attestation process. Students who are currently approved for in-person classes may automatically enroll in summer and fall classes. To register for in-person classes or receive in-person services, students must provide proof of vaccination or have an approved exemption. Students who do not provide proof of vaccination or an exemption, may only register for online courses and receive virtual support services. Staff and faculty continue to reach out to students who are fully online and potentially want to transition to in-person classes. The marketing office is also reaching out with messages.

Lesly Ta asked if the college is providing ways for students to provide their vaccination status in-person and get enrolled right on the spot. Vice President Pérez said at the end of December, the

	<p>College launched the pop-up student support station on campus, then moved outreach indoors during bad weather, so there was not as much in-person traffic. It may be that students are using to having the station outside, so they will be outside in summer and fall.</p> <p><u>Comments:</u></p> <ul style="list-style-type: none"> • Lesley Ta asked if there is data on how far students live from campus. Since COVID, there are more online students and many students now live outside of the immediate community. She asked if it would be possible to look at where students live by department to see if more in-person classes or if more online classes can be accommodated. • Dean Hyla Lacefield said it is important to see all the data to understand what is going on and it would help to see pre-COVID numbers since some programs have actually had a little growth. Online instruction is being selected by many students as their modality of choice. The College does not know the correlation or causation between students who have attested and who have signed up for online. In some cases, such as in the design areas, online synchronous is very popular. She is happy that the College is looking into encouraging students to do their attestation. • David Eck asked if being fully vaccinated is redefined to now include the vaccine booster and does that have an impact on the roll-over. Vice President Pérez said at the current time, it will not have an impact on the process. David Eck suggested that the College waits to communicate information about the roll-over until the Board of Trustees finalizes the decision. • Alicia Aguirre asked about virtual one-stop services and Vice President Pérez said the College provided the same level of one-stop support through the Outreach Campus Ambassadors and College Recruiter during weekday and evening Zoom drop-in sessions. The drop-in becomes more robust during peak times.
<p>4. Fall 2022 Schedule Planning and Timeline</p>	<p>Vice President Tammy Robinson said there is lead time involved in planning the college schedule and with the different types of modalities, such as in-person, hybrid, asynchronous and synchronous, sometimes faculty have to submit their calendars a year in advance.</p> <p><u>Schedule production:</u> The College begins planning the schedule about a year head. In January, the College is already getting ready for summer and fall. This affects reassigned time. Any changes that are made will not be reflected until spring of 2023 or fall of 2023. The division assistants enter all of the courses, the deans and the Office of Instruction keep all processes aligned. It is complex work. Production of the schedule is also taking place and it must be updated.</p> <p><u>Comments</u></p> <ul style="list-style-type: none"> • David Eck asked if there can be a discussion around the recent data on modalities and how faculty can work within the long planning process and scheduling constraints. <ul style="list-style-type: none"> ○ Vice President Robinson said that in order for students and faculty to see the modality that the class will be held in, the information is needed sooner. People need to be patient with the process and sometimes changes cannot be made quickly and things can take longer. Previously, when the schedule was printed, the schedule window was very tight, so the timeline is expanded since the schedule is no longer being printed. All changes to the fall 2022 schedule need to be submitted by March 14. Whichever modality the faculty chooses, they need to work with the dean to make sure the course is visible in WebSchedule and in Banner. With WebSchedule, changes can be made. Every course has to be accessible to the public and there are laws and limitations and things need to be as accurate as possible. • Lesly Ta asked if it is possible to change a modality once the schedule is finalized. <ul style="list-style-type: none"> ○ Vice President Robinson noted that the College has to be flexible and consider how changes impact students because sometimes they do not have adequate technology.

	<p>The College tries not to change the schedule, but things change quickly and people must be flexible with the course modality.</p> <ul style="list-style-type: none"> • Rachel Corrales noted that this is why she does not always reserve building spaces in advance because she has to leave options open for classroom changes.
<p>5. Return to Campus (Standing Item)</p>	<p>On behalf of Interim President Lopez, Interim Vice President of Administrative Services Ludmila Prisecar reported that there is no change yet in the district's masking mandate. The district sent an email summarizing the antigen tests. Test kits were delivered to division offices and are available for all staff. Test kits for students will be delivered to the Bookstore. So far, the divisions have not run out of test kits, but if additional kits are needed, Interim VPAS Prisecar can make sure they are distributed.</p> <p>She noted that the SMCCCD's Return to Campus website is updated with current information.</p> <p><u>Comments</u></p> <ul style="list-style-type: none"> • David Eck asked when the Board of Trustees will discuss the status of the mask mandate and if there is any plan to poll students who are taking in-person courses to ask if they plan to drop a course if the mask mandate is removed. <ul style="list-style-type: none"> ○ Interim President Lopez said it is not on the March 23 Board Agenda, so it could be discussed at their April meeting, unless they decide to hold an emergency meeting to discuss it sooner. Today, the San Mateo County Office of Education is strongly recommending that its mask mandate be removed effective March 12. It is not yet known what impact that will have on K-12 schools and on SMCCCD.
<p>STANDING ITEMS</p>	
<p>6. Associated Students of Cañada College</p>	<p>Lesly Ta provided the following update:</p> <ul style="list-style-type: none"> • She will be talking to ASCC students to get their feedback for future PBC meeting updates. • The ASCC is hoping to get funds for participatory governance for outside committee assignments. Some students have governance assignments that they are preparing for and doing outside of the classroom but they are not getting paid to do that work. Students receive an \$18 stipend for attending the meeting, but they are requesting that students be paid for the hours that they are actually working to prepare for the governance work. The ASCC budget covers the actual meeting participation, so they would like to find another funding source to pay for the governance preparation work.
<p>7. Academic Senate of Cañada College</p>	<p>.David Eck provided the following report:</p> <ul style="list-style-type: none"> • The Academic Senate reviewed the Áse Power Consult recommendations, collected questions and are checking with ACES to have a deeper conversation at the March 24 Academic Senate meeting. • At the March 10 meeting, there will be a brief Guided Pathways update on interest areas. There is a suggestion to form a work group to create a template for online faculty profiles to help market courses and academic offerings. They are also discussing the draft of the program improvement viability process.
<p>8. Classified Senate of Cañada College</p>	<p>Roslind Young reported the following:</p> <ul style="list-style-type: none"> • At its last meeting, the Classified Senate talked about the first recommendation in the Áse Power Consult report and will meet for further discussion on the remaining recommendations. • The senate will be holding a fundraising event, selling See's Candy bars at the Welcome Center to support student scholarships. • She also clarified information on classified staff work schedules. There are many student-facing classified employees who are not available on Friday afternoons. Because they only work so many hours a week and want to be on campus when the students are here, employees flex their schedules so they are not working on Friday afternoons.

<p>9. Guided Pathways</p>	<p>Vice President Manuel Pérez announced that Ron Andrade is the new Director for Student Support, He will provide Guided Pathways administrative oversight and operational and administrative support.</p> <p>They reviewed all of the Guided Pathways updates and critical questions regarding Dual Enrollment, First Year Experience, success teams, career exploration and how the campus documents and ensures that students have had helpful and sustained learning as they reach the end of their pathway.</p> <p>They will also attend the upcoming IPC meeting to talk about eight reassigned time applications. Four are renewal applications by interest area and there are four new applications for success team counselors.</p>
<p>10. Planning Council Reports</p>	<p><u>IPC</u>: Allison Hughes said IPC will meet on Friday, March 4 from 9:30-1130a.m. to discuss two Guided Pathways reassignment applications and the program review college-wide timeline and due dates. Program review presentations will be held on Friday, March 18 and all are invited to attend.</p> <p><u>SSPC</u>: Vice President Pérez reported that program review dates for fall 2022 were discussed and Dean Max Hartman will provide that information to the Program Review Work Group. They also discussed the transformational antiracist leadership framework and how they continue to work on different implementation strategies in student services. They have been invited to present at the National Conference on Race Ethnicity and will talk about the transformational antiracist leadership framework and best practices for Student Services. They also held a general COVID round table check-in for Student Services.</p>
<p>11. President's Update</p>	<p>No update was provided.</p>
<p>12. Matters of Public Interest and Upcoming Events</p>	<p>No matters of public interest or upcoming events were shared</p>
<p>ADJOURNMENT</p>	<p>The meeting was adjourned at 3:43 p.m.</p>
<p>Next Meeting</p>	<p>The next meeting will be held on March 16, 2022.</p>